

# MICROSOFT 365 COPILOT Adoption & Change Management

Creating the Al-powered organization





Evopoint Microsoft 365 Copilot Adoption and Change Management is a strategic approach designed to ensure a seamless and successful integration of Al-powered capabilities within your organization. As you embrace the power of Microsoft 365 Copilot, this will guide you through each phase of the transition, from initial preparation to ongoing reinforcement, empowering your team to maximize the benefits of this innovative tool.

We ensure that your users are equipped, engaged, and ready to leverage the full potential of Microsoft 365 Copilot. By following a structured process we prepared, you can transform everyday workflows, enhance productivity, and drive meaningful change—helping your organization thrive in the digital age.



**Evopoint M365 Copilot Adoption & Change Management** 





With deep expertise in Microsoft 365 solutions, EVOPOINT will help you unlock the full potential of Microsoft 365 Copilot, leveraging AI to transform workflows and boost productivity. Our team ensures seamless integration, providing AI-driven insights and automation to enhance collaboration and efficiency. As your trusted partner, we'll guide you every step of the way to fully harness the power of AI in your organization.









### This structured approach ensures a smooth deployment and effective training, empowering users to fully embrace the capabilities of Microsoft 365 Copilot. Here's how we guide you through each phase:





#### Prepare

- Define vision, goals, and success criteria for Microsoft 365 adoption.
- Align goals with business objectives.
- Identify key stakeholders, sponsors, and champions.
- Assess readiness and potential risks, develop mitigation strategies.



- Share benefits of Microsoft 365 and Copilot with stakeholders.
- Inform users about changes, provide education and preparation guidance.
- Gather feedback and address concerns.



#### Train

- To participate in Copilot Deployment and Training sessions.
- Apply new skills in daily work and receive support.
- Share feedback for continuous improvement.



- Monitor adoption and usage, assess impact on business outcomes.
- Recognize achievements, address gaps, and motivate users.
- Continue leveraