

Preparing for takeoff with Microsoft Copilot

Presented by
Andy Huneycutt | MVP

Wednesday April 24,
1:30 pm EST | 12:30 pm CST | 11:30 am MST | 10:30 am PST



Agenda

- ✓ **There's a Copilot for everyone – and we're here to guide you to the right one.**
- ✓ **Discover how Copilot, Copilot Pro, and Copilot for Microsoft 365 can elevate your workflow and take your productivity to the next level!**
- ✓ **We'll compare each version of Copilot, outlining the shared features from each, and highlighting the unique aspects that cater to your specific needs or the needs of your business.**
- ✓ **Experience Copilot in action as we provide step-by-step walkthroughs and live demos.**
- ✓ **From drafting documents, to crafting emails, to crunching numbers like a pro, witness how these tools seamlessly integrate into your workflow.**
- ✓ **Whether for individual use or enterprise-wide deployment, we'll show you how there's a Copilot for everyone.**

Learning objectives

- **The Fundamentals of AI in Productivity:** Gain a solid understanding of how artificial intelligence is transforming the way we work and the benefits it brings to everyday tasks.
- **Features and Functions:** Discover the shared and unique features of Copilot, Copilot Pro, and Copilot for Microsoft 365, and how they can be applied to various work scenarios.
- **In-Depth Integration Techniques:** Understand how to seamlessly incorporate Copilot into your daily Microsoft usage, enhancing tools like Teams, Outlook, Word, Excel, PowerPoint and more for greater efficiency and creativity.
- **Licensing and Accessibility:** Learn about the different licensing options available, ensuring that there's a Copilot version accessible for every type of user.
- **Maximizing Efficiency:** Pick up tips and tricks on how to leverage Copilot to its fullest potential to streamline your tasks and boost your productivity.

Copilot feature comparison

	Copilot		Copilot Pro	
	Free		\$20	
Foundational Capabilities	●		●	
Web Grounding	●		●	
Commercial Data Protection*	●		●	
Priority Model Access			●	
Copilot in Outlook, Word, Excel, PowerPoint, and OneNote			●	
Copilot in Teams				●
Microsoft Graph Grounding				●
Enterprise-Grade Data Protection				●
Customization			Copilot GPT Builder	Copilot Studio

*Commercial Data Protection applies when users are signed into their work account using their organization's Entra ID.

Copilot InPrivate

https://copilot.microsoft.com

For Individuals

Get the app

Chats

Sign in

Copilot GPTs

- Copilot
- Designer
- Vacation planner
- Cooking assistant
- Fitness trainer

Copilot
Your everyday AI companion

Write a poem with vivid imagery that doesn't rhyme

I need advice about something, can you help?

What are the top three vehicles for a family of six on a budget?

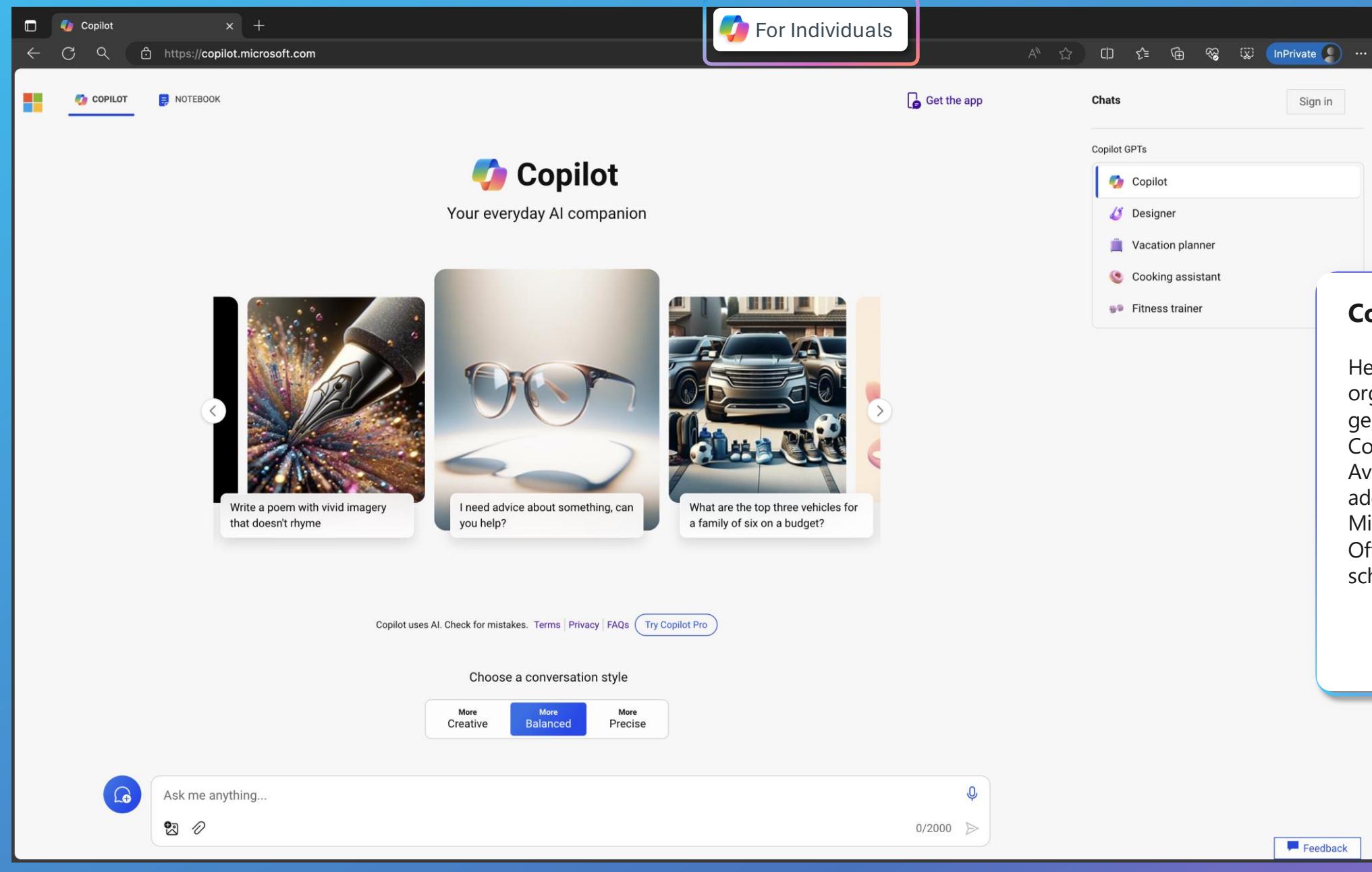
Copilot uses AI. Check for mistakes. [Terms](#) | [Privacy](#) | [FAQs](#) [Try Copilot Pro](#)

Choose a conversation style

More Creative More Balanced More Precise

Ask me anything... Feedback

0/2000



Copilot

Help safely equip your organization with generative AI using Copilot. Available at no additional cost for most Microsoft 365 and Office 365 work and school licenses.



For Organizations

Copilot

https://copilot.microsoft.com

COPILOT Work Web NOTEBOOK

WilliamH@mvpandbox.com Protected

Copilot
Your everyday AI companion

Compare online and offline marketing strategies

Write a joke that my coworkers would find funny

Create a SWOT analysis about environmental goals and impact

Copilot uses AI. Check for mistakes. [Terms](#) | [Privacy](#) | [FAQs](#)

Choose a conversation style

GPT-4 Creative Fast Balanced GPT-4 Precise

GPT-4 GPT-4 Turbo

Ask me anything...

