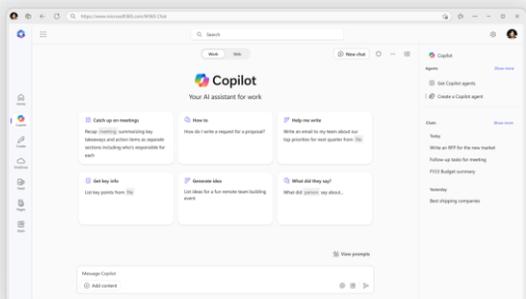


5 easy steps to enable agents authoring in Microsoft 365 Copilot Chat



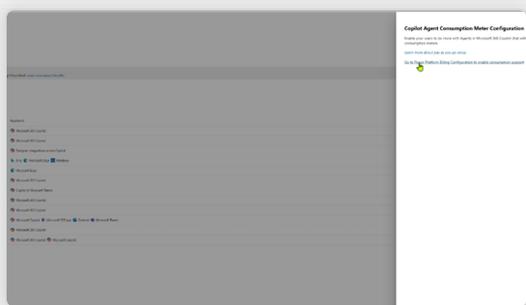
Enable your organization to maximize Copilot Chat with **pay-as-you-go agents**

Using the Power Platform Admin Center, IT admins can easily set up flexible pay-as-you-go billing—so you can leverage Copilot Chat agents grounded on your enterprise data at scale.



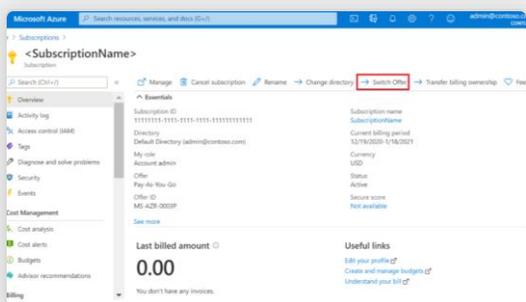
Step 1 Set up Copilot Chat

Visit M365Copilot.com and sign in with your work account. Pin Copilot Chat in the Microsoft 365 Copilot app, Teams, and Outlook for your organization and instruct users to sign in with their Entra ID to maintain a consistent experience across web, desktop and mobile.



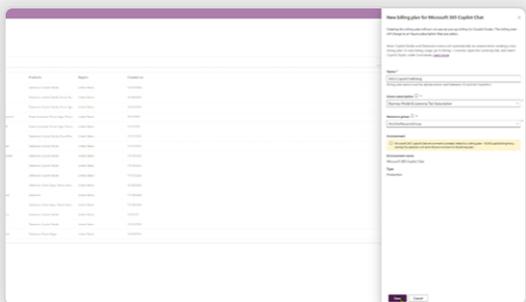
Step 2 Enable agent authoring with consumptive billing

In the Power Platform admin center, go to **Manage > Tenant Settings** to configure Copilot Studio authors by selecting a Microsoft Entra group or assigning the \$0 Microsoft Copilot Studio user license via the Microsoft 365 admin center. Agents accessing shared tenant data (e.g., SharePoint content) incur metered consumption charges and are disabled by default. To enable them, set up or use an existing Copilot Studio pay-as-you-go meter in Power Platform admin center.



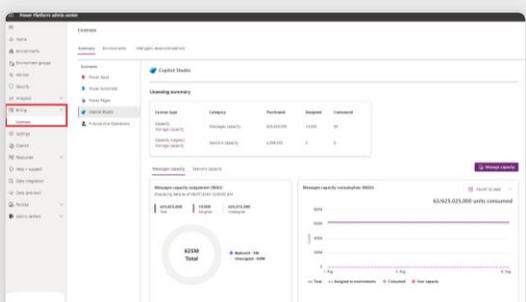
Step 3 (optional) Set up an Azure subscription for pay-as-you-go billing

If you don't already have an Azure subscription and Copilot Studio environment with pay-as-you-go billing enabled, you can quickly set one up in the Power Platform admin center by configuring an Azure billing policy. You'll need to ensure you have an Azure subscription with owner or contributor permissions to create resources and register providers obtained through your organization or Azure account site.



Step 4 Assign capacity to your Copilot Chat environment

Once your Azure subscription is ready, create a pay-as-you-go billing plan and link it to your subscription in the Power Platform admin center. A new environment named "Microsoft 365 Copilot Chat" will automatically be provisioned, providing access to Copilot consumption reporting. If an environment already exists, it will automatically link to any new billing plan you create.



Step 5 Manage your consumption with spending alerts

You can view real-time insights on usage patterns, billing trends, and capacity consumption in Power Platform admin center. Additionally, admins can view billing details, allocate charges, and set spending alerts directly in the Azure Portal.