



Copilot for Microsoft 365

Your AI assistant at work

Name

Title

The world is **changing**

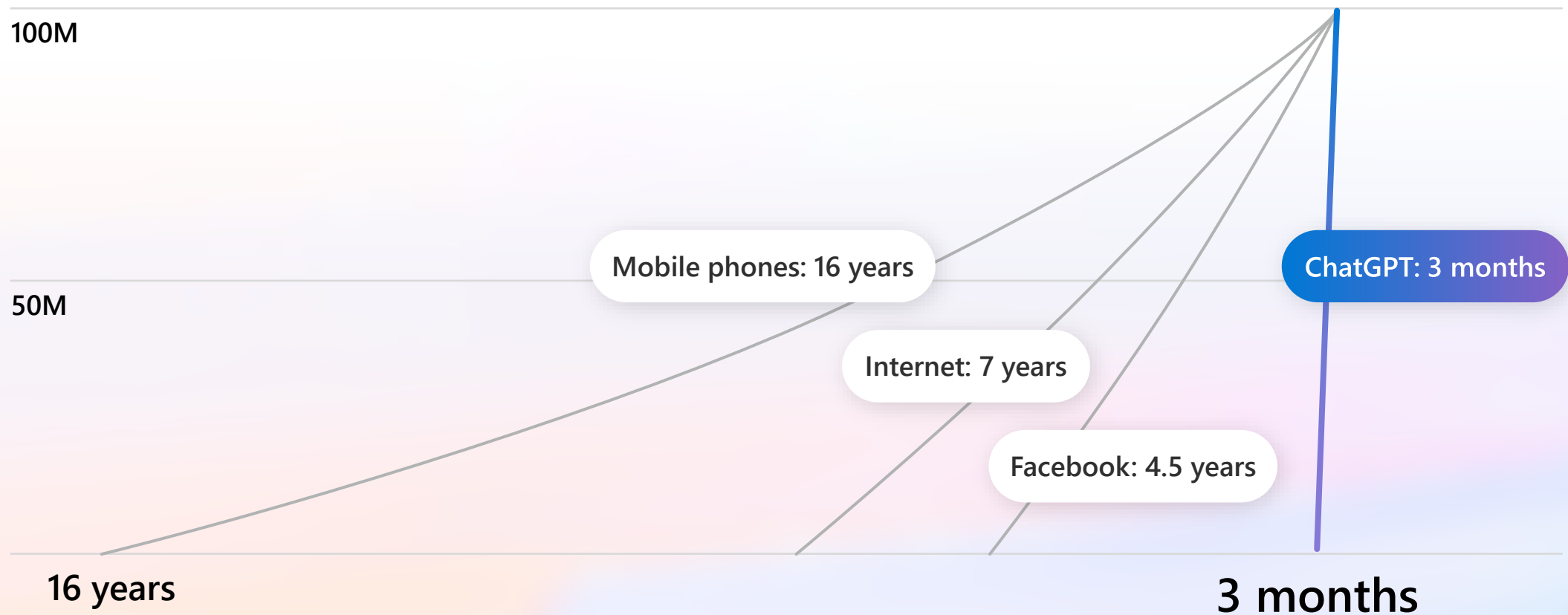
Industries are transforming rapidly

The drivers for economic growth are evolving

Technology is at an inflection point

Generative AI technology is here

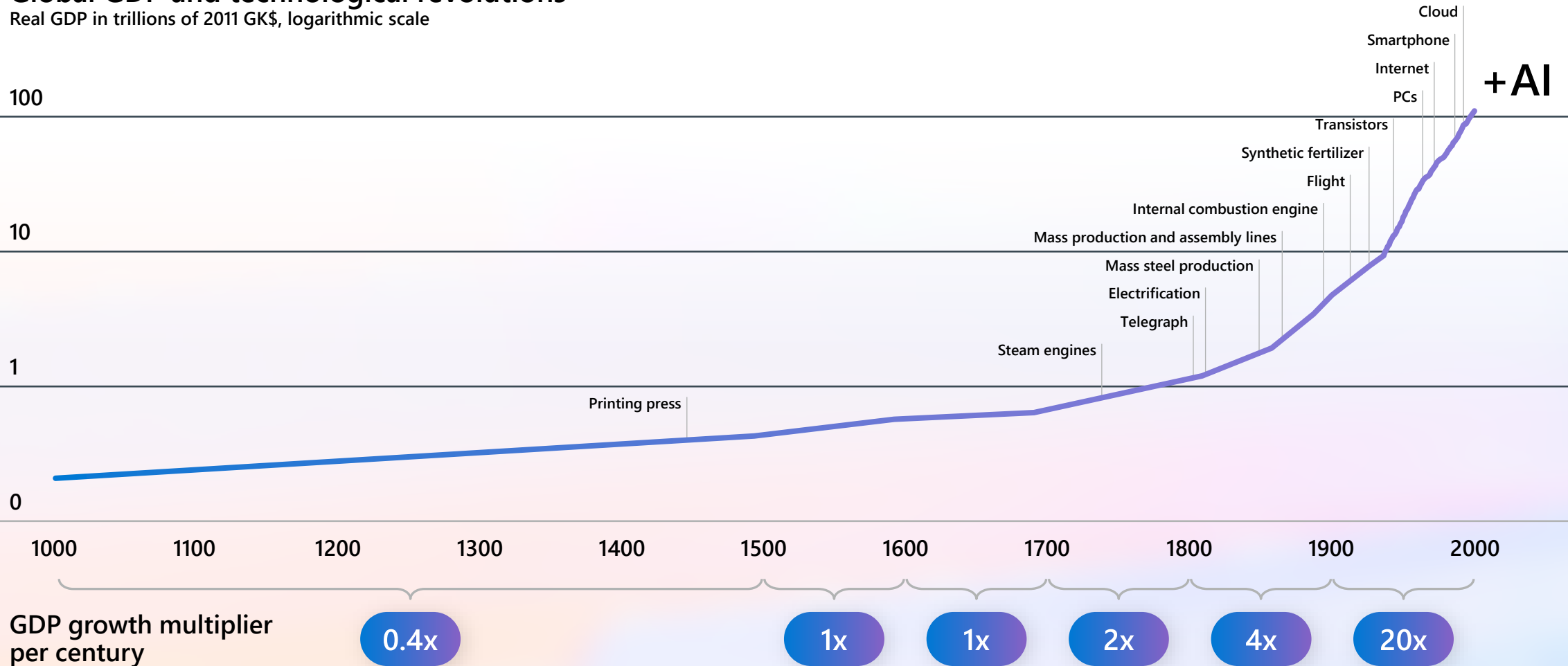
Time to reach 100M users



And the impact is real

Global GDP and technological revolutions

Real GDP in trillions of 2011 GK\$, logarithmic scale



Early findings – Microsoft 365 Copilot

Internal Microsoft 365 Copilot users across Sales, IT, HR, Engineering, and Marketing

All Up Value

- 87% agree more **productive**¹
- 79% focus on **more important work**
- 70% able to stay in the **flow**
- 69% focus on more **satisfying work**
- 79% spent less time on **mundane tasks**

Value by Workflow

- 81% allows to spend **less time searching** for information
- 73% makes **meetings more efficient**
- 79% allows me to spend **less time processing email**
- 94% makes all **easier to get started** on a first draft

Value by Role / Function

- 1 in 3 had **>30 min** time savings per day (MCAPS)
- 88% complete **tasks faster** (MCAPS)
- 63% **simplify** complex tasks (MCAPS)
- 58% **reclaim time** for more important work (managers)

How much is Copilot worth to users?

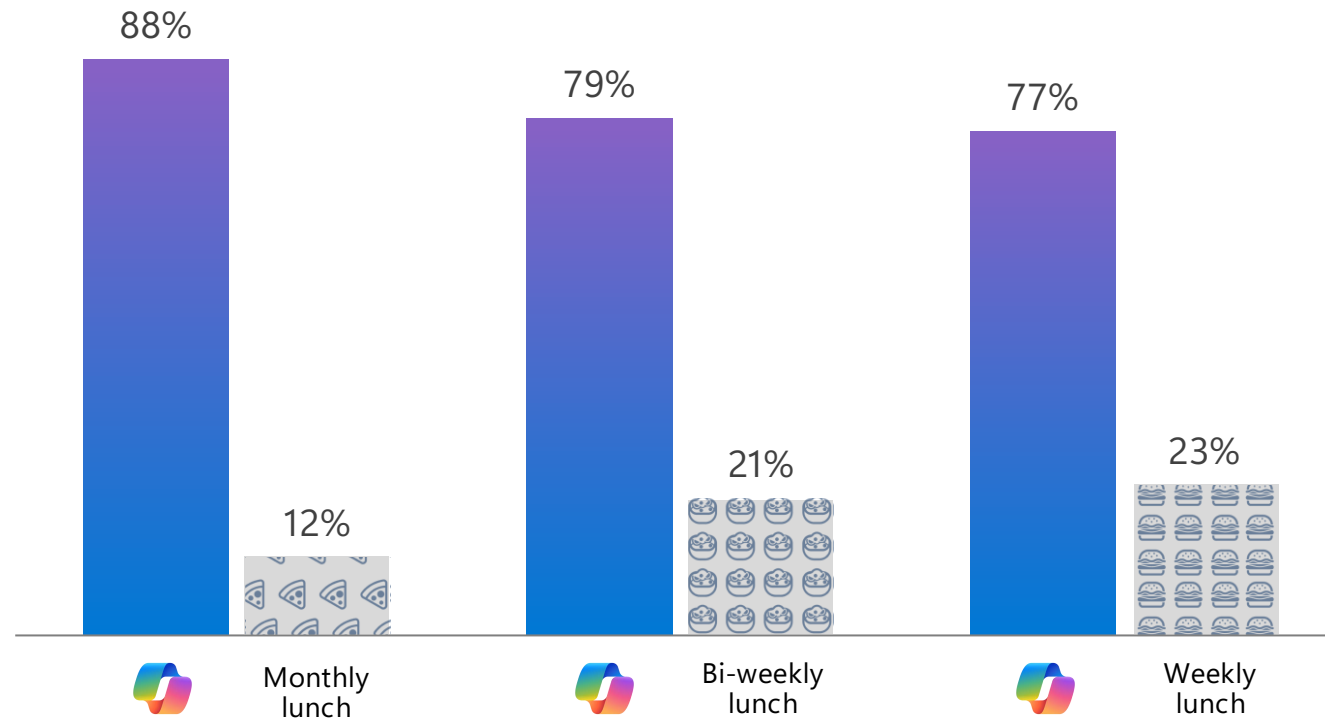
96% would be disappointed if they no longer had access to Copilot

83% would not want to go back to working without Copilot

47% access to Copilot would influence my choice of employer

Is Copilot worth more than a free lunch?