0/16000 

Copilot with commercial data protection (formerly Bing Chat Enterprise)

Help safely equip your organization with generative AI using Copilot.

Available at no additional cost for most Microsoft 365 and Office 365 work and school licenses.


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For Organizations

Copilot

https://copilot.microsoft.com/?BCB=1&showconv=1

COPILOT Work Web

WilliamH@mvpandbox.com

Recent activity

Draft an email campaign target 3 days ago

Can you provide an overview of 3 days ago

Draft an email inviting feedba 3 days ago

Here's a sample of my writing: 3 days ago

Create a table of 5 espresso d 3 days ago

What are 5 popular espresso dr 3 days ago

2024 Land Cruiser Apr 15, 2024

Draft a standard operating pro Apr 15, 2024

Draft a standard operating pro Apr 15, 2024

Generate a detailed summary of Mar 18, 2024

See all recent chats

What's new

What's the latest from person

Get key info

List key points from file

Share meeting notes

Generate meeting notes from meeting

What did they say?

What did person say about

Where was I mentioned?

Summarize emails where I was mentioned recently

Draft an FAQ

Create a FAQ based on file

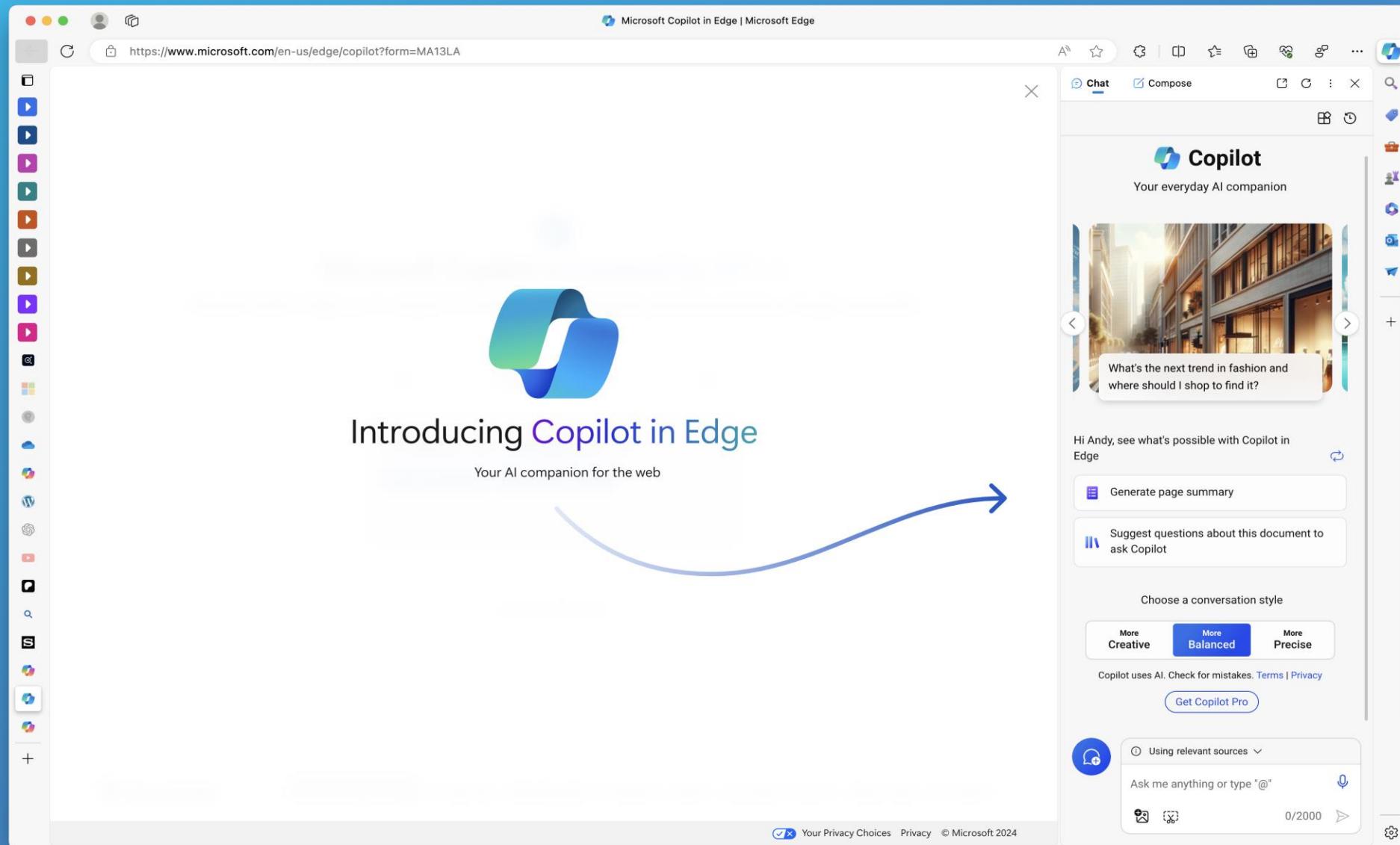
What can I help you with? Try one of the examples or enter your own prompt.

View prompts

Ask me anything or type / to add people, files, and more

0/4000


TechCon 365
Microsoft 365 & Power Platform Conference



Microsoft Copilot in Edge | Microsoft Edge

https://www.microsoft.com/en-us/edge/copilot?form=MA13LA

Introducing **Copilot in Edge**
Your AI companion for the web

What's the next trend in fashion and where should I shop to find it?

Hi Andy, see what's possible with Copilot in Edge

Generate page summary

Suggest questions about this document to ask Copilot

Choose a conversation style

More Creative More Balanced More Precise

Copilot uses AI. Check for mistakes. [Terms](#) | [Privacy](#)

Get Copilot Pro

Using relevant sources

Ask me anything or type "@"

0/2000

Microsoft Copilot

Your everyday AI companion

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Generate page summary

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Using relevant sources

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0/2000

Copilot in Edge

Microsoft Copilot in Edge, your AI companion for the web, helps you create, find, and do beyond what you thought was possible.



