

Copilot Adoption Program

The key to smarter collaboration

Copilot for Microsoft 365: Enhancing your business



What is Copilot for Microsoft 365?

- **AI-powered productivity tool** using large language models (LLMs).
- Integrates with Microsoft 365 apps like Word, Excel, PowerPoint, Outlook, and Teams.
- Provides real-time intelligent assistance to enhance creativity, productivity, and skills.

Benefits for Small/Medium Businesses

Increased Productivity:

Automates routine tasks, allowing employees to focus on more strategic work.

Enhanced Creativity:

Generates content, ideas, and insights, helping teams brainstorm and innovate.

Improved Efficiency:

Streamlines workflows by integrating with daily-used apps and securely managing organizational data.

Copilot for Microsoft 365: Enhancing your business

Examples of Daily Workflow Benefits

- **Email Management:** Automates email sorting and responses in Outlook.
- **Data Analysis:** Quickly generates reports and visualizations in Excel.
- **Content Creation:** Assists in drafting documents and presentations in Word and PowerPoint.
- **Meeting Summaries:** Provides concise summaries and action items from Teams meetings.



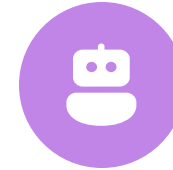
Copilot: a safe tool



Your data is
your data



Your data and AI models are
protected at every step



Your data is **not used** to
train or enrich foundation AI models



We'll defend you with our
Customer Copyright Commitment

Small to medium businesses (SMBs) often struggle to find the time, innovation, and data needed to grow

71%

Of SMBs lack the energy to get their day-to-day work done, while **more than half** need more focus time

67%

Of SMBs struggle with being innovative or thinking strategically

61%

Of SMBs believe they spend too much time searching for the right data or information when they need it