If offered the choice, users overwhelmingly said they would pick Copilot



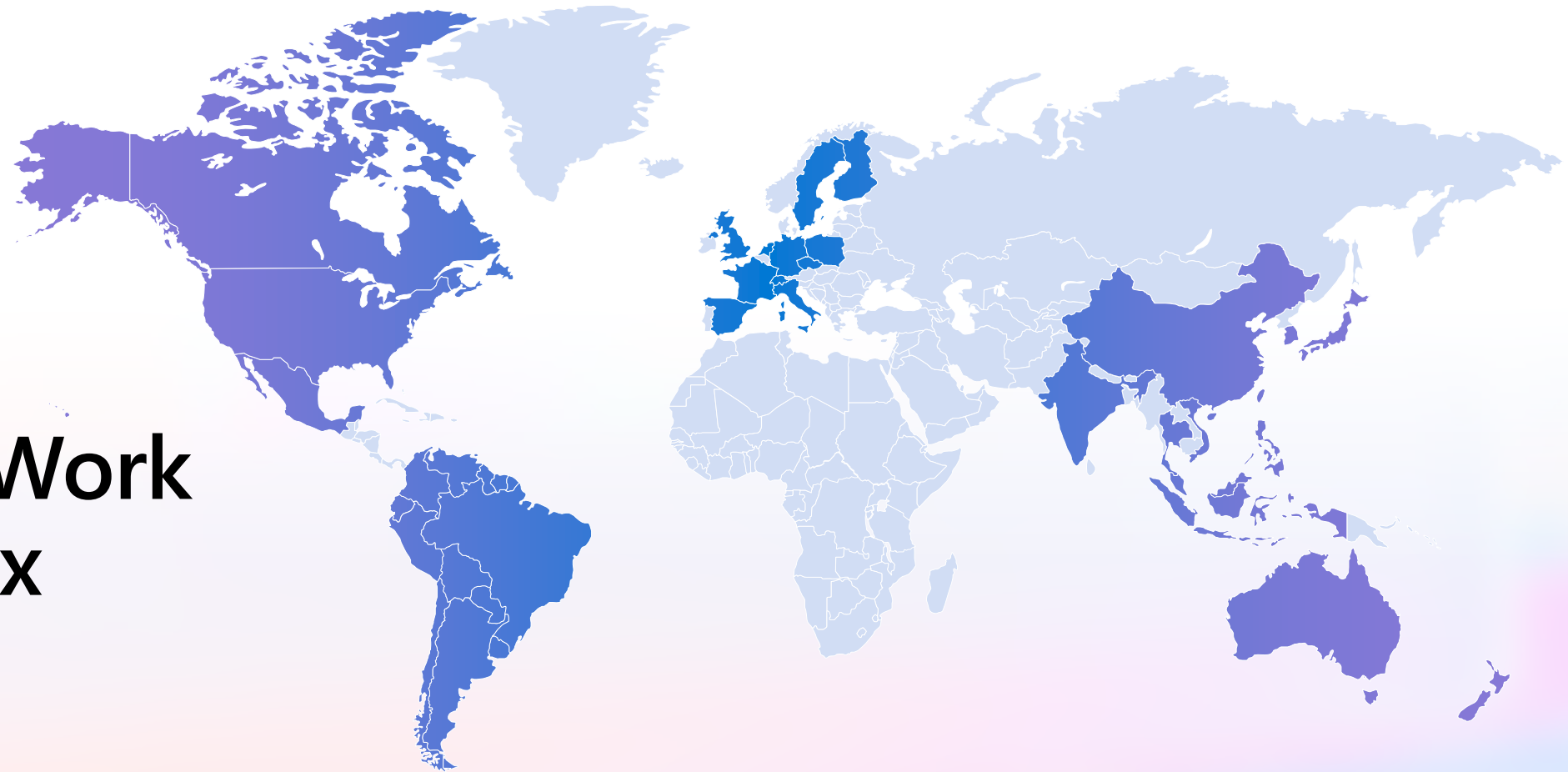
Microsoft Work Trend Index

<http://aka.ms/wti>

 **31,000** people

 **31** countries

 Microsoft 365, LinkedIn,
Glint People Science + academic research



Digital debt is costing us innovation

64%

of employees don't have
enough time or energy
to do their job

57%

of employees'
time is spent
communicating

43%

of employees'
time is spent
creating

87%

of organizations believe AI will
give them a **competitive edge**

Employees and leaders are ready to embrace AI

2x

likelihood of a leader to say AI will provide value by boosting productivity versus cutting headcount