Copilot for Microsoft 365

Natural Language



Large Language
Models

+



Microsoft Graph
- Your Data -

+



Microsoft 365
Apps

Built on Microsoft's comprehensive approach



Security

+



Compliance

+



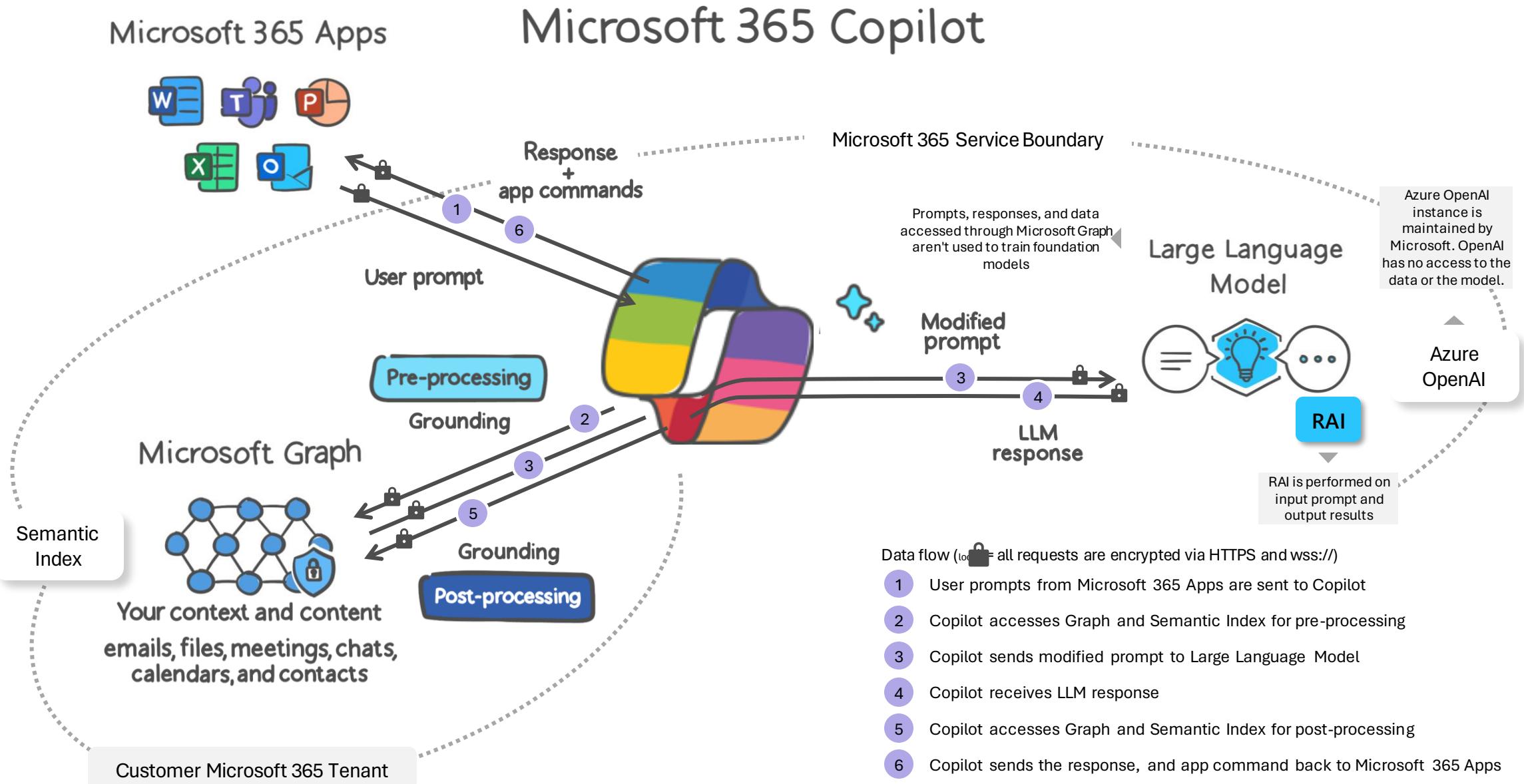
Privacy

+



Responsible AI

Copilot for Microsoft 365 basic architecture





Copilot for Microsoft 365

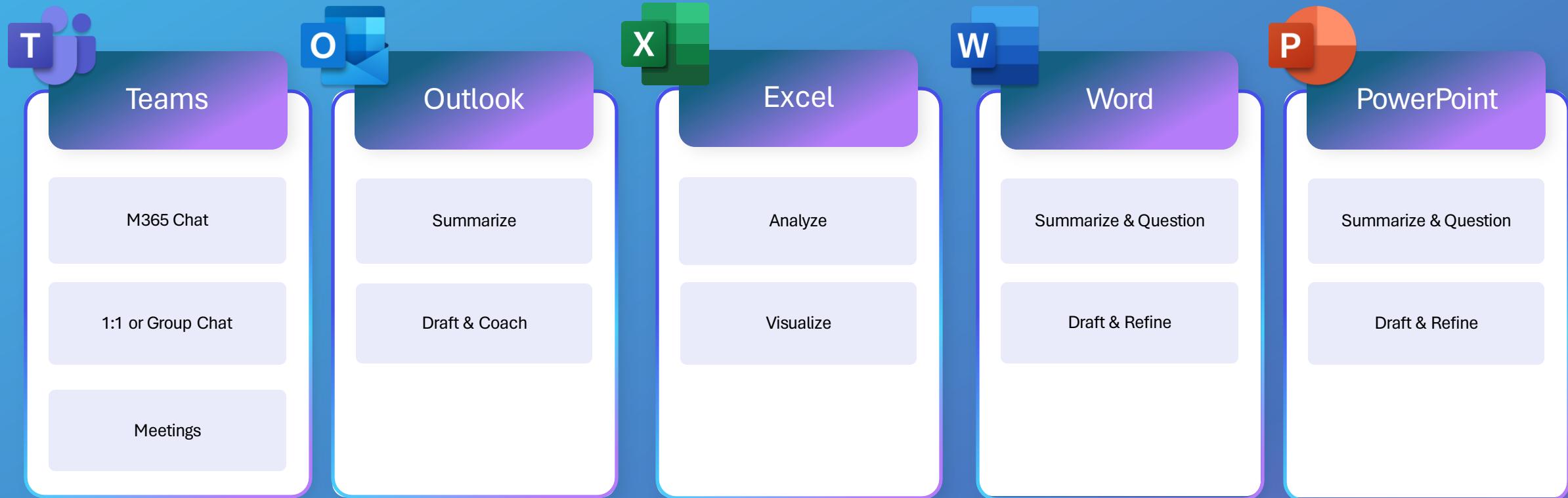
Embedded across Microsoft 365 apps



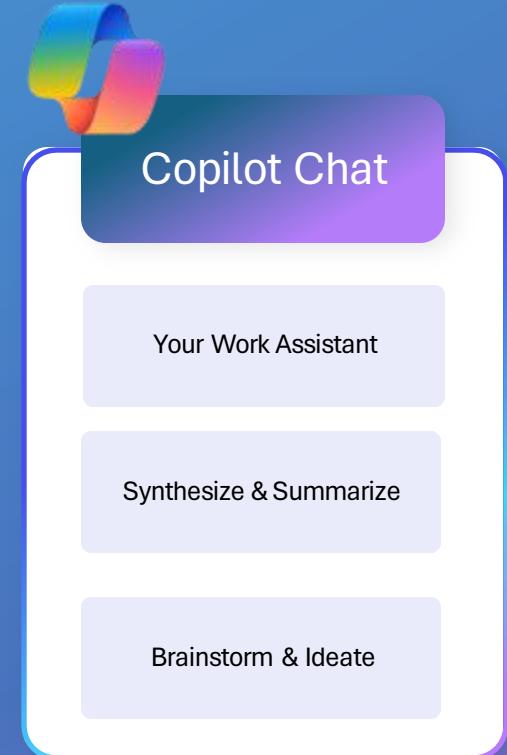
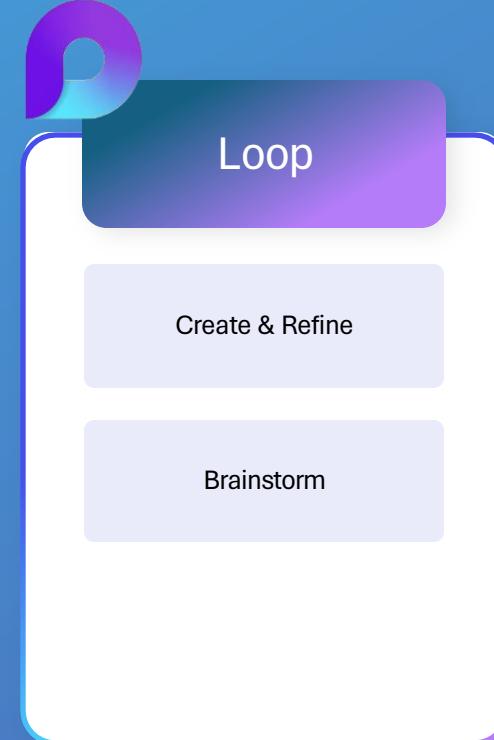
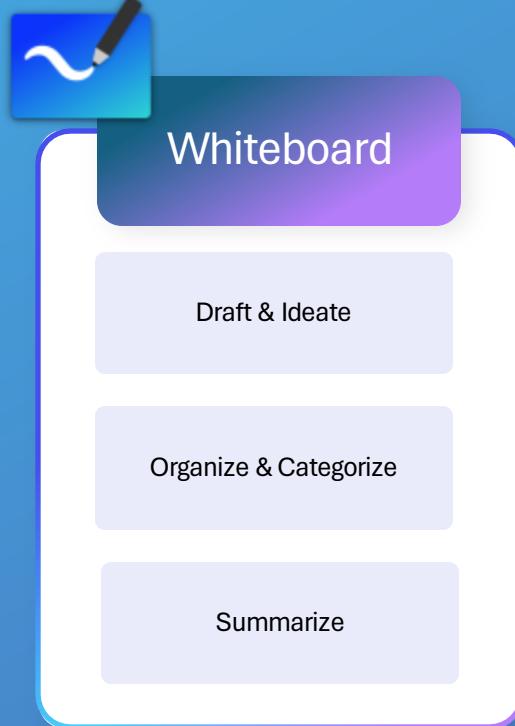
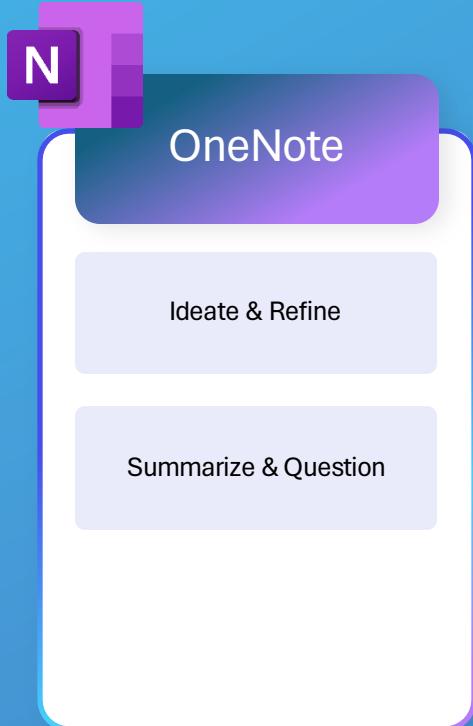