The proposed adoption program

The various steps are optional, depending on the customer's interest

1

Data migration to the Microsoft cloud

- ✓ ACCOUNTS
- ✓ MAILBOXES
- ✓ DOCUMENTS
- ✓ BUSINESS DATA

2

Content & Security Assessment

- ✓ TEAMS GROUPS
- ✓ SHAREPOINT SITES
- ✓ ONEDRIVE
- ✓ DEVICES

3

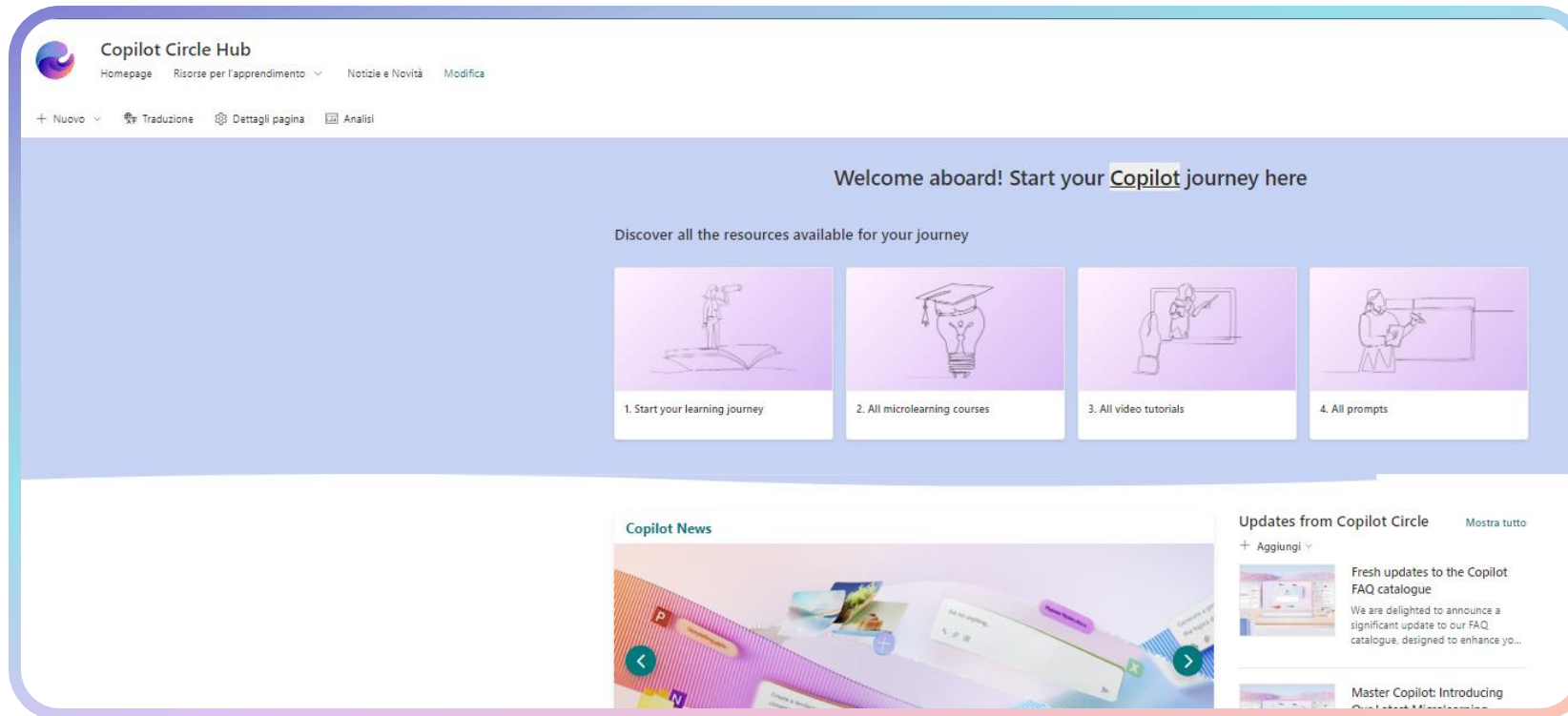
Learning & Practice