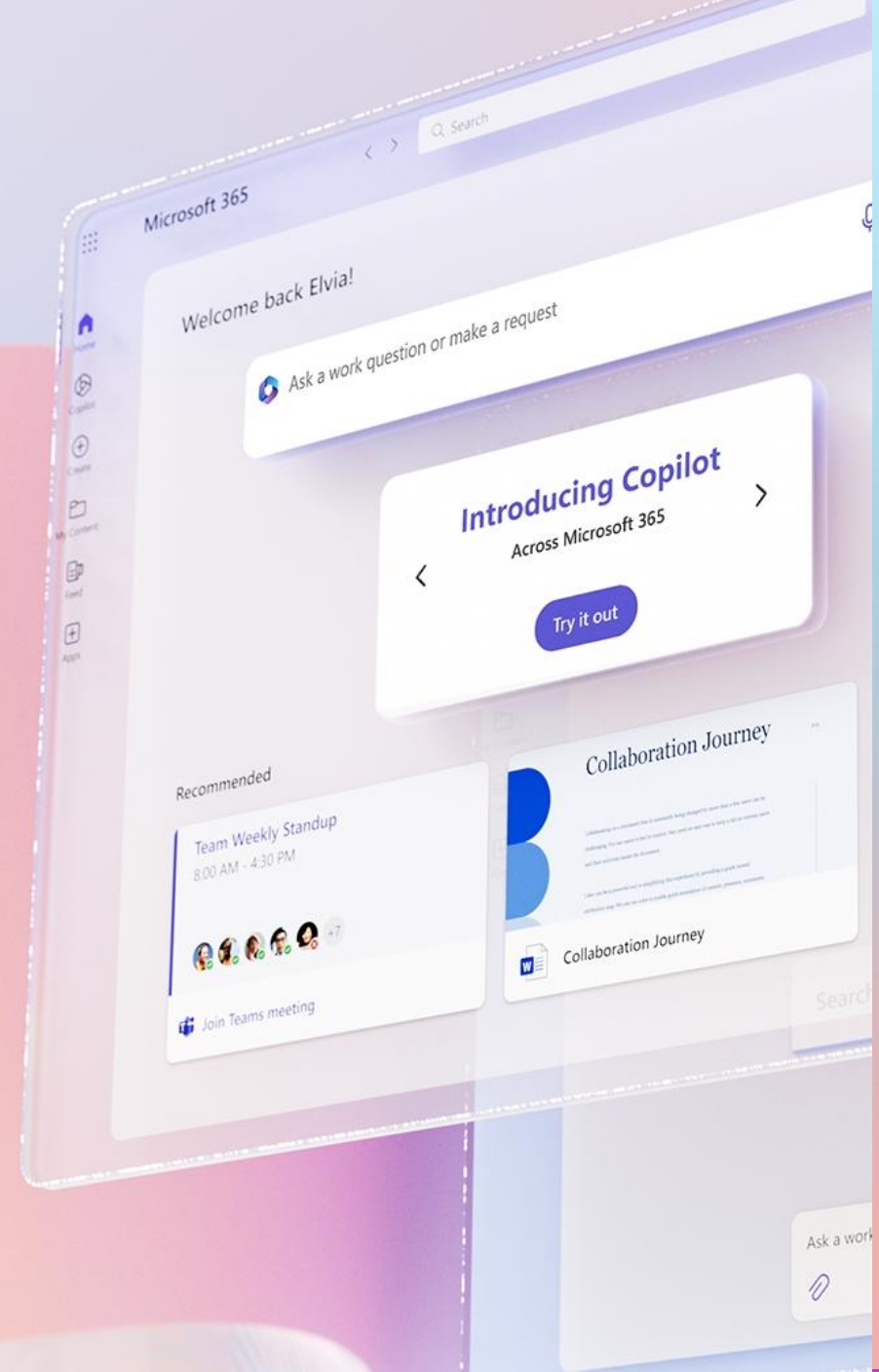
64%

of employees lack time and energy to do their job

70%

of employees willing to delegate work to AI

Source: 2023 Work Trends Index



Preparing for the era of AI



What are your organization's **goals** for using AI?



What are your organization's **pain points** that AI can address?



What are your organization's **current capabilities** in terms of AI?



Does your organization have a **data strategy** in place?



Does your organization have the necessary **infrastructure and resources** to support AI initiatives?

The AI-powered organization

01



**Foundational
productivity**



02



**Copilot for
Microsoft 365**

The AI-powered organization



The AI-powered business

01



Foundational productivity

Get AI-ready checklist



Empower employees with secure, AI-powered tools

Introduce employees to secure generative AI with Microsoft Copilot with commercial data protection to prepare them for the future workplace.



Standardize onto Microsoft 365

Enrich your Copilot for Microsoft 365 experience by getting your data into the Microsoft 365 Cloud.



Organize sensitive business data

Protect internal data from accidental leakage. Ensure users have the right access to the right internal content.