Cross-app experience



What Copilot for Microsoft 365 can do



What Copilot for Microsoft 365 can do



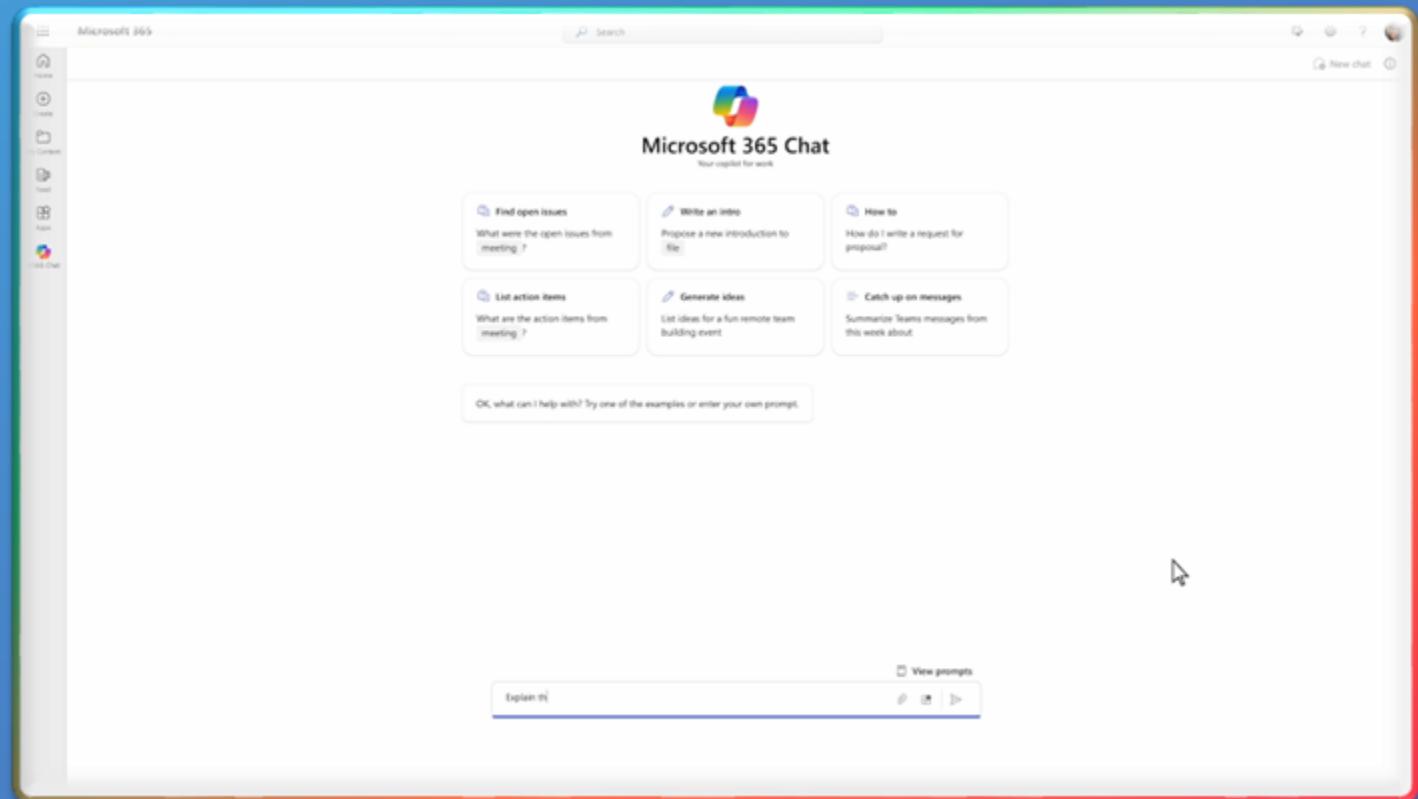


Copilot Chat

Goes far beyond simple questions and answers to tame the complexity, eliminate the drudgery, and reclaim time at work.

With [Copilot](#) now you can

- Comb across all your work data to solve the most complex problems at work.
- Find whatever you need in your files (even if you forgot they existed), connect the dots across your content.
- Integrate with the apps you use to run your business.



