



Introduction to Microsoft 365 Copilot

HIGHLIGHTS

- **Strategic Readiness Guidance:**
Understand how Microsoft 365 Copilot fits into your organization, from architecture and licensing to governance and adoption strategy.
- **Live Demonstrations:**
Experience Microsoft 365 Copilot in action across the Microsoft Office suite through practical examples and discussion.
- **Data & Governance Alignment:**
Learn the prerequisites, data hygiene practices, and compliance considerations critical to a secure and successful rollout.

ABOUT DAYMARK

Daymark Solutions excels in creating sophisticated technology solutions, specializing in addressing complex business challenges through expertly designed systems. Their highly skilled architects are adept at crafting well-architected solutions that seamlessly integrate cloud and data center technologies. By combining these technologies, they create robust, scalable and secure systems tailored to meet their clients' unique needs.

Expand your knowledge of Microsoft 365 Copilot and prepare your organization for AI adoption.

OVERVIEW

Organizations face increasing pressure to unlock the full potential of AI with tools like Microsoft 365 Copilot. Without proper understanding, planning and governance, the adoption of Copilot can be fragmented, leading to missed opportunities, poor user experiences, and compliance risks.

Daymark's Introduction to Microsoft 365 Copilot workshop is designed to help organizations of all sizes build confidence and clarity around Microsoft 365 Copilot. It is a 1-day engagement providing a comprehensive overview of Microsoft 365 Copilot's architecture, integrations, use cases, and readiness requirements. It also demonstrates Copilot's capabilities across Microsoft Teams, Outlook, and the Microsoft Office suite including Word, Excel and PowerPoint.

Through this workshop, participants gain insights into prerequisites, data hygiene, governance, and protecting sensitive information, which are all critical steps in preparing for Microsoft 365 Copilot adoption. By leveraging Microsoft's best practices and Daymark's extensive experience with Microsoft 365 environments, we outline practical strategies for building the right approach, running a pilot program, and driving adoption across the organization.

Daymark will provide senior resources to deliver interactive demonstrations, facilitate discussions, and share proven methodologies. The outcome is a tailored roadmap and actionable recommendations to prepare your business for successful Microsoft 365 Copilot deployment and adoption.

OUTCOMES

Your team will:

- Learn how Microsoft 365 Copilot enhances the Microsoft Office productivity suite.
- Collaborate in scenario-based discussions to uncover where Microsoft 365 Copilot can enhance productivity and business outcomes.
- Identify strategies for protecting sensitive information and aligning Microsoft 365 Copilot usage with compliance requirements.
- Receive guidance on building a Microsoft 365 Copilot pilot program, including success criteria, usage reporting, and best practices for scaling adoption.
- Be able to articulate Microsoft 365 Copilot's role in driving business value and aligning AI capabilities with organizational priorities.

AGENDA

Workstream 1: Microsoft 365 Copilot Overview

- **Activities:**
 - Introduce Copilot's role within Microsoft 365 and its value for business productivity.
 - Review the technical architecture, including data flow and integrations
 - Provide clarity on licensing requirements, cost considerations, and extensibility for custom business needs.

Workstream 2: Microsoft 365 Copilot in Microsoft 365 Apps

- **Activities:**
 - Explore how to use effective prompts for improved interactions with Microsoft 365 Copilot.
 - Showcase Microsoft 365 Copilot capabilities in Microsoft Teams, Outlook, Word, Excel, and PowerPoint.
 - Deliver live demonstrations of Microsoft 365 Copilot in action with real-world use cases.

Workstream 3: Preparing for Microsoft 365 Copilot

- **Activities:**
 - Review technical prerequisites for enabling Microsoft 365 Copilot in a Microsoft 365 environment.
 - Discuss the importance of data hygiene and data protection policies.
 - Discuss governance requirements, including data access controls and compliance considerations.
 - Define approaches for securing sensitive information and mitigating oversharing risks.

Workstream 4: Adoption Strategy and Pilot Planning

- **Activities:**
 - Define key roles and responsibilities for a successful Microsoft 365 Copilot deployment.
 - Outline the structure of a Microsoft 365 Copilot pilot, including success criteria and feedback collection.
 - Review how to generate and interpret usage reports to guide adoption.
 - Deliver actionable recommendations for scaling adoption, driving change management, and ensuring long-term value.

Learn more about Daymark Solutions, visit www.daymarksi.com

Daymark Solutions, Inc.
131 Middlesex Turnpike
Burlington, Massachusetts 01803

+1.781.359.3000
info@daymarksi.com
www.daymarksi.com