The AI-powered organization

01



Foundational
productivity



02



**Copilot for
Microsoft 365**

Focus on what matters most



Running your business



Growing your customers



Building your brand



Scaling securely



Copilot for Microsoft 365

Embedded across Microsoft 365 apps





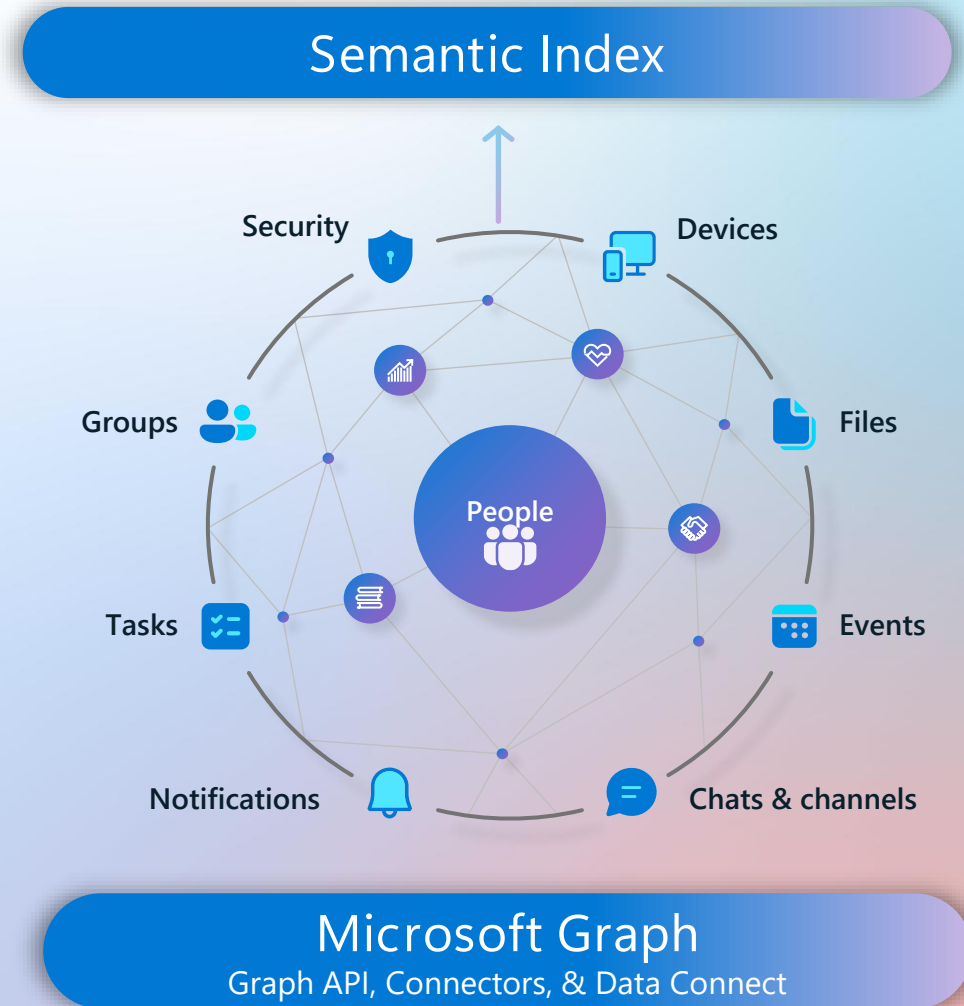
Alexis Blackwell

Arce Vol.10

Brooklyn, NY

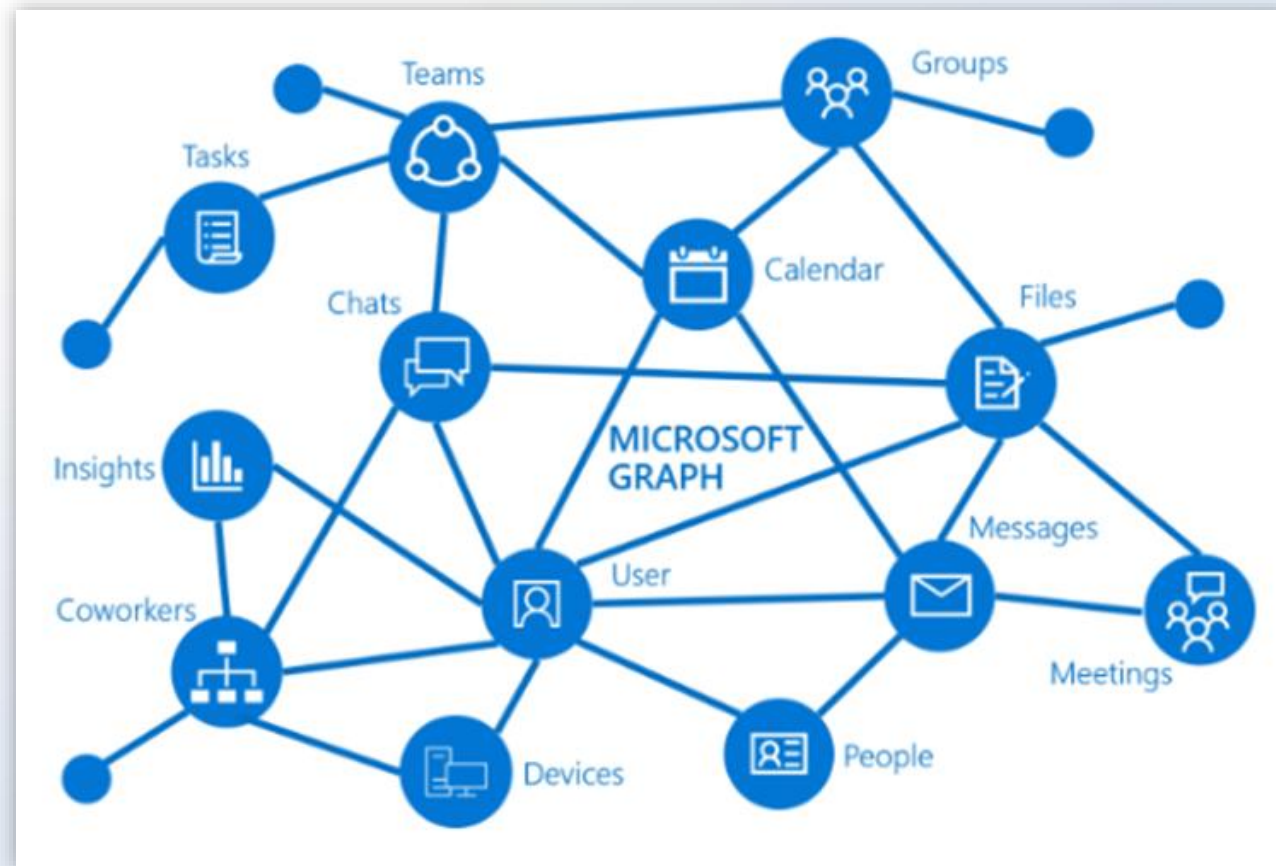
Copilot for Microsoft 365

Architected to access to
your **business content**
and **context**



The Microsoft Graph

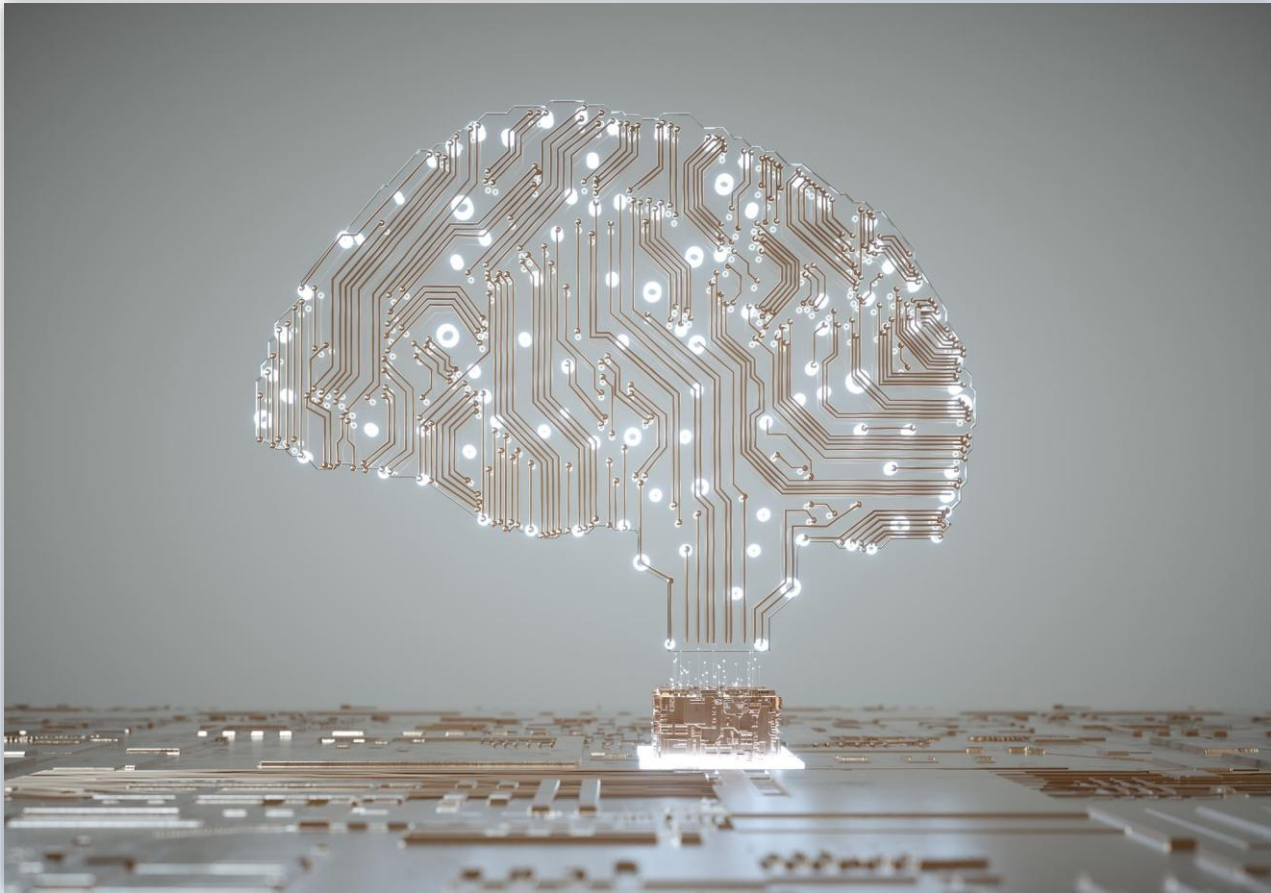
The Microsoft Graph is the **gateway to data and intelligence in Microsoft 365**. The Graph uses a unified programmability model to access data across Microsoft Cloud Services including Microsoft 365 core services, Enterprise Mobility + Security, Windows services, and Dynamics Business Central



- **Graph API** - single endpoint for real-time access to internal data
- **Graph Connectors** - delivers external data to the Microsoft graph (e.g. Salesforce, Jira, etc)
- **Graph Data Connect** – Secure and scalable bulk data access to the Azure AI platform to enable insights and analytics

Semantic Index

The semantic index **sits on top of the Microsoft Graph** to interpret user queries and to produce sophisticated, meaningful, and multilingual responses that help you to be more productive.



- Technology that powers the search functionality in Copilot for Microsoft 365
- Uses artificial intelligence and natural language processing to understand the meaning behind the words used in search queries, allowing for more accurate and efficient search results
- Able to recognize synonyms, related concepts, and other factors that can help refine search results, making it easier for users to find the information they need



Copilot for Microsoft 365

Included at \$30 per user, per month



Generally Available

 For Individuals

 For Organizations

Copilot

Copilot Pro

Copilot

Copilot for Microsoft 365

Free

\$20

Free

\$30

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.



Microsoft Copilot

Copilot

Copilot for
Microsoft 365

Copilot for
Sales

Copilot for
Service

Free

\$30

\$50

\$50

Foundational Capabilities



Web grounding



Commercial Data Protection



Enterprise-Grade Data Protection



Graph Grounding



Microsoft 365 Apps



Copilot Studio



Role Specific capabilities



Introducing



Copilot Studio

Connect to data

Create and orchestrate
sophisticated logic

IT manageability
& control

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Copilot in Teams Meetings

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes a search bar and navigation arrows. The meeting title is "Core accounts business review". The meeting time is "Mar 16, 10:00 AM". The interface shows a "Shared content" section with a file named "Proseware Proposal.pptx". Below this is a video player showing a hand pointing at a screen. The "Notes" section is expanded, showing a summary of the meeting content.

Core accounts business review Chat Details Files Recap +

Mar 16, 10:00 AM Open in Stream

Shared content

Proseware Proposal.pptx

Core accounts.loop

Quarterly results and forecasts for Core Account

Summary

Based on what attendees said in the meeting

- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled materials)
- Account leads to propose discounting scenarios to lower inventory
- Proseware was discussed as a leading opportunity

Notes

- Beth emphasized importance of Proseware negotiation strategy with offers - this is a must win deal.
- The team identified a new opportunity with Proseware that could be pursued through the ACAR process.

Speakers Topics

- Proseware negotiation strategy
- Core accounts round table

Intelligent recap in Copilot

- Built-in and automated
- Standardized
- Video, speaker, and chapter markers
- Available after meeting only

The screenshot displays a Microsoft Teams meeting interface. At the top, a blue banner reads "Intelligent recap". The meeting title is "Product roadmap discussion". Below the title, there are options for "Chat", "Files", "Details", and "Recap". The meeting time is "Jan 21, 2023 10:00 - 11:00". A video player shows a "Product Roadmap Discussion" with a timestamp of "2023-05-13 02:12 UTC". Below the video, there are sections for "Speakers" (listing Mona Kane, Babak Shammass, Daniela Mandera, Amanda Brady, and Bruno Zhao), "# Topics", and "Chapters". The "Content" section includes "Product Roadmap...", "Marketing budget...", and "Marketing demo f...". The "AI notes" section is highlighted, showing "Generated by AI. Be sure to check for accuracy." and "Meeting notes" with bullet points: "Serena wants to look at the product roadmap before she and Danielle commit to more feature enhancements.", "Danielle explains that they are on track for new product release in December. But they will need to keep an eye on beta testing results. She will follow up on that.", and "Danielle explains that they are managing the capacity well. There could be a problem if they get a surge of users. Babak will make sure that they have the necessary provisions to handle an influx of users if the need arises." Below this is a "Follow-up tasks" section with two items: "Danielle will follow up on feature enhancement prioritization" and "Jon Shammass will double check with Amanda regarding the ETA for the new product...". To the right, a "Copilot in Teams" window is open, showing a prompt: "Create a table with pros and cons of option 1". The Copilot response includes a table with "Pros" and "Cons" columns, a "Copy" button, and a "References" dropdown. Below the table, there are options to "Elaborate on each pro and con." and "List more options." At the bottom of the Copilot window, there is a text input field: "Ask a question about this meeting".

- On-demand
- Based on unique prompts
- Conversational interaction, with citations
- Available real-time (during & after meeting)

Use **built-in meeting summaries** and **ask any question** about the meeting

*Intelligent recap is also available in Teams Premium

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Copilot in Outlook

The screenshot displays the Outlook interface for a meeting titled "Profitable Projects Pitch & Plan" on Wednesday 9/8/2023, from 11:00 AM to 12:00 PM. The meeting is part of a "Marketing Sync" event. The interface shows a video conference grid with six participants. Below the grid, there are controls for "Speakers", "Topics", and "Chapters". The "Content" section on the right includes a "Product Roadmap..." document. The "Notes" section features a "Notes" button and a highlighted "AI notes" button. A warning message states "AI-generated content may be incorrect". The "Meeting notes" section contains a list of notes, including one from Daniela about before-and-after images and another from Babak about home improvement.

Outlook

Marketing Sync - meganb@contoso.com

Event [Meeting recap](#)

Profitable Projects Pitch & Plan | Wednesday 9/8/2023, from 11:00 AM to 12:00 PM

Content

Product Roadmap...

Notes AI notes

AI-generated content may be incorrect

Meeting notes

- > Daniela highlighted the s before-and-after images i their effectiveness. Seren suggestion into the team'
- > Babak suggested conduc prosperous home improv

Speakers Topics Chapters

Serena Davis

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Copilot in Word

The screenshot displays the Microsoft Word interface within a web browser. The address bar shows a URL from onedrive.live.com. The ribbon is set to the 'Home' tab, and the font is 'Aptos (Body)' in size 11. The document content includes a paragraph about target audience segments and a section titled 'Messaging and Value Proposition'. A Copilot suggestion box is visible at the bottom right, offering to 'Rewrite with Copilot' a highlighted portion of the text. The suggestion includes a 'Preview' button and a page indicator '1 of 3'.

https://onedrive.live.com/:w:/t/EaCKkPs6AchIjwULn3060f4Bvb8jylAFWrkt2bSC8LiaZw?e=CMgqn1

Go to Market Plan - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Aptos (Body) 11 B I U

Our target audience encompasses three key segments: enthusiasts, contractors and builders seeking quality support at large. By catering to these distinct groups, we aim to establish a central hub for all home improvement needs in Maricopa.

Messaging and Value Proposition

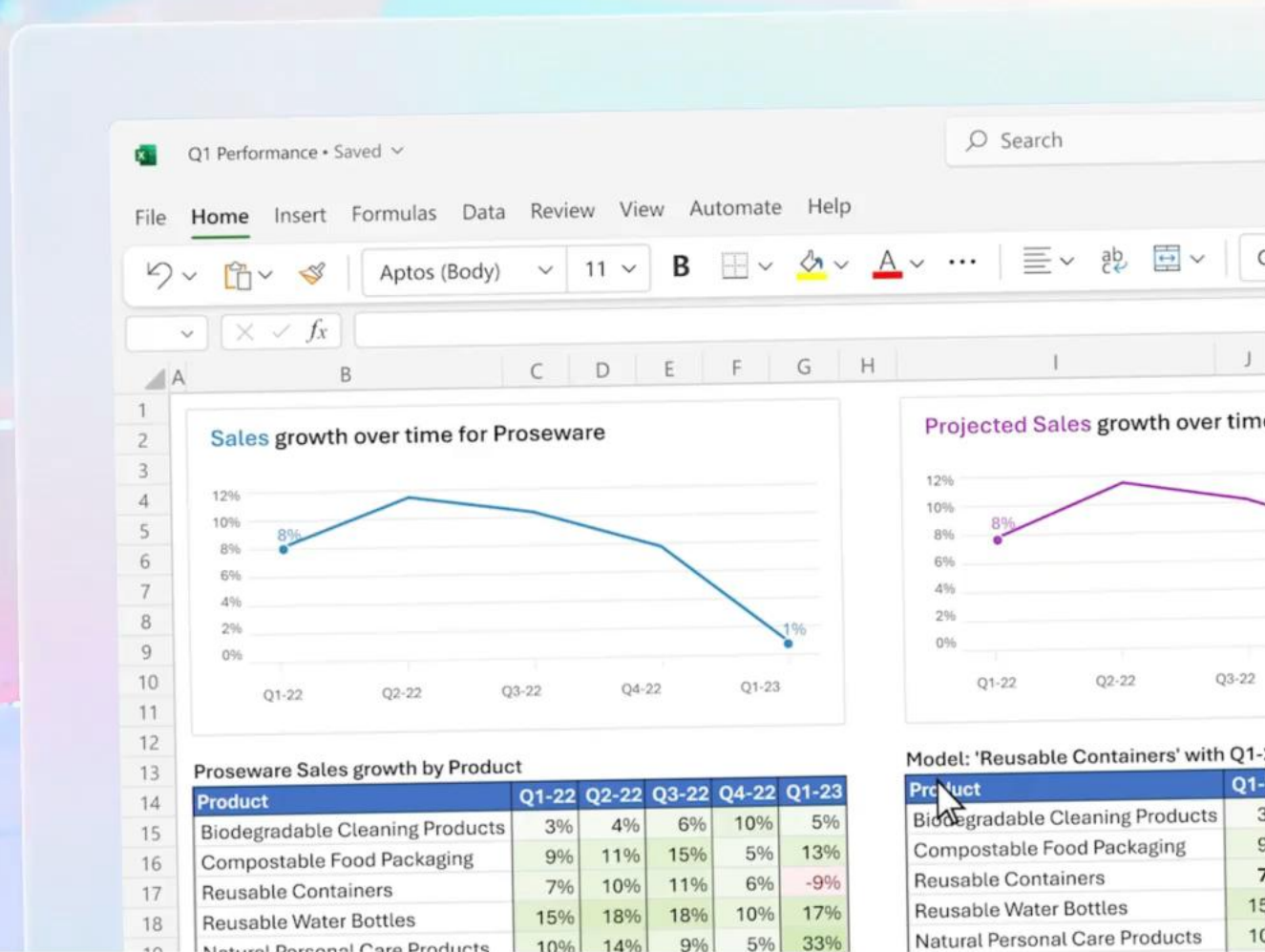
Our grand opening messaging will be built upon three fundamental pillars: expert guidance, an extensive product selection, and unwavering support. We will spotlight our proficient staff who are poised to provide expert advice, ensuring customers make well-informed decisions. The wide range of premium brands, will be showcased as a testament to our commitment to providing a comprehensive solution for home improvement. Moreover, we will emphasize our dedication to the local community through collaborative partnerships and initiatives.