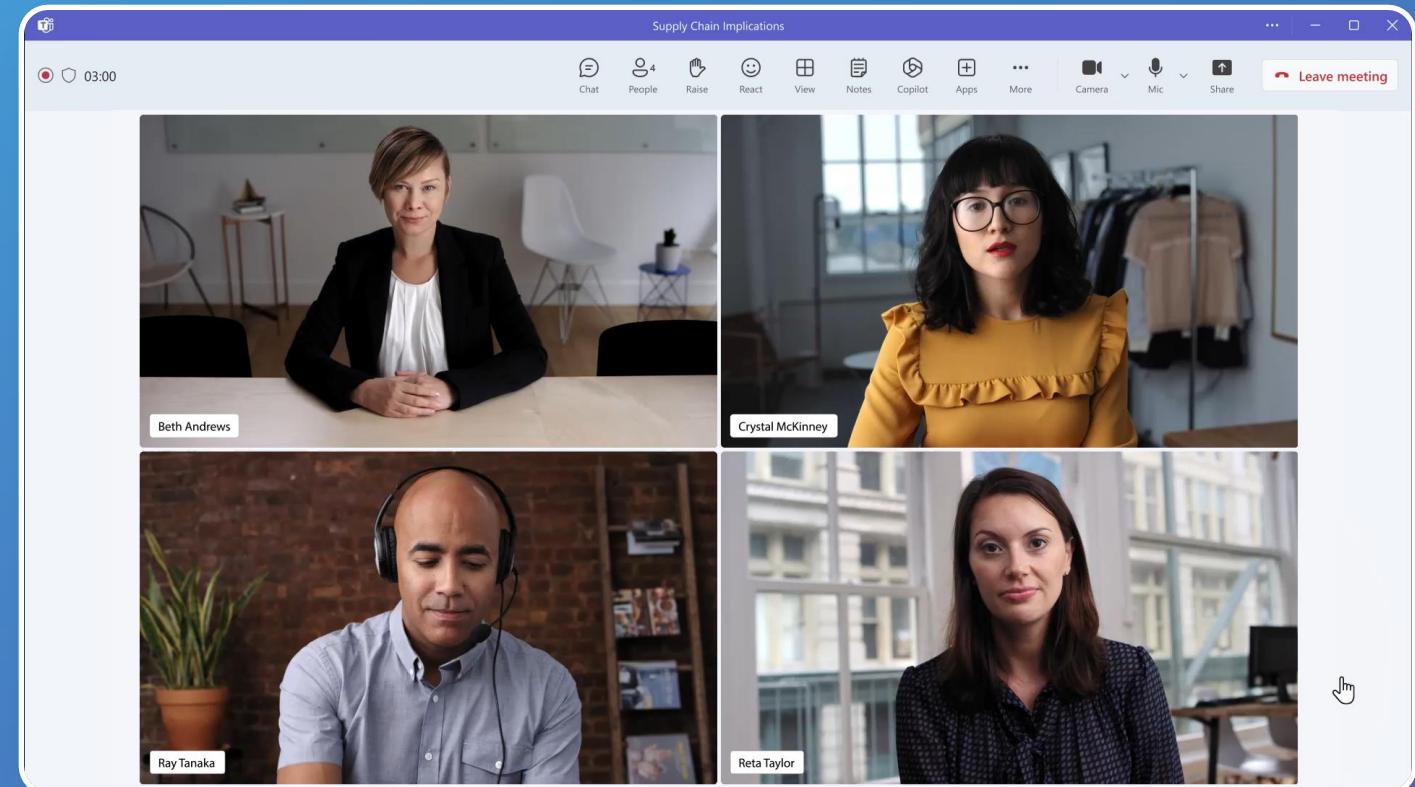
Ex - Recap an internal meeting on new requirements impact on inventory

Copilot in Teams

Copilot helps you run more effective meetings.

Business needs:

- Summarize the meeting—including decisions made and suggested next steps
- Create a table illustrating contingency steps



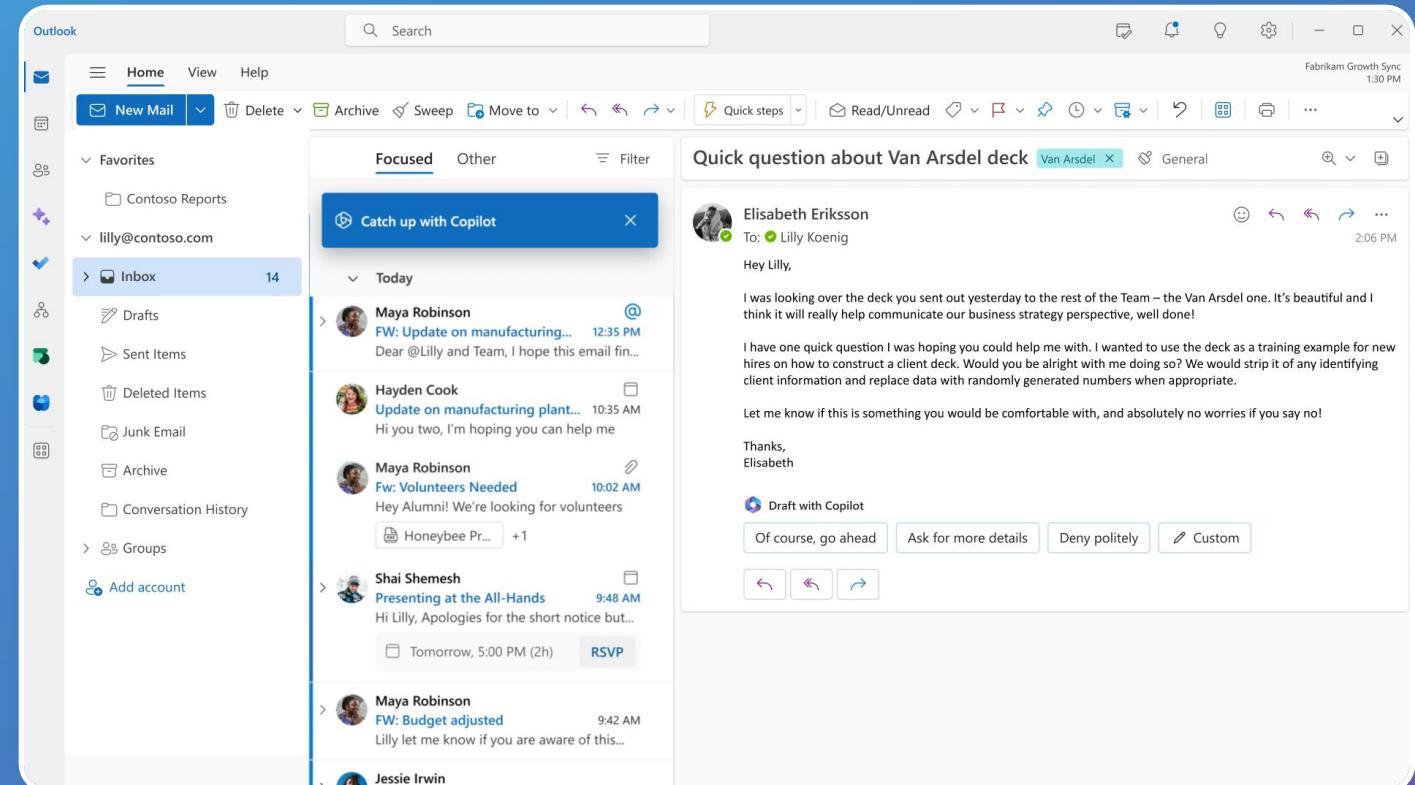
Ex - Review email inbox to find customer inquiries and supplier updates

Copilot in Outlook

Copilot works alongside to manage the daily inbox.

