



Personal News Digest

Setup & Configuration Guide

A Declarative Agent for Microsoft 365 Copilot

Developer: Power CAT | Version 1.0.0.0

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Which Option Should I Choose?





Pick the path that matches how you want to install and roll out this agent. Recommended: start with Option A if the agent is in the Marketplace catalog.

Option	Best For	You'll Need	Time
Option A – Install from Microsoft Marketplace	Catalog-driven discovery and org-wide rollout via the Agent Library	Microsoft 365 work account + Power Platform environment + permission to install marketplace apps (System Administrator or System Customizer in target environment)	~10 min
Option B – Import into Teams	Fastest local install, non-technical users	Teams + admin-enabled custom app uploading + the agent .zip	~5 min
Option C – Build in Agent Builder	Full control, no zip needed, no admin permissions required	Agent Builder access via M365 Copilot	~15 min
Option D – Clone & Deploy with VS Code	Developers, version control, CI/CD	VS Code + Node.js + M365 Agents Toolkit	~20 min

1. What Is Personal News Digest?







Delivers a 30-second summary of high-impact organizational news from your Outlook, Teams, and SharePoint. Surfaces leadership announcements, policy and HR updates, security and operational alerts, launches, and trending topics — tagged  Critical /  Important /  FYI with sender and date. Personalized to your role, team, and region.

What It Pulls Together

Source	What You'll See
 Email	Org-wide broadcasts, exec messages, internal newsletters, HR/IT bulletins
 Teams	Channel posts, leadership broadcasts, mentions
 Files	SharePoint intranet news, policy pages, internal news
 People	CEO, C-suite, skip-levels, manager chain (for Exec Voice tagging)

Built-in Suggested Prompts

When you open the agent you'll see clickable prompt buttons at the bottom of the chat. Just click one to get started — no typing needed:

Button	What It Does
 What Matters Most	What are the top 5 company-wide announcements from the past week, tagged by Critical, Important, and FYI. Include the sender and date for each announcement.
 Make My Life Easier	Surface recently announced tools, features, apps, or services I could start using to make my work easier — include what it does, who it's for, and how to get started.
 Company Initiatives	Summarize recent company-wide initiatives, strategic programs, partnerships, and launches announced in the past 30 days. Include a brief summary of each and its potential impact on the organization.
 Org Announcements	Show me org-wide announcements from the past 30 days, deduplicated across Outlook + Teams + SharePoint + Newsletters, with a 'why it matters to me' line.
 Back To the Office	I just returned back to the office. Catch me up on critical org news since the start of my time off.
 Leadership Updates	Surface messages and newsletters from the CEO, C-suite, or skip-levels in the past 30 days — include key quotes.

How the Briefing Is Organized

Outputs follow a consistent, scannable format (≤ 350 words):

- 📅 Window — the resolved time range
- 🗝️ Executive Summary — top 4 bullets, the "if you read nothing else"
- 🗣️ From Leadership — Exec Voice items with key quotes
- ⚠️ Action Required — anything you must act on, with deadline
- 🏢 Operational & Security — incidents, outages, planned downtime
- 🔄 What's Changed — items where source explicitly differs from a prior announcement
- 📌 Key Updates — important FYI items with "why it matters to me"
- 📊 Trending at the Company — topics converging across ≥ 2 sources
- 🌐 Region / Org-Specific — items relevant to your location or org

2. Before You Start

Make sure the items below are in place. If any are missing, contact your IT administrator.

Checklist

✓	What You Need	Why
<input type="checkbox"/>	Microsoft 365 account	Required to sign in
<input type="checkbox"/>	Microsoft 365 Copilot license	Gives the agent access to your email, calendar, Teams, and files

⚠ Note: These are the only universal prerequisites. Each option section below has its own "Before You Begin" checklist with option-specific requirements.

3. Option A – Install from the Microsoft Marketplace (Agent Library)

The Agent Library on Microsoft Marketplace offers a curated collection of ready-to-use agent templates you can install directly into your Power Platform environment. Browse by category and deploy in minutes. For more information, visit our documentation on [Microsoft Learn](#).

What's Included in the Library

- **Agent templates for real business scenarios.** Each one follows Microsoft best practices and is ready to customize.
- **Two agent types supported.** Copilot Studio Agents and Declarative Agents - pick the right fit for your use case.
- **Guided configuration.** Customize behavior, knowledge sources, and connected services before you deploy.
- **Version tracking.** Know when updates are available and keep your deployed agents current.


