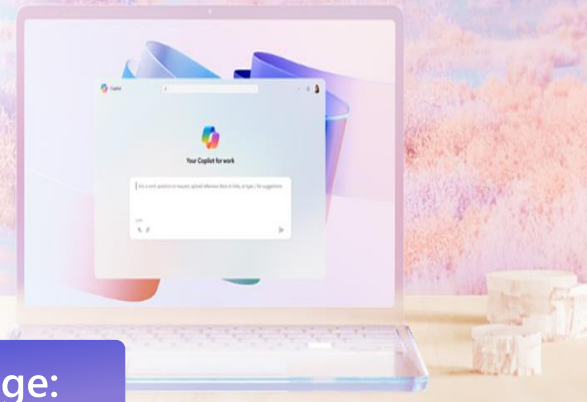


A Day In The Life of your Sales Lead using Copilot



Sellers have a lot to manage:



Surface new leads

Cassandra (she/her) checks her inbox first-thing—she received over 50 emails just yesterday and wants to get right to anything from a prospect. She asks **Copilot**:

Show me emails from new senders.

Copilot automatically filters results and displays an email from a new lead, Babek (he/him) from Fabrikam. **Copilot** allows Cassandra to respond to his email in seconds:

Invite **Babek** to a meeting to learn about our **core offerings**. Use persuasive language.

Babek accepts the meeting.

Prepare for each pitch

This could be a big account, and Cassandra knows she must come to the meeting prepared. She asks **Copilot** in Teams,

Recap **customer pitch tips** from the **spotlight meeting** last week.

Then, she turns to **Copilot** in PowerPoint to create her pitch:

Update **generic product pitch template** for **Fabrikam**. Add **pricing_for_enterprise_accounts.xls**. Update front image to include the **Fabrikam logo**.

Capture meeting notes

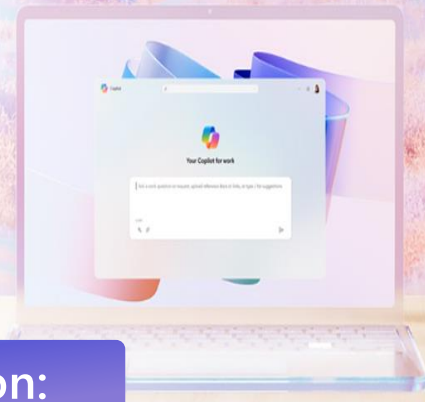
She's ready to meet with Babek!

Cassandra hosts the meeting in Teams. No need to take notes, she knows she can trust a **Copilot-generated meeting summary** when the call is done.

After they say goodbye, Cassandra jumps back to her inbox to thank Babek for his time.

Draft a thank you note from our **meeting notes**. Include next steps.

A day in the life of your IT administrators using Copilot



Your IT team focuses on:



- System administration
- Network administration
- Security management
- Backup and disaster recovery
- Cybersecurity
- Help desk support
- Resource management
- Compliance & regulations
- IT procurement & asset management
- User support & training
- IT project management
- IT policies & documentation



Summarize changes

Yesterday, a critical system underwent an update that will impact customers. IT teams have been documenting the changes in separate files.

Will (they/them) is tasked with synthesizing everyone's notes into simple talking points for the help desk. Will turns to Loop and tags their team members to share what they have documented.

Next, they schedule a meeting with all IT teams to get on the same page. To prep for the meeting, Will turns to Copilot:

Review system documentation and [surface all references](#) to customers. [Summarize](#) these references into bullet points.



Stay on topic during a meeting

During the meeting, IT managers discuss what the help desk needs to know, and a few points stand out. Will asks [Copilot](#) to summarize the impacts Marie (she/her) explained.

After the meeting, Copilot in Teams lists the important items for Will.

[Recap all help desk tips](#) that were considered. Turn our ideas into a table.

From there, Will is back to Word, creating a reference document for the help desk.

[Turn this meeting checklist into a 1-page document](#). Provide more context for customer actions.