Business needs:

- Facilitate review of recent emails
- Flag important items; specifically, customer feedback and supplier concerns
- Draft customized responses to each inquiry. Further trim text and apply a professional tone.



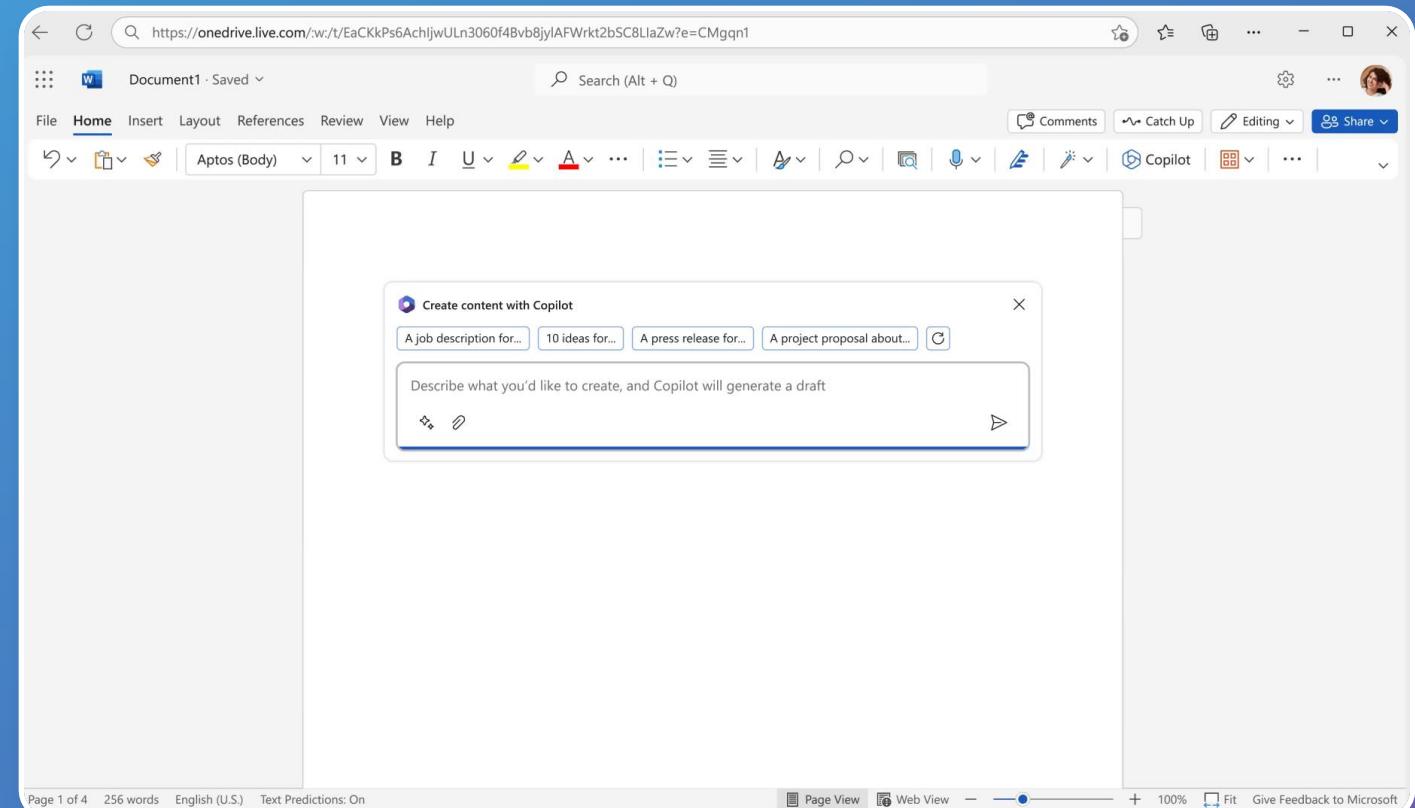
Ex - Create a proposal to update the company website

Copilot in Word

Copilot helps write, edit, summarize, & create.

Business needs:

- Draft a two-page project proposal based on the data from customer feedback and sales
- Make the third paragraph more concise. Change the tone of the document to be more casual
- Create a one-page draft based on this rough outline



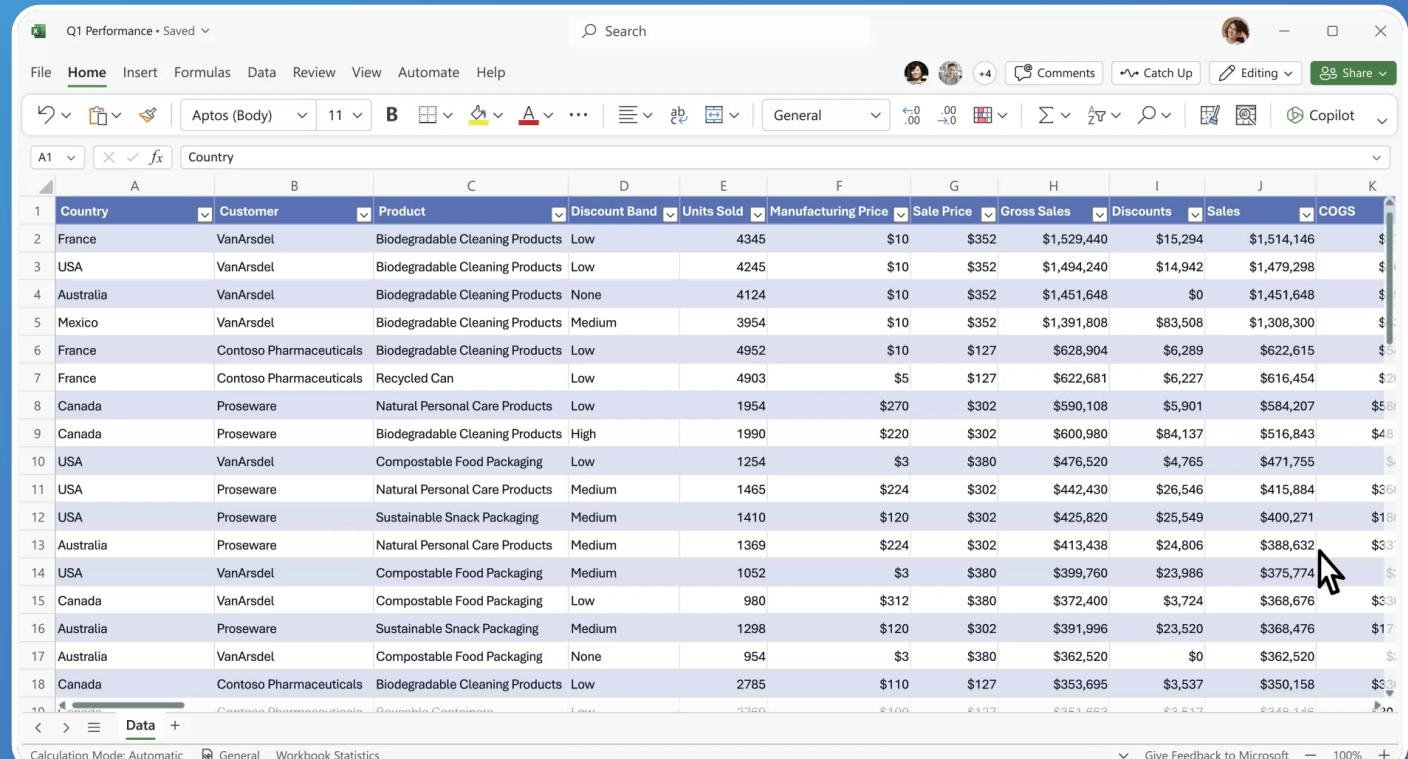
Ex - Provide comparison on online vs in-person sales

Copilot in Excel

Copilot works alongside to analyze trends and create professional-looking data.