- ✓ WEBINAR
- ✓ MICRO-LEARNING
- ✓ VIDEO PILLS
- ✓ PROMPTS
- ✓ Q&A

Learning & practice

A comprehensive offer for adopting Copilot

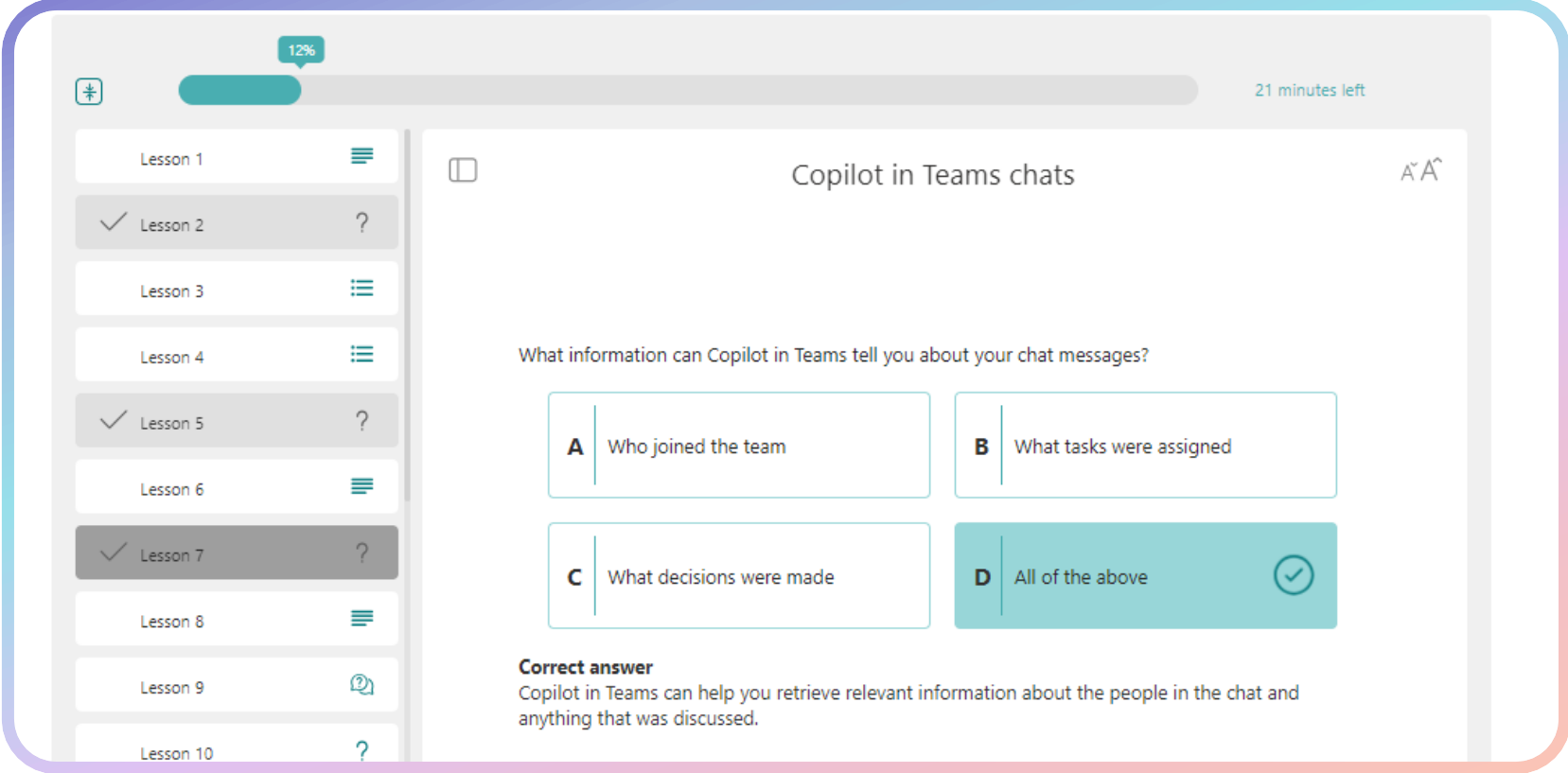
Start your Copilot journey in one place



Discover Copilotcircle Hub

Microlearning

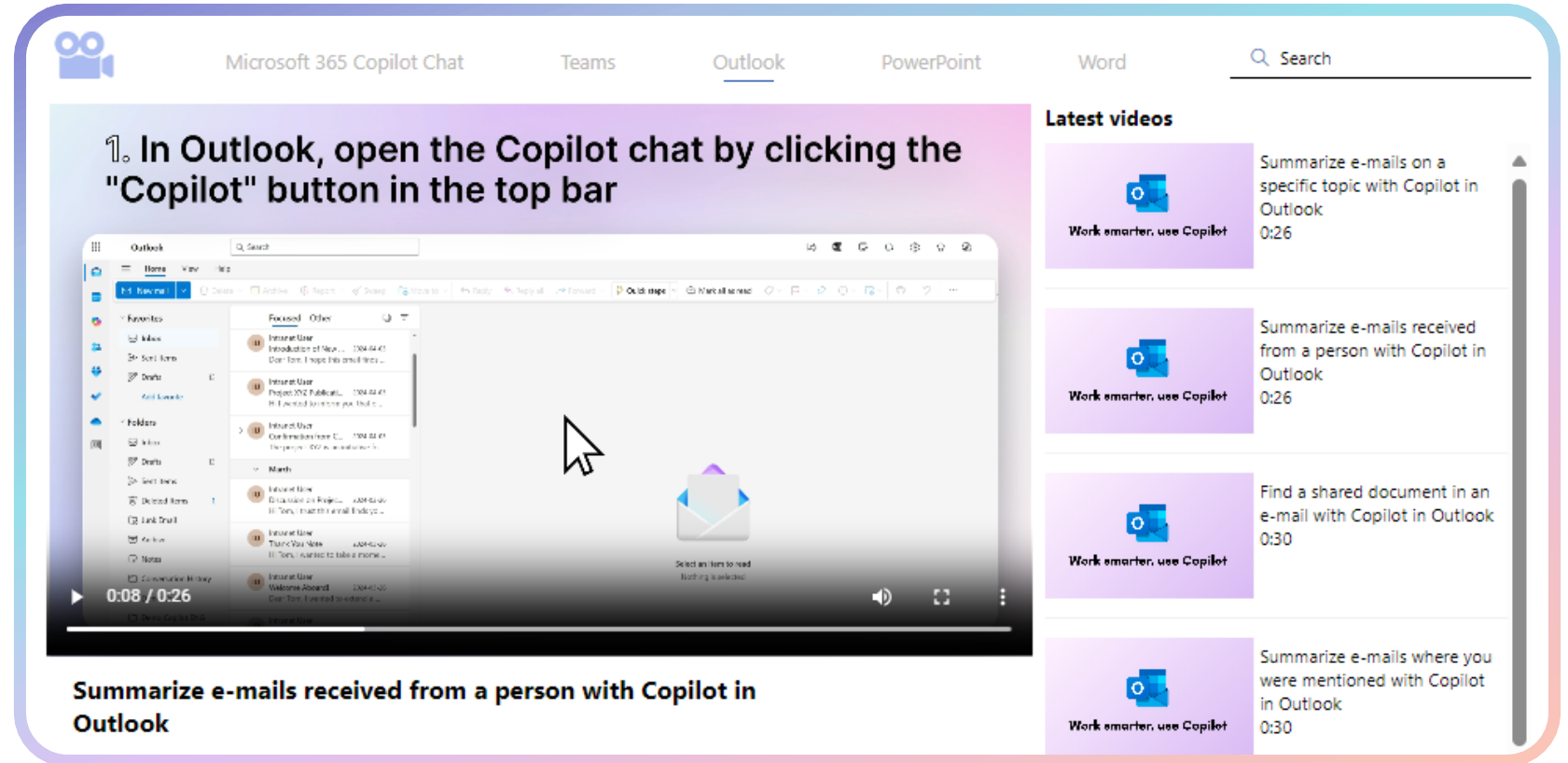
5 **micro-learning** courses with interactive formats, quizzes



Discover Copilotcircle Hub

Video pills

47 video pills to explain all the features of Copilot in less than 1 minute



The screenshot displays the Copilotcircle Hub interface. At the top, there are navigation tabs for Microsoft 365 Copilot Chat, Teams, Outlook, PowerPoint, and Word, along with a search bar. The main content area features a video player with a purple header that reads: "1. In Outlook, open the Copilot chat by clicking the 'Copilot' button in the top bar". The video player shows a screenshot of the Outlook interface with a mouse cursor pointing to the Copilot button in the top bar. Below the video player, there is a caption: "Summarize e-mails received from a person with Copilot in Outlook". To the right of the video player, there is a "Latest videos" section with a list of video pills. Each pill has a purple header with the text "Work smarter, use Copilot" and a brief description of the video's content.

1. In Outlook, open the Copilot chat by clicking the "Copilot" button in the top bar

Summarize e-mails received from a person with Copilot in Outlook

Latest videos

- Work smarter, use Copilot: Summarize e-mails on a specific topic with Copilot in Outlook. 0:26
- Work smarter, use Copilot: Summarize e-mails received from a person with Copilot in Outlook. 0:26
- Work smarter, use Copilot: Find a shared document in an e-mail with Copilot in Outlook. 0:30
- Work smarter, use Copilot: Summarize e-mails where you were mentioned with Copilot in Outlook. 0:30

Discover Copilotcircle Hub

500+ Prompt ready to use

- ✓ Search bar
- ✓ Filter
- ✓ Copy & Paste
- ✓ Add your prompt

The screenshot shows the 'Prompts' section of the Copilotcircle Hub. At the top, there is a header with the word 'Prompts' and a decorative line drawing of a person. Below the header, a text block reads: 'Discover over 300+ prompts in our ever-growing catalogue! Dive in now and explore the latest additions to enhance your Copilot experience.' Underneath, there are two tabs: 'All Prompt' (selected) and 'New Prompt'. The main content area is a grid of prompt cards. Each card contains a text prompt and three icons at the bottom: a document icon, a copy icon, and a share icon. The prompts include: 'Write a draft for a formal letter to invite clients to a company event, highlighting the main details and using a professional tone of voice.', 'Rephrase this sentence to make it clearer and more succinct, but keeping its original meaning.', 'Summarize the document in 3 key points.', 'Write a job posting for an HR role specifying the candidate must have 2 years of experience.', 'What are the arguments in this document?', 'Generate an informative document to provide a detailed summary on best practices to improve efficiency and collaboration within the company. Stress the significance of interdepartmental', and 'Write a 500 words article on the'. To the right of the grid is a search and filter sidebar. It has an 'Add your Prompt' button at the top, followed by a search bar with the text 'Search...'. Below the search bar is a 'Category' dropdown menu with an upward arrow. The dropdown menu is open, showing a list of categories: 'Excel', 'Microsoft 365 Chat', 'Outlook', 'PowerPoint', 'Teams', and 'Word'. At the bottom of the sidebar is a 'PROMPT SCOREBOARD' section with a table containing the number '1'.

Discover Copilotcircle Hub

FAQ

200+ questions and answers

FAQ

After how much use time from the same user is Copilot considered at maximum effectiveness on the learning curve? ☆

After multiple tries, especially in Word, Copilot can't "see" files saved in OneDrive. We can't understand the reason. ☆

After opening Copilot in a Word file, can I also close it? If so, how? ☆

Are the contents original? ☆

Are the emails generated based on the web knowledge or also on the knowledge of the emails I have received? ☆

Are the recording and transcription available only to the meeting organiser or to all attendee in the chat? ☆

Are there any length limits on the Word or PDF files to be fed to Copilot? ☆

Are there any preparatory activities I can do when writing emails, planning class, writing documents, to ease the work of the Copilot Chat? ☆

Are translations certified by Microsoft? ☆

As Copilot is based on OpenAI's ChatGPT model, does it share information with OpenAI? ☆

As for a Word document, is it possible to ask Copilot to enrich it with images? If so, can you ask to use certain images such as those in a company repository? ☆

Assuming I cannot attend, can I ask Copilot to provide a video recording? ☆

Search...

Favorites

Categories

- Excel
- Loop
- Microsoft 365 Chat
- OneNote
- Outlook
- PowerPoint
- Teams

Load more

Discover Copilotcircle Hub

News and updates

A smart selection and use to ready news and updates about Copilot and other relevant Microsoft products & services for your business

Updates

Search

- What's new in Copilot | September 2024**
With the Wave 2 announcement, Microsoft is bringing tons of new updates to Copilot, making September a month filled with exciting enhancements. In this post, we are bringing these updates to you for easier understanding. Let's dive right in and disc...
- Get ready to surf the Microsoft 365 Copilot Wave 2**
Yesterday, September 16th, Microsoft announced the start of Copilot's Wave 2 which launches tons of new features across three major updates. Throughout Wave 2, Copilot will evolve to become the new UI for AI. Microsoft underlined that the dramatic ...
- Read Microsoft's Transparency Note for Copilot for Microsoft 365**
In their efforts to provide products and services that follow its principles of responsible AI, Microsoft has released a transparency note which is meant to help users understand how its AI technology works, the choices system owners can make that i...
- What's new in Copilot | August 2024**
This month, we have a host of exciting updates and enhancements designed to make your experience with Microsoft 365 even more productive and efficient. Whether you're an admin, a public sector employee, or a student, there's something new for everyo...
- Fresh updates to the Copilot FAQ catalogue**
We are delighted to announce a significant update to our FAQ catalogue, designed to enhance your learning experience and keep you informed about the latest functionalities of Copilot. What's New? In our continuous effort to support your journey with...
- Master Copilot: Introducing Our Latest Microlearning Courses**

Favorites

Topic

- Excel
- Microsoft 365 Copilot Chat
- Outlook
- PowerPoint
- Teams
- Word

Copilotcircle Hub **benefits**



Async access,
learn **whenever you want**



Connect with selected
tech updates



Learn fast,
save time



Multilingual

Copilotcircle Hub ROI

Licence cost for Copilot M365 € 28.10

Gross annual salary	€ 30,000.00	€ 45,000.00	€ 70,000.00
Company cost	€ 41,222.22	€ 61,833.33	€ 96,185.19
Monthly cost	€ 3,435.19	€ 5,152.78	€ 8,015.43
Weekly cost	€ 932.63	€ 1,398.94	€ 2,176.14
Daily cost	€ 186.53	€ 279.79	€ 435.23
Hourly cost	€ 23.32	€ 34.97	€ 54.40
Hours to be recovered by cost of Copilot	1.21	0.80	0.52
Copilot breakeven (minutes per month)	72.31	48.21	30.99

Investing in productivity tools can significantly enhance employee performance and lead to substantial returns on investment (ROI). This case study demonstrates the positive ROI of purchasing Copilot licenses for employees with varying salary ranges

Case study: Copilot hero

Introduction:

In a MSB, we conducted an assessment to identify key individuals who would benefit the most from our Copilot license and the CopilotCircle hub access.

The Hero's Journey:

Within two weeks, one standout individual significantly increased platform usage and actively asked questions, watched videos, and experimented with prompts.