Before You Begin

✓	What You Need	Why
<input type="checkbox"/>	Microsoft 365 work account	Required to sign in to Microsoft Marketplace
<input type="checkbox"/>	A target Power Platform environment	The marketplace app installs into a specific environment
<input type="checkbox"/>	Permission to install marketplace apps in that environment	You need System Administrator or System Customizer security role in target environment
<input type="checkbox"/>	Acceptance of the Marketplace terms of service	Required during the "Get it now" flow

How to Install


1. Go to the [Agent Library](#) on Microsoft Marketplace and **ensure you're signed in** with your Microsoft 365 account.
2. Select **Get it now**.
3. Select **Get it now** to confirm.

4. Select the environment where you will install the solution, review and accept the terms of use and privacy statements, then select **Install**.
5. You'll be redirected to Power Platform Admin Center. If not redirected, to monitor installation progress, navigate to: **Environments** → **your environment** → **Dynamics 365 apps** → **Agent Library**.
6. Once installed, go to **make.powerapps.com** and switch to the environment where you installed the Agent Library.
7. Navigate to **Apps** → **Agent Library**.
8. Browse the available templates and deploy your first agent.

 **Important:** This solution enables code components in your environment. This is a standard Power Platform feature for custom UI experiences and requires no additional licensing beyond your existing entitlements.

Deploy Personal News Digest from the Library

1. Open the Agent Library app from **make.powerapps.com** → **Apps** → **Agent Library**.
2. Browse or search for **Personal News Digest**.
3. Select the template, then click **Configure** (or **Download** if no configuration is required).
4. Configure the template – edit instructions, set knowledge sources, connected services, capabilities and starter prompts.
5. Click **Download** and then follow the side-loading instructions.

 **Tip:** If you don't see the Agent Library or the Get it now button, ask your tenant admin to enable Marketplace apps for your environment.

Troubleshooting

Problem	Fix
"Get it now" button is greyed out	Sign in with a work or school account that has Marketplace access (personal Microsoft accounts are not supported)
No environments listed in the install dialog	Confirm you have admin permissions on at least one Power Platform environment
Install stuck in "Installing"	Check Power Platform admin center under Resources → Dynamics 365 apps; allow up to 15 minutes
"Code components not allowed in this environment"	Have a Power Platform admin enable code components for the target environment
Agent Library app doesn't appear in make.powerapps.com → Apps	Confirm install completed and that you're viewing the same environment

Problem	Fix
Personal News Digest template not visible in the library	Confirm the agent has been published to the Marketplace catalog

4. Option B – Import the Agent into Teams

This is the fastest local install. You'll upload the pre-built agent package directly into Teams.

Before You Begin

✓	What You Need	Why
<input type="checkbox"/>	Microsoft Teams installed	The agent is uploaded through the Teams app
<input type="checkbox"/>	Custom app uploading enabled	Your admin must turn this on — see below
<input type="checkbox"/>	Personal News Digest.zip file	The agent package you'll upload

How to Check if Custom App Uploading Is Enabled

Your IT admin controls this setting.

1. Open Microsoft Teams.
2. Click **Apps** in the left sidebar.
3. Click **Manage your apps** at the bottom and look for the **Upload an app** button.

See the button? You're good. **Don't see it?** Ask your IT admin to enable **Upload custom apps** in the Teams Admin Center under *Teams apps* → *Setup policies*.

Important: Do not unzip or rename the file. Teams needs the original .zip as-is.

Upload the Agent

1. Open Microsoft Teams.
2. Click **Apps** in the left sidebar.
3. Click **Manage your apps** at the bottom of the Apps page.
4. Click **Upload an app**.
5. Select **Upload a custom app**.
6. Browse to where you saved Personal News Digest.zip → select it → click Open → click Add.

The agent is now installed!

Open the Agent After Uploading

Once uploaded, you can access Personal News Digest in two ways:

From Microsoft 365 Copilot (Web)

1. Go to **m365.cloud.microsoft/chat**.
2. Click the side-panel icon (top-right of the chat).
3. Find Personal News Digest in the agent list and select it.
4. Click any suggested prompt button to get started.

From Microsoft Teams

1. Open Microsoft Teams.
2. Click the **Copilot** icon in the left sidebar.
3. Click the side-panel icon → select Personal News Digest.

Using @Mention (Either App)

In any Copilot chat window, type **@Personal News Digest** followed by your question.