Business needs:

- Break down sales by type and channel
- Project the impact of increasing online inventory
- Reformat data into a visual chart to model how inventory shifts could impact the gross margin
- Create visual charts to share with the team



Country	Customer	Product	Discount Band	Units Sold	Manufacturing Price	Sale Price	Gross Sales	Discounts	Sales	COGS
France	VanArsdel	Biodegradable Cleaning Products	Low	4345	\$10	\$352	\$1,529,440	\$15,294	\$1,514,146	\$
USA	VanArsdel	Biodegradable Cleaning Products	Low	4245	\$10	\$352	\$1,494,240	\$14,942	\$1,479,298	\$
Australia	VanArsdel	Biodegradable Cleaning Products	None	4124	\$10	\$352	\$1,451,648	\$0	\$1,451,648	\$
Mexico	VanArsdel	Biodegradable Cleaning Products	Medium	3954	\$10	\$352	\$1,391,808	\$83,508	\$1,308,300	\$
France	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	4952	\$10	\$127	\$628,904	\$6,289	\$622,615	\$
France	Contoso Pharmaceuticals	Recycled Can	Low	4903	\$5	\$127	\$622,681	\$6,227	\$616,454	\$
Canada	Proseware	Natural Personal Care Products	Low	1954	\$270	\$302	\$590,108	\$5,901	\$584,207	\$
Canada	Proseware	Biodegradable Cleaning Products	High	1990	\$220	\$302	\$600,980	\$84,137	\$516,843	\$
USA	VanArsdel	Compostable Food Packaging	Low	1254	\$3	\$380	\$476,520	\$4,765	\$471,755	\$
USA	Proseware	Natural Personal Care Products	Medium	1465	\$224	\$302	\$442,430	\$26,546	\$415,884	\$
USA	Proseware	Sustainable Snack Packaging	Medium	1410	\$120	\$302	\$425,820	\$25,549	\$400,271	\$
Australia	Proseware	Natural Personal Care Products	Medium	1369	\$224	\$302	\$413,438	\$24,806	\$388,632	\$
USA	VanArsdel	Compostable Food Packaging	Medium	1052	\$3	\$380	\$399,760	\$23,986	\$375,774	\$
Canada	VanArsdel	Compostable Food Packaging	Low	980	\$312	\$380	\$372,400	\$3,724	\$368,676	\$
Australia	Proseware	Sustainable Snack Packaging	Medium	1298	\$120	\$302	\$391,996	\$23,520	\$368,476	\$
Australia	VanArsdel	Compostable Food Packaging	None	954	\$3	\$380	\$362,520	\$0	\$362,520	\$
Canada	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	2785	\$110	\$127	\$353,695	\$3,537	\$350,158	\$

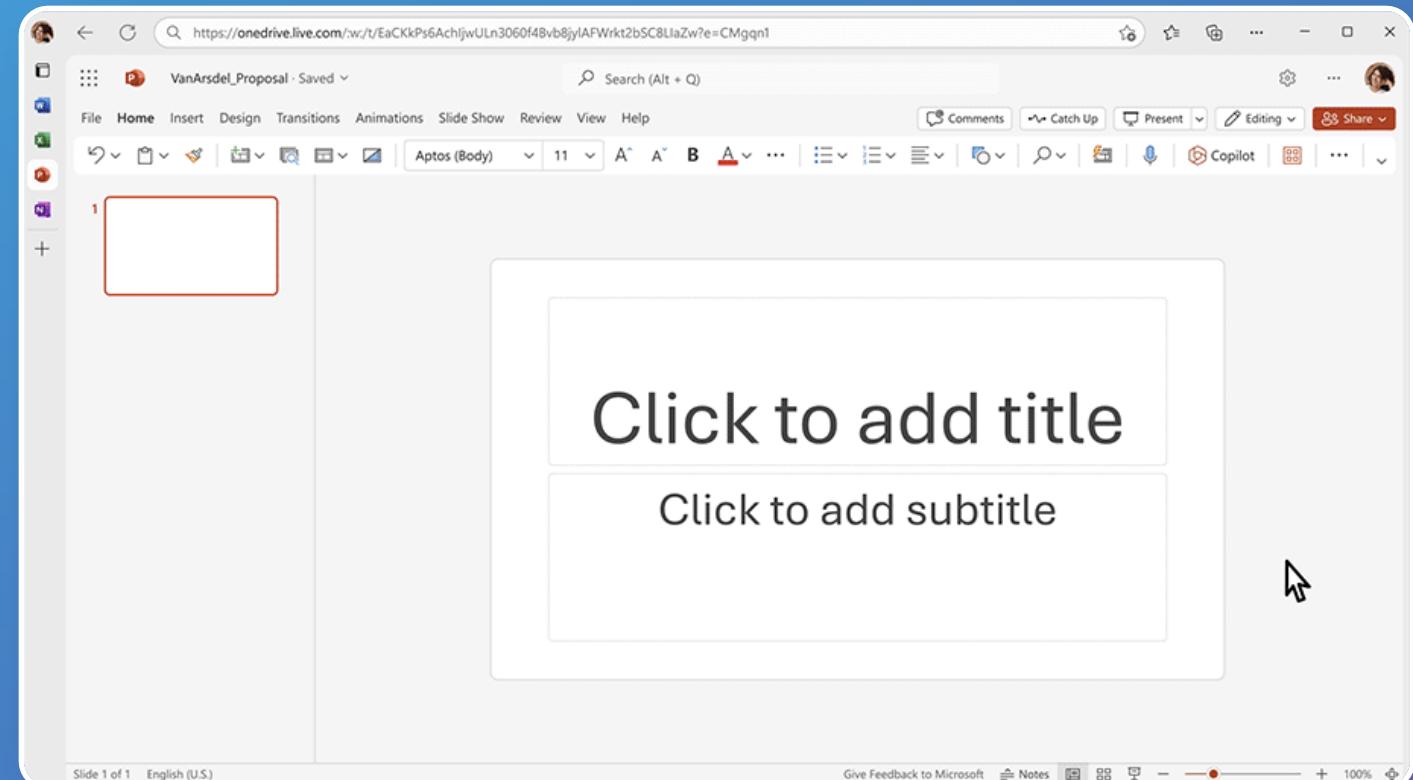
Ex - Create a presentation on upcoming fiscal goals

Copilot in PowerPoint

Copilot helps to create visually stunning presentations.

Business needs:

- Create a five-slide presentation based on a Word document, include relevant stock photos
- Consolidate that presentation into a three-slide summary
- Reformat three bullets into three columns, each with a photo



Top 10 to try first with Copilot for Microsoft 365

Foundational skills for new users



1

Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

→ Draft an email with notes and action items from [meeting](#)



2

Summarize an email thread

– get quickly caught up to a long, complex email thread.