Rewrite with Copilot Preview < 1 of 3 >

We plan to base our grand opening messaging on three key pillars: a broad selection of products, and a strong commitment to the staff who will be highlighted as experts who can provide valuable advice to help customers make informed choices. We will also showcase our extensive range of premium brands, to demonstrate that we are a one-stop-shop for all home improvement needs. We will emphasize our dedication to the local community through

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Copilot in Excel



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Copilot Lab

More prompts to try

Work Personal

Apps

Categories

What's new?

What's the latest from , organized by emails, messages, and files?



Get key info

List key points from



Summarize

Provide a summary of my recent emails



Draft an FAQ

Create an FAQ based on



Where was I mentioned?

Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender and categorizing by topic of them.



Describe concisely

Summarize level overview [topic]



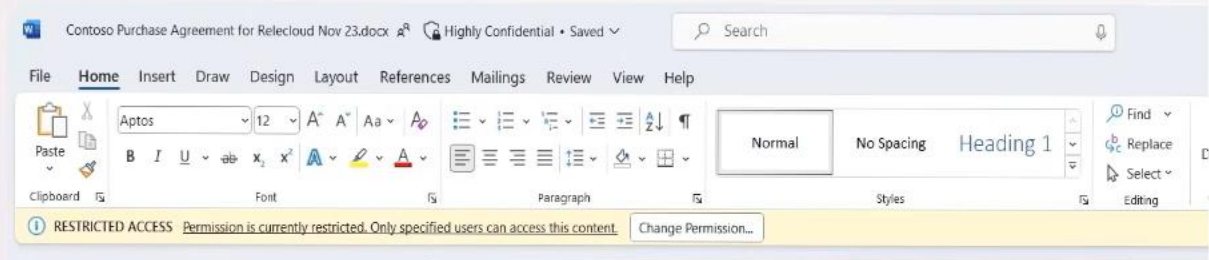
Write an intro

Prepare for a meeting

How to

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Copilot with Data security



Purchase Agreement

This purchase agreement ("Agreement") is made as of the date of signature by and between Contoso Electronics, a company incorporated under the laws of California, with its principal place of business at 123 Main Street, Los Angeles, CA 90001 ("Seller"), and the undersigned buyer ("Buyer").

1. Product and Price

Seller agrees to sell and Buyer agrees to buy 1500 Mark 8 quadcopters ("Product") at a price of \$120 per quadcopter, for a total of \$180,000 ("Purchase Price"), subject to the terms and conditions of this Agreement.

2. Delivery

Seller will deliver the Product to Buyer's designated address, as indicated below, no later than November 15, 2023 ("Delivery Date"). Seller will bear the risk of loss or damage to the Product until delivery to Buyer. Buyer will inspect the Product upon delivery and notify Seller of any defects or non-conformities within 10 days of delivery. If Buyer fails to notify Seller within such period, Buyer will be deemed to have accepted the Product as delivered.



Microsoft 365 Copilot
Security and Privacy



Security and Compliance controls for Copilot for Microsoft 365

Essential security controls



Copilot + M365 Business Standard

Multi-factor Authentication
with security defaults

Device-based access & security controls
for M365 resources

Basic content and keyword search
for Copilot generated data

Comprehensive security controls



Copilot + Microsoft 365 Business Premium

Everything in M365 Business Standard, plus:

Conditional Access policies based on identity, device, location, & network

Terms of use policies to accept before getting access

Restrict saving business data and files to approved applications only

Protect sensitive M365 data from exfiltration and improper use (files & emails only)

eDiscovery, litigation hold and retention policies



Security and Compliance controls for Copilot for Microsoft 365

Baseline security



Copilot +
Office 365 E3

Multi-factor Authentication
with security defaults

Manual sensitivity labels
for Copilot generated content
(Office only)

Core security controls



Copilot +
Microsoft 365 E3

Conditional Access
policies based on identity, device,
location, & network

Manual sensitivity labels
for **non-Microsoft** documents
(e.g., pdf)

Endpoint management
capabilities

Best in class security controls



Copilot +
Microsoft 365 E5

User/session risk
and access control

Automatic sensitivity labels
for **non-Microsoft** documents
(e.g., pdf)

Discover and evaluate the
risk of 400+ **AI apps** & implement
controls to for their use at work

Microsoft's AI principles



Fairness



Reliability
& Safety



Privacy &
Security



Inclusiveness



Transparency



Accountability

Microsoft Cloud — AI you can trust

Your data is **your** data.

Your data is **not** used to train the OpenAI foundation models without permission.

Your data is **protected** by the most comprehensive enterprise compliance and security controls.

Early Access Program

Faster, Better, Easier

Flowww

" I do believe that there isn't a single job position in the company that won't benefit in some way from Copilot being available to them. "

- Alex Wood, Senior Cloud Engineer



" I no longer need to spend time consolidating meeting notes, Copilot does it for me. I'm saving at least 10 minutes of time with each meeting. "

- Mahesh Patil, CTO of DLT Apps



" I'm really impressed with how Copilot works in Outlook. I had it generate several emails for me, and it did a really great job. All I had to do was add my own details and they were ready to send. "

- Paul Birkin, Chief Operating Officer

How can you get started?



Partner – add your own CTA here



Learn how AI is poised to create a whole [new way of working](#)



Leverage [Getting started](#) content as well as [Resources for Adoption](#)



Delve into [security, privacy and compliance](#)



Get better acquainted with the art of prompting with [Copilot Lab](#)

Thank You!

