BUSINESS BRAIN · HOW DO I

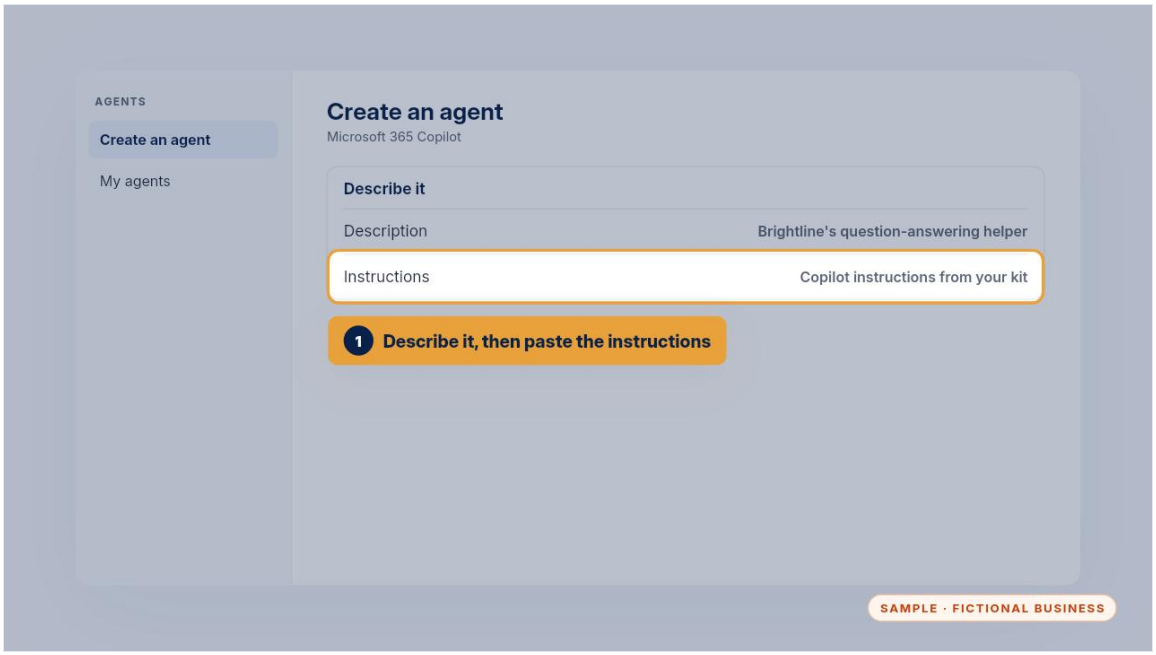
How do I load it into Microsoft Copilot?

Create an agent and add your file from OneDrive or SharePoint.

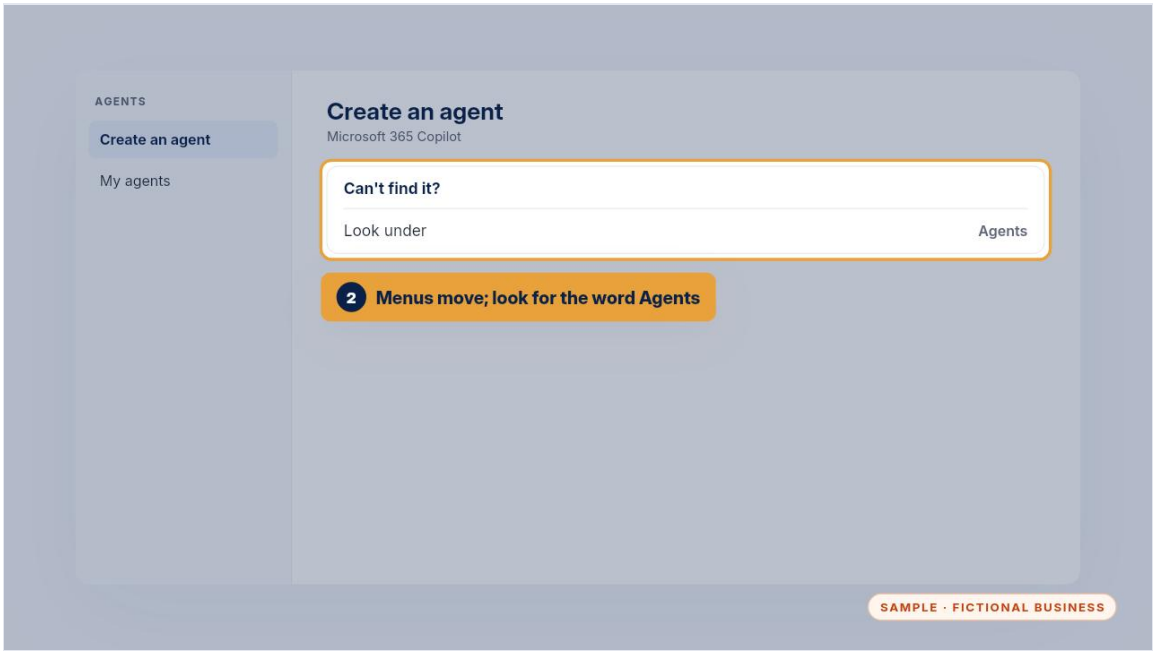
Watch the narrated video: https://openarmsolutions.com/guides/business-brain/load-it-into-copilot