→ Click on the Summarize icon



3

Draft email

– personalize the tone and length.

→ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



4

Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

→ Give me a bulleted list of key points from [file](#)



Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

→ Tell me what's new about [topic](#) organized by emails, chats, and files?



6

Give me some ideas for ...

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

→ Suggest 10 compelling taglines based on [file](#)



7

Help me write ...

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

→ Generate three ways to say [x]



8

What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

→ What did [person](#) say about [topic](#)



9

Revise this content

– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

→ Rewrite with Copilot



Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

→ Translate the following text into French:

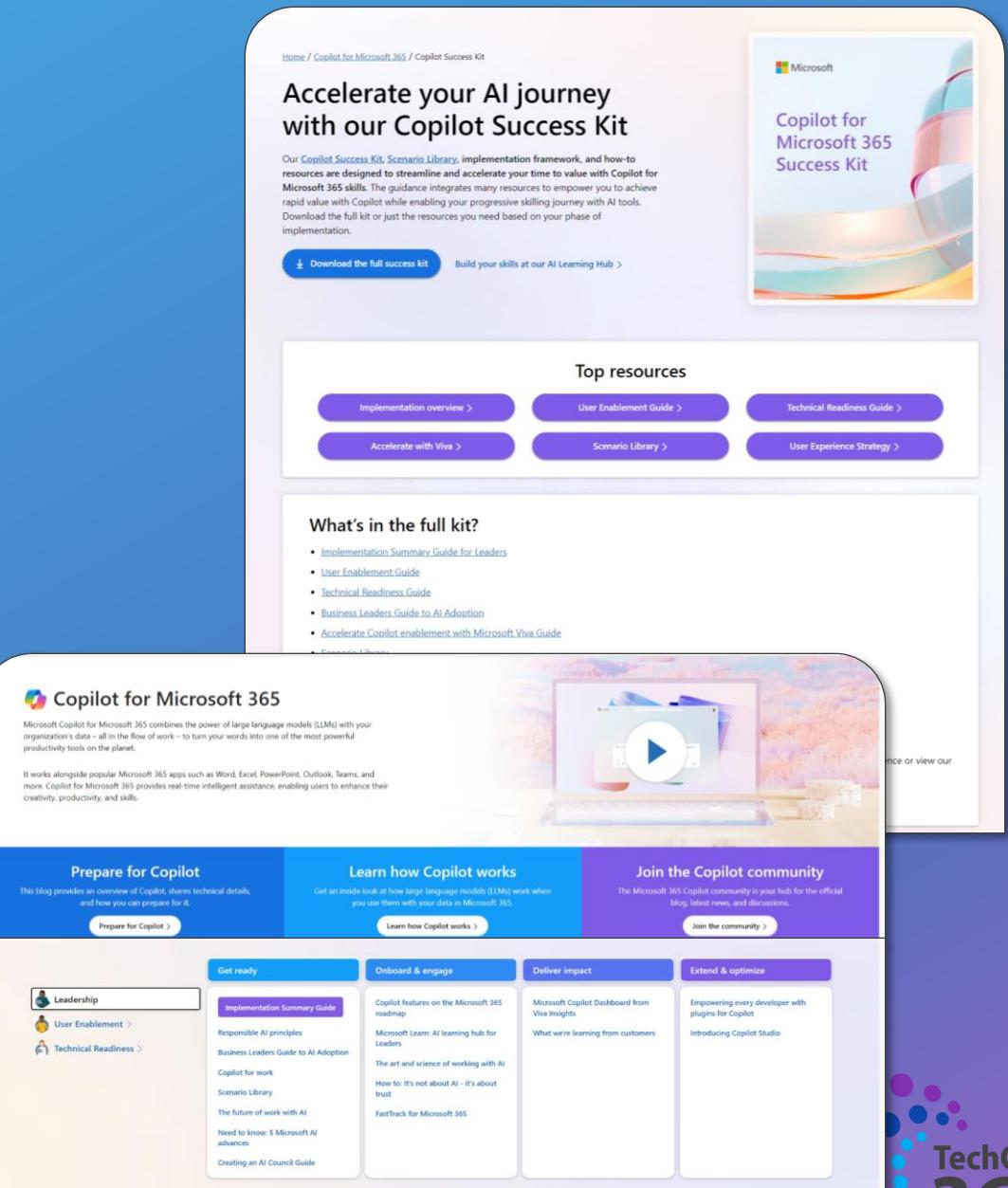
For more prompts, visit Copilot Lab at: aka.ms/CopilotLab

Copilot Resources on Microsoft Adoption

One site for all your Copilot needs

<https://adoption.microsoft.com/copilot>

- Resources by role
- Product announcements and news
- Links to all other Microsoft sites
- Extended links for Small/Medium business, Copilot in Sales, Microsoft Viva, and more



Home / Copilot for Microsoft 365 / Copilot Success Kit

Accelerate your AI journey with our Copilot Success Kit

Our Copilot Success Kit, Scenario Library, implementation framework, and how-to resources are designed to streamline and accelerate your time to value with Copilot for Microsoft 365 skills. The guidance integrates many resources to empower you to achieve rapid value with Copilot while enabling your progressive skilling journey with AI tools. Download the full kit or just the resources you need based on your phase of implementation.

[Download the full success kit](#) [Build your skills at our AI Learning Hub](#)

Top resources

[Implementation overview >](#) [User Enablement Guide >](#) [Technical Readiness Guide >](#)
[Accelerate with Viva >](#) [Scenario Library >](#) [User Experience Strategy >](#)

What's in the full kit?

- [Implementation Summary Guide for Leaders](#)
- [User Enablement Guide](#)
- [Technical Readiness Guide](#)
- [Business Leaders Guide to AI Adoption](#)
- [Accelerate Copilot enablement with Microsoft Viva Guide](#)
- [Executive Library](#)

Copilot for Microsoft 365

Microsoft Copilot for Microsoft 365 combines the power of large language models (LLMs) with your organization's data - all in the flow of work - to turn your words into one of the most powerful productivity tools on the planet.

It works alongside popular Microsoft 365 apps such as Word, Excel, PowerPoint, Outlook, Teams, and more. Copilot for Microsoft 365 provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills.

Prepare for Copilot

This blog provides an overview of Copilot, shares technical details, and how you can prepare for it.

[Prepare for Copilot](#)

Learn how Copilot works

Get an inside look at how large language models (LLMs) work when you use them with your data in Microsoft 365.

[Learn how Copilot works](#)

Join the Copilot community

The Microsoft 365 Copilot community is your hub for the official blog, latest news, and discussions.

[Join the community](#)

Get ready	Onboard & engage	Deliver impact	Extend & optimize
Leadership User Enablement > Technical Readiness >	Implementation Summary Guide Responsible AI principles Business Leaders Guide to AI Adoption Copilot for work Scenario Library The future of work with AI Need to know: 5 Microsoft AI advances Creating an AI Council Guide	Copilot features on the Microsoft 365 roadmap Microsoft Learn: AI learning hub for Leaders The art and science of working with AI How to: If it's not about AI - it's about trust FastTrack for Microsoft 365	Microsoft Copilot Dashboard from Viva Insights What we're learning from customers Empowering every developer with plugins for Copilot Introducing Copilot Studio



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