The Impact

Rapid Assimilation:

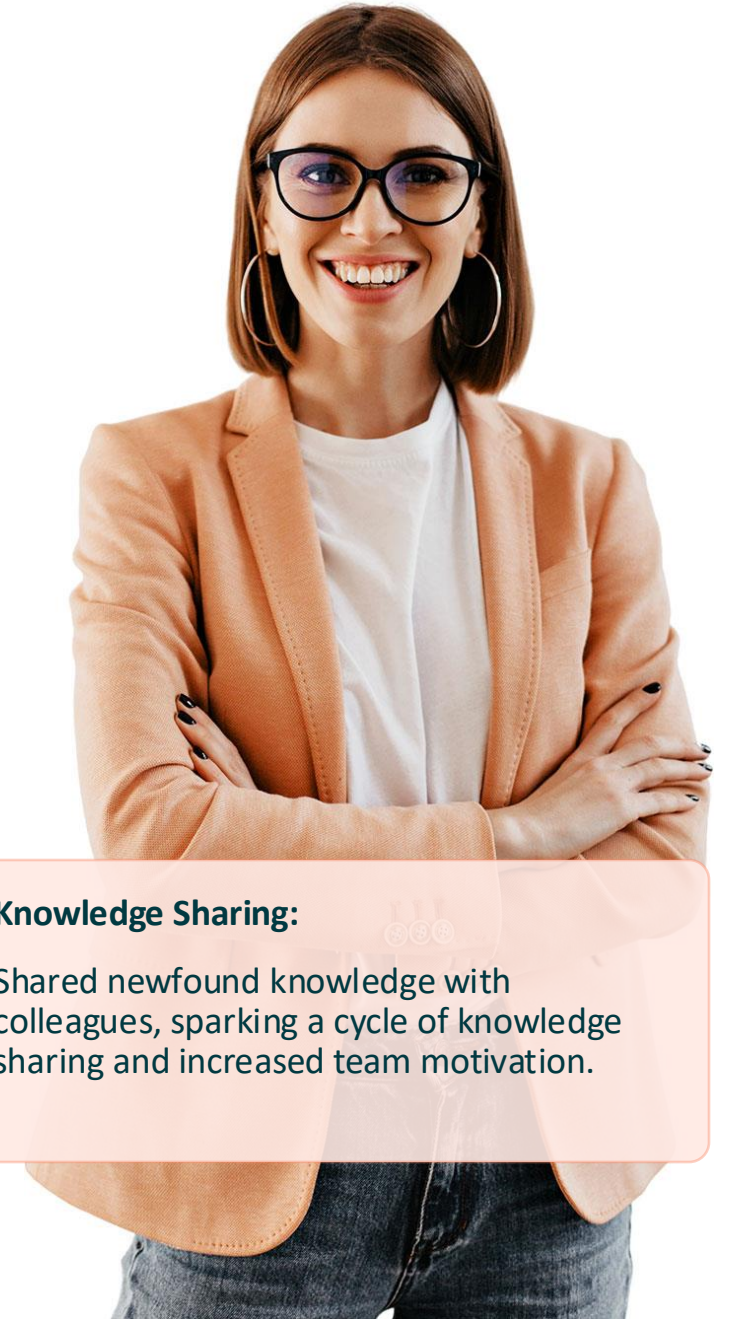
Quickly integrated knowledge into daily routine.

Increased Productivity:

Reported significant productivity improvements by using prompts to bypass or expedite tasks.

Knowledge Sharing:

Shared newfound knowledge with colleagues, sparking a cycle of knowledge sharing and increased team motivation.



Copilot Learning HUB



6 webinars



5 micro-learning trainings



500+ prompt



200+ Q&A



50+ video pills



Weekly product updates

Pick the **perfect plan**

Business

Up to 300 user

€1.950/year

Enterprise

Up to 5000 user

€2.950/year

Premium

Unlimited users

€4.950/year

Add product & services

Copilot License

Microsoft list price with **10% discount** for 'Copilot Circle Hub' access

OR

5% discount on Microsoft list price with up to **8% based on number of users**

Technical support

Technical **support**
on request

Dedicated training

€120/hour for **training** with
a **Copilot expert**

Why Copilotcircle HUB



Bring **innovation** in
your **business**



Unlock **high level skills** for
you and your **employees**



Ehnance your
productivity

Thank you