1. If your team uses Microsoft 365, you can load your Business Brain into a Copilot agent.



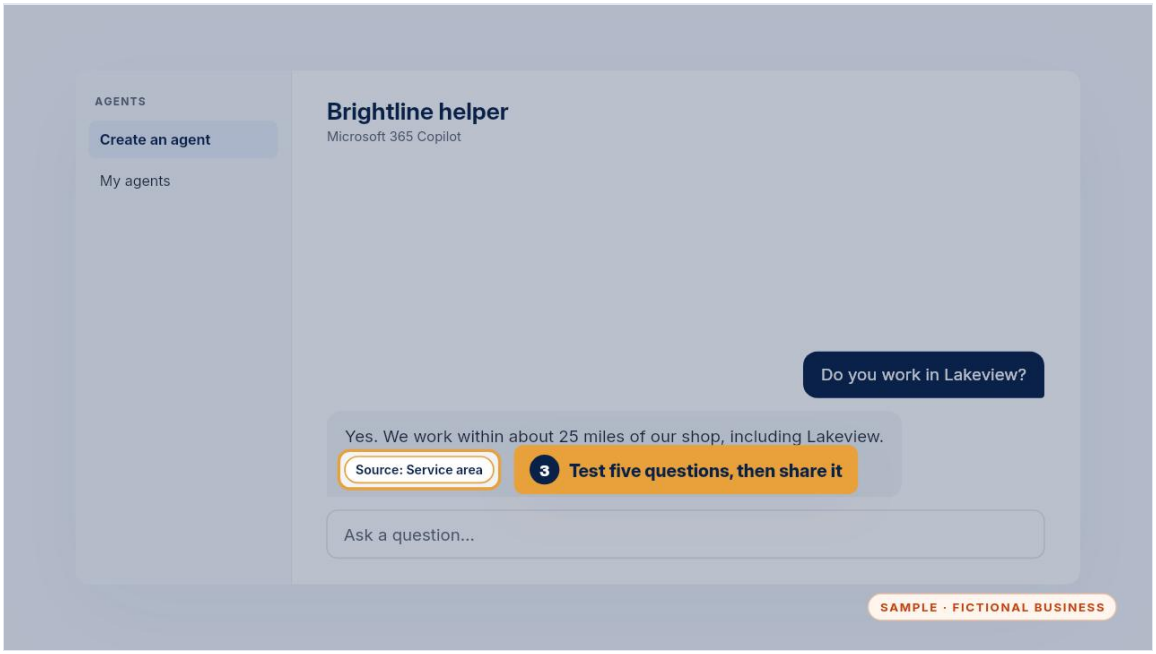
2 Look for create an agent. Describe it as your business's question answering helper, then paste the Copilot instructions from your kit.



3 Menus change from time to time. If you can't find it, look for the word agents.



4 Add your Business Brain file as knowledge from OneDrive or SharePoint, so only your team can see it.



5 Test it with five questions from section four, then share the agent with your team.