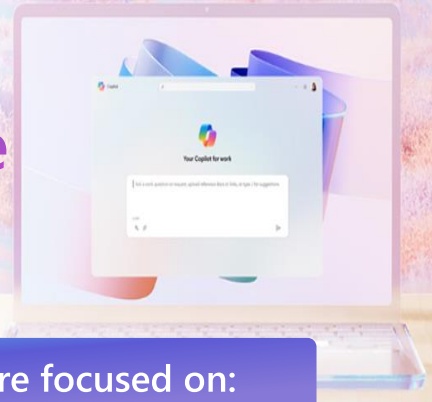
Share the impact

Time to share the 1-pager with the help desk! From a blank email, Will prompts [Copilot](#):

[Draft a detailed email](#) from the linked 1-pager. Add three talking points from meeting notes. [Make the tone more friendly](#), include formatting.

Sent! 😊

A day in the life of your finance professionals using Copilot



The teams in your Finance Office are focused on:



Analyze business results

Ding! Hillary (she/her) is @mentioned in her department's Loop workspace. A manager has asked her to explain what contributed to an increase in demand for a premium product over the past two quarters.

Hillary starts with **Copilot** in Excel:

Review historical performance for product from the last three years.

🔍 📄 ➤

She quickly validates that the product is a steady performer, but with thousands of data points, Hillary doesn't have time to comb through it all to see a reason for the jump.

Graph a breakdown of last quarter. **Visualize** what contributed to the increase.

🔍 📄 ➤



Summarize trends

Hillary discovers that sales jumped after a discount was offered. And she can explore the data without impacting the shared spreadsheet.

A Copilot-provided suggestion to apply color coding makes it easier for her to see sales trends. Next, she runs a "what-if" scenario:

Project the business impact of offering a 15% discount again.

🔍 📄 ➤

A profitable result is not the outcome, so she tries something new:

Project the business impact of selling the product in our Redmond location.

🔍 📄 ➤



Share a solution

Wow, looks good!

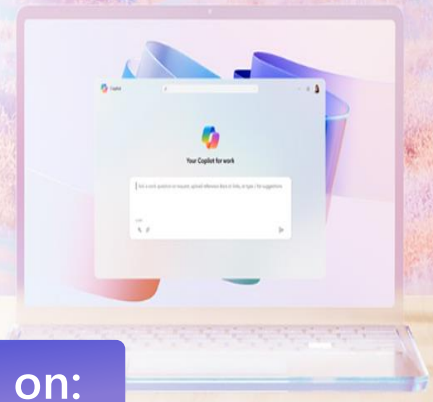
Hillary asks Copilot to draft a response to her manager in Loop:

Draft a response, link the Excel dataset and highlight demand results.

🔍 📄 ➤

With the spreadsheet shared as a link in Loop, everyone can explore or validate her conclusions.

A day in the life of your HR administrators using Copilot



HR experts are focused on:



- Recruitment and hiring
- Employee engagement
- Onboarding & Orientation
- Employee engagement
- Diversity, equity, inclusion, & belonging
- Change management
- Performance management
- Compliance with laws & regulations
- HR technology and analytics
- Policy development and implementation
- User support & training
- Compensation and benefits
- Employee data management



Craft the job description

Starting from a blank document, Omar (he/him) prompts Copilot:

Generate a job description for a senior animation designer role, based on design team core responsibility list.



Job description goes to the web and is posted!



Summarize interview notes

Lots of talented designers apply! Omar invites an experienced candidate, Maya (she/her), to a virtual phone screen via Teams. Maya accepts.

During the meeting, Omar turns on transcription. No need to take notes. When the meeting is over, Omar turns to Copilot:

Summarize notes from this interview. How many years of experience did Maya mention she had?



Interview notes are ready pass to the hiring manager.



Draft the offer

After a follow-up call, the hiring manager agrees. Maya is the right designer for the role. Using Copilot, Omar spins up an offer letter:

Draft an offer letter to Maya with a start date of March 16th. Include details on our benefits package.



Copilot in Outlook with help him send the letter—fast.

Humm...the email tone isn't quite as welcoming as it should be. With a click, Omar has a friendly email, he reviews it, and sends!