

1. Solution Description Discover how to leverage Copilot for Microsoft 365 optimally in your organization. Book our special Microsoft 365 Copilot Exploration designed to accelerate your transformation with AI to enhance effectiveness and collaboration within your company.
2. Microsoft 365 Copilot Exploration This exploration is intended for the following audience:

- Decision-makers
- Management
- Technical specialists
- Adoption & Change Management specialists

2.1.1. Brief Description This exploration serves as an introduction to Copilot for Microsoft 365 and its features. We will showcase Copilot for Microsoft 365 in action, demonstrating how it summarizes documents and meetings, creates emails and documents, organizes important dates, emails, and information for you, and provides other functionalities. You will understand where Copilot can assist and where functionalities are lacking, enabling you to set realistic expectations for its deployment in your organization. This exploration is an excellent opportunity to learn more about Copilot for Microsoft 365 and connect with BitHawk experts.

The exploration includes the following agenda:

- Introduction to Copilot for Microsoft 365 and its capabilities
- Demonstration of Copilot for Microsoft 365 in action, including:
 - Summarization of documents and meetings
 - Creation of emails and documents
 - Personal summary of important dates, emails, and information
 - Script creation
 - Use cases in familiar Office applications
 - Additional possibilities
- Gain clarity on the capabilities and limitations of Copilot for Microsoft 365
- Discussion of open questions

2.1.2. Scope of Delivery and Performance (in-scope) Exploration with the following presentation tools:

- PowerPoint
- Interactive live demonstrations
- Discussion round

Duration: 3-4 hours

The presentation of the exploration will be provided as a PDF in German.

2.1.3. Obligations / Exclusions from Scope (out-of-scope) For the described scope of performance, the following obligations apply to the client:

- Limiting the maximum number of participants to 12 is recommended. Any exceeding of the recommended number of participants must be communicated by the client in advance.
- Space for conducting the exploration. Provision of a projector/display with connection cables and adapters.
- If necessary, the exploration can also be conducted virtually, in which case the Microsoft Teams solution will be used. Necessary hardware must be provided by the client for the participants.