Pin the Agent for Quick Access

Pin Personal News Digest to your sidebar so it's always one click away:

1. Open the agent list (side-panel).
2. Find Personal News Digest.
3. Right-click (or use the ... menu) → **Pin**.


The agent will now appear in your left sidebar for instant access — no searching needed.

Using Suggested Prompts

When you open Personal News Digest, you'll see suggested prompt buttons at the bottom of the chat window. These are pre-written prompts designed to get you started quickly.

How to use them:

1. Open the agent.
2. Look at the buttons at the bottom of the chat.
3. Click any button — the prompt sends automatically.
4. Read the agent's response.

 **Tip:** You can also type your own questions instead of using the buttons.

Troubleshooting

Problem	Fix
"Upload an app" button missing	Custom app uploading is disabled — ask your IT admin to enable it

Problem	Fix
"Parsing has failed" error	The zip is corrupted or modified — re-download the original
App doesn't appear after upload	Wait 1–2 minutes and refresh
Agent not showing in M365 Copilot	Takes a few minutes — refresh the chat panel

5. Option C – Build the Agent Yourself

If you can't upload a zip — or prefer to build it yourself — use Agent Builder in Microsoft 365 Copilot. No coding required.

Before You Begin

✓	What You Need	Why
<input type="checkbox"/>	Agent Builder access	Available through Microsoft 365 Copilot at m365.cloud.microsoft/chat

Open Agent Builder

1. Go to m365.cloud.microsoft/chat and sign in.
2. Click **New agent** (top-right of the chat).
3. Click **Skip to configure** to go straight to the configuration form.

Fill In the Configuration

Name & Description

Field	What to Enter
Name	Personal News Digest
Description	Delivers a 30-second summary of high-impact organizational news from your Outlook, Teams, and SharePoint.

Instructions

Scroll down to the **Instructions** box. Copy and paste everything in the box below into that field. This tells the agent how to behave:

```
# Literal-Execution Header
Interpret these instructions literally. Never infer intent or fill in missing steps. Never add context, recommendations, or assumptions. Follow step order exactly. Respond concisely and only in the requested format.

# Purpose
You are the Personal News Digest Agent – a concise assistant that scans Microsoft 365 sources and delivers a crisp, scannable, personalized digest of high-impact organizational updates. Think: "summary in 30 seconds."

# General Guidelines

## Tone & Style
```

- **Tone:** professional, neutral, time-respecting. Like a chief-of-staff, not a newsletter.
- **Verbosity:** ≤ 350 words. 4-6 sections max. Short single-line bullets.
- Plain English; no speculation or marketing language. Clarity over completeness.

Restrictions

- Never fabricate items, senders, dates, or quotes.
- Always include a source link or sender attribution per bullet (e.g., *- HR, Mar 12*).

Domain Vocabulary

- **Exec Voice** – items from CEO, C-suite, skip-levels, or manager chain (via `People` knowledge).
- **Trending** – ≥2 posts/channels/senders converging on the same theme within the window.
- **Newsletter** – an internal email digest (corporate comms, HR, IT, leadership, division/region roundup). Treat each qualifying item *inside* a newsletter as its own candidate; attribute as *- <Newsletter Name>, <date>*.
- **Operational alert** – incident, outage, degraded service, planned downtime, or IT/system status notice.
- **Major initiative** – milestone, launch, award, financial result, partnership, or strategic program.
- **Topic scope** – a request naming a single topic family (security, policy, leadership, operational, action items).
- **Priority tags:** 🚨 **Critical** · 📌 **Important** · 📢 **FYI**.
- **Special tags:** 🗣️ Exec Voice · 🔄 Updated · 🔄 Reversed · 📈 Trending · 🏠 Operational.
- **Default Timeframes:** 🌙 **Daily** (today) · 📅 **Weekly** (Mon-Fri) · 📅 **Monthly/Quarterly** · 🕒 **Custom**.

Knowledge & Capabilities

Use only these. Reference by name when describing where an item came from.

- `Outlook` – emails (broadcasts, exec messages, **internal newsletters/digests** from corporate comms, HR, IT, leadership, ERGs, and team distros); calendar resolves 000 for "since I was on PTO."
- `Teams` – channel posts, broadcasts, leadership messages.
- `SharePoint` – internal news, intranet, policy pages.
- `People` knowledge – resolves manager chain, CEO, C-suite, skip-levels.

Rule: **only call a knowledge source when a step explicitly instructs you to.**

Skills

Skill 1 – Personalize

Tailor every digest to user profile: department, role, title, location, region, manager chain (drives relevance scoring); language/locale; followed topics. Missing profile → default to org-wide and disclose.

Workflow Steps

Run ****in order****. Do not skip or reorder.

1. ****Scan**** – query `Outlook`, `Teams`, `SharePoint` inside the window.
2. ****Filter**** – Include: org-wide announcements; policy/security/HR updates; ****operational alerts**** (incidents, outages, downtime, IT status); ****major initiatives**** (launches, milestones, financials, partnerships, awards); product/platform changes; leadership comms; broadcasts; ****internal newsletters & recurring digests**** from `Outlook` (e.g., corporate comms weekly, HR monthly, CEO/leadership newsletters, IT/security bulletins, division/region roundups) – extract qualifying items from inside the newsletter and attribute to the newsletter name + issue date. ****Exclude**** items in *Restrictions*; external/marketing newsletters and subscriptions from outside the org.
3. ****Score**** by ****Impact**** × Audience Reach × Recency × Persona (including newsletter items). ****Tag priority**** – exactly one: (security/compliance/mandatory/exec broadcast/active operational incident), (policy/HR/product affecting role/region, planned downtime), (general awareness/milestones).
4. ****Merge / Deduplicate sources**** – combine the same story across `Outlook` + `Teams` + `SharePoint` into one bullet. Prefer the original/authoritative source; cite the newsletter only when it is the sole source. Drop sub-threshold items.
5. ****Apply special tags:**** Exec Voice items go near the top; / only when source explicitly differs (add one-line ****"What changed"***); Trending when ≥2 sources converge.
6. ****Add personal relevance**** – append one-line ****"Why it matters to me"*** (≤ 15 words) per item. Omit if no clear angle.
7. ****Compose**** – output per *Output Contract*. ****Topic-scoped:**** when the user names a single topic family (****"just security alerts,"* "only policy changes,"* "leadership only,"* "operational alerts,"* "action items"***), return ****only**** Window` + matching sections (security/operational → Action Required` + Operational & Security`; policy → Action Required` + Key Updates`; leadership → From Leadership`). Don't invent sections.

Output Contract

Return only the digest, in this exact section order. Omit any section with no content.

...

**** Window:**** <resolved time range>

Executive Summary

- Top 4 bullets – the "if you read nothing else."

From Leadership ***(only if Exec Voice items exist)***

- 1-4 bullets, each with tag, key quote ≤ 20 words when impactful.

Action Required ***(only if user must act)***

- 1-N bullets, each with deadline.

🚨 Operational & Security *(only if operational alerts or security incidents exist)*
 - 1-N bullets. Each: status (active/resolved/planned) + service + impact + source.

🔄 What's Changed *(only if Updated/Reversed items exist)*
 - 1-N bullets, each with 🔄 or 🔄 tag and one-line "What changed."

📌 Key Updates
 - Important FYI items, each with priority tag and "Why it matters to me."

📊 Trending at the Company *(only if signal exists)*
 - 2-4 bullets. Each: topic + brief context + signal source.

🌐 Region / Org-Specific *(only if relevant)*
 - 1-N bullets.
 ...

Constraints: Markdown bullets only; ≤ 350 words; window stated at top; source per bullet; no fabrications.

Examples




Valid – PTO catch-up
 "Catch me up since I was on PTO." → Resolves 000 window from `Outlook`, runs Steps 1-8, returns digest.


Valid – topic-scoped
 "Any urgent security or operational alerts?" → `🚨 Window` + `⚠️ Action Required` (if any) + `🚨 Operational & Security` only.
 "Any new messages from executive leadership?" → `📧 Window` + `✍️ From Leadership` only.

Invalid
 - Tagging 🔄 **Reversed** when no source explicitly contradicts a prior announcement.
 - Including a 1:1 email from a peer in `📌 Key Updates`.
 - Returning all sections when the user asked only for *security alerts*.

Error Handling
 - **No updates** → reply exactly: *"No major corporate updates in this period."*
 - **Partial source access** → state which sources were unreachable in a one-line note.
 - **Missing profile data** → fall back to org-wide and disclose.
 - **No change history** → silently skip `🔄 What's Changed`.
 - **Ambiguous date range** → default to last 30 days and state it.

Self-Evaluation Checklist

1. Resolved ****window**** stated at top?
2. Every bullet has ****source/sender attribution****?
3. Every Key Update has a ****priority tag****? Exec Voice tagged  and near top?
4.  /  tags backed by explicit source differences?
5. Topic-scoped requests honored (no extra/invented sections)?
6. ≤ 350 words? Duplicates merged? No fabricated items, senders, dates, or quotes?

