
Copilot access-qualified setup: give your voice profile a home

This route is for a work or school account with Microsoft Entra ID. Microsoft lists Microsoft 365 Business Basic as eligible for Copilot Chat. Instructions-only agents and agents grounded only in public websites may be available at no added cost, but your administrator controls access. Your Power Platform default environment must be in a supported region, and your network must allow HTTPS access to *.api.powerplatform.com.

Ask your administrator to check

1. In the Microsoft 365 admin center, open Agents > Settings > User access and confirm that your user or group can access agents.
2. Confirm that the Agent Builder / Create an agent entry is available to your user.
3. Confirm that the tenant's Power Platform default environment is in a supported region.
4. Confirm that the firewall or proxy allows *.api.powerplatform.com over HTTPS.

The tenant Allow web search in Copilot policy is different from the Agent Builder Web content toggle. The tenant policy wins. For this exercise, leave web content out and use only your voice-profile instructions.

Participant path

1. Open the Microsoft 365 Copilot app with your eligible work or school account.
2. Under Agents, select New Agent, then open Configure.
3. Build an instructions-only agent. Add your revised AI Brand Voice Profile as the instructions. Do not add tenant files, SharePoint, Microsoft Graph, connectors, or other knowledge sources for this exercise.
4. Use the preview to check the instructions, then select Create.
5. Confirm the agent appears in a usable Agents list. A preview-only draft does not count.
6. Open a new conversation with the created agent and give it only this exact proof test:

Write two lines to a customer telling them we are closed on Monday, September 14 for a staff day and open again Tuesday, September 15.

Give it the facts. Give it nothing about how you sound. If it comes back sounding like you, it is home.

If Create is disabled

Paste the revised profile into a new Copilot conversation and complete run two there. Then send your administrator the four checks above: Agents > Settings > User access, the Agent Builder / Create an agent entry, supported Power Platform default-environment region, and HTTPS access to *.api.powerplatform.com.

Privacy and future removal

Use only information your business approves for repeated storage in that account. Business scope is not a privacy wall. Tenant policies, administrators, memory, history, connected services, Microsoft 365 data processing, and your organization's rules may still apply.

For a later off switch, edit or replace the agent instructions, update the agent, and check a fresh conversation. Removing or uninstalling an agent from a user's list is not permanent deletion. An owner can delete an agent, but deletion is permanent and cannot be reversed.

Official Microsoft sources

- [Minimum requirements for Microsoft Copilot Chat](#)
- [Using agents in Microsoft Copilot Chat](#)
- [Agent settings in Microsoft 365 admin center](#)
- [Agent Builder in Microsoft 365 Copilot](#)
- [Build your own agent with Microsoft Copilot](#)
- [Share and manage agents](#)