 **Tip:** Select all the text in the box above (Ctrl+A after clicking inside) and paste it directly into the Instructions field.

Knowledge Sources

Scroll down to the Knowledge section. You'll see a row of icons and a search bar that says "Enter a URL or name or drop files here". Add knowledge sources by clicking the icons one at a time:

Add SharePoint Files

1. Click the **SharePoint** icon (first icon — teal/blue document icon).
2. Select **My SharePoint files, folders, and sites** from the dropdown.


Add Teams Chats & Meetings

1. Click the **Teams** icon (second icon — purple people/chat icon).
2. Select **My Teams chats and meetings** from the dropdown.

Add Outlook Email

1. Click the **Outlook** icon (third icon — blue envelope icon).
2. Select **My emails** from the dropdown.

After adding all sources, you should see them listed as active knowledge sources under the search bar with toggle switches turned on.

 **Note:** Knowledge sources require an active Microsoft 365 Copilot license. People data is included automatically when other M365 sources are enabled — no separate selection needed.

Starter Prompts

Scroll down to the Starter Prompts section. Add these prompts so users see clickable quick-start buttons:

Title	Prompt
What Matters Most	What are the top 5 company-wide announcements from the past week, tagged by Critical, Important, and FYI. Include the sender and date for each announcement.
Make My Life Easier	Surface recently announced tools, features, apps, or services I could start using to make my work easier — include what it does, who it's for, and how to get started.
Company Initiatives	Summarize recent company-wide initiatives, strategic programs, partnerships, and launches announced in the past 30 days. Include a brief summary of each and its potential impact on the organization.
Org Announcements	Show me org-wide announcements from the past 30 days, deduplicated across Outlook + Teams + SharePoint + Newsletters, with a 'why it matters to me' line.
Back To the Office	I just returned back to the office. Catch me up on critical org news since the start of my time off.
Leadership Updates	Surface messages and newsletters from the CEO, C-suite, or skip-levels in the past 30 days — include key quotes.

Test & Create

1. Click the **Try it** tab (right side) and try one of the starter prompts.
2. When the agent responds correctly, click **Create**.
3. Click **Go to agent** to start using it.

How to Access Your New Agent

Method	How
From M365 Copilot (Web)	m365.cloud.microsoft/chat → side-panel icon → select agent
From Teams	Open Teams → Copilot icon → side-panel icon → select agent
@Mention	Type @Personal News Digest in any Copilot chat


Pin the Agent for Quick Access

1. Open the agent list (side-panel).
2. Find Personal News Digest.
3. Right-click (or use the ... menu) → **Pin**.

Using Suggested Prompts

When you open Personal News Digest, you'll see suggested prompt buttons at the bottom of the chat window.

1. Open the agent.
2. Look at the buttons at the bottom of the chat.
3. Click any button — the prompt sends automatically.
4. Read the agent's response.

 **Tip:** You can also type your own questions instead of using the buttons.

6. Option D – Clone & Deploy with Visual Studio Code

This option is for developers who want full control over the agent source code. You'll clone the agent repository, customize it locally, and deploy it using the Microsoft 365 Agents Toolkit in VS Code.

Before You Begin


✓	What You Need	Why
<input type="checkbox"/>	Visual Studio Code installed	Your code editor for this workflow
<input type="checkbox"/>	Git installed	Required to clone the agent repository
<input type="checkbox"/>	Microsoft 365 Agents Toolkit extension	VS Code extension for building and deploying M365 agents
<input type="checkbox"/>	Node.js (v18 or later)	Required by the toolkit and agent runtime

Key Terms

Term	What It Means
Clone	Download a copy of the agent source code to your computer
Repository (Repo)	The online location where the agent's code is stored
Deploy	Upload and activate the agent so it's available in M365 Copilot
Sideload	Install a custom app for testing before publishing broadly
Manifest	A configuration file that describes the agent's identity and capabilities

Install the M365 Agents Toolkit

1. Open Visual Studio Code.
2. Click the **Extensions** icon in the sidebar (or press Ctrl+Shift+X).
3. Search for **Microsoft 365 Agents Toolkit**.
4. Click **Install**.

 **Tip:** After installation, you'll see the Agents Toolkit icon in the VS Code sidebar.

Clone the Agent Repository

1. Open the integrated terminal in VS Code (Ctrl+).

2. Run **git clone <repo-url>** using the repository URL for this agent.
3. Open the cloned folder in VS Code via **File → Open Folder**.

⚠ Note: Ask your team lead or admin for the repository URL if you don't have it.

Provision and Deploy

1. Open the Agents Toolkit sidebar.
2. Sign in with your Microsoft 365 account.
3. Click **Provision** and wait for completion.
4. Click **Deploy** and wait for the success message.
5. Confirm the deployment in the Output panel.

✔ The agent is now deployed to your M365 environment!

Preview and Test

1. In the Agents Toolkit sidebar, click "Preview in Copilot".
2. The agent opens in M365 Copilot.
3. Try a suggested prompt to verify it works.


Troubleshooting

Problem	Fix
Toolkit not showing in sidebar	Restart VS Code after installing the extension
Sign-in fails	Ensure you're using your M365 account (not personal Microsoft account)
Provision fails	Check that your M365 Copilot license is active
Deploy fails	Verify Node.js v18+ is installed (run <code>node --version</code>)
Agent not appearing in Copilot	Wait 1–2 minutes after deploy, then refresh

7. Make It Your Own


If You Installed from the Marketplace (Option A)

1. Open **make.powerapps.com** → **Apps** and open the Agent Library app.
2. Find the deployed Personal News Digest agent.
3. Click **Configure** to re-run the guided configuration.
4. Update knowledge sources, instructions, or connected services, then **Save & Re-deploy**.

 **Note:** Marketplace-deployed agents update through the guided configuration UI inside the Agent Library app. When the publisher releases a new version, the library will surface an Update available indicator — apply it from the same screen to keep your deployed agent current.

If You Imported the Zip (Option B)

1. Extract the zip to a folder.
2. Open declarativeAgent_0.json in a text editor.
3. Edit the instructions, conversation_starters, capabilities, etc.
4. Save and re-zip (files at the root, not inside a subfolder).
5. Remove the old version from Teams (Apps → Manage your apps → ... → Remove).
6. Upload the new zip following the steps in Option B.


 **Important:** When re-zipping, make sure the files are at the root of the zip — not inside a subfolder.

If You Built It in Agent Builder (Option C)

1. Open the agent list and find your agent.
2. Click the ... menu → **Edit**.
3. Make changes in the **Configure** tab and save.

If You Used Option D (VS Code)

1. Open the project folder in VS Code.
2. Edit the declarative agent JSON or instructions file directly.
3. Re-deploy using the Agents Toolkit **Deploy** button.

 **Tip:** Changes deployed via the toolkit take effect within 1–2 minutes. Refresh your Copilot chat to see updates.

What You Can Change

Customization	How
Change tone	Edit Instructions
Hide output sections	Remove from Instructions
Add a VIP list	Add names to Instructions
Turn data sources on/off	Add/remove knowledge sources or capabilities
Edit starter prompts	Update in Agent Builder or JSON
Swap the icon	Replace color.png and outline.png

8. Test That It Works

Quick Smoke Test

#	Try This Prompt	What to Look For
1	What are the top 5 company-wide announcements from the past week, tagged by Critical, Important, and FYI. Include the sender and date for each announcement.	A scannable digest with priority tags (●/○/●), source attribution per bullet, and a stated time window.
2	Surface recently announced tools, features, apps, or services I could start using to make my work easier — include what it does, who it's for, and how to get started.	A scannable digest with priority tags (●/○/●), source attribution per bullet, and a stated time window.
3	Summarize recent company-wide initiatives, strategic programs, partnerships, and launches announced in the past 30 days. Include a brief summary of each and its potential impact on the organization.	A scannable digest with priority tags (●/○/●), source attribution per bullet, and a stated time window.
4	Show me org-wide announcements from the past 30 days, deduplicated across Outlook + Teams + SharePoint + Newsletters, with a 'why it matters to me' line.	A scannable digest with priority tags (●/○/●), source attribution per bullet, and a stated time window.
5	I just returned back to the office. Catch me up on critical org news since the start of my time off.	A scannable digest with priority tags (●/○/●), source attribution per bullet, and a stated time window.

⚠ Note: If the agent doesn't return data for a specific source (e.g., no Teams messages), that's OK — it only shows sections where data exists.

Full Evaluation

For a deeper test, a dedicated evaluation test plan is available alongside the agent package:

File	What It Is
Personal News Digest - Evaluation Test Plan.docx	Detailed test plan with pass/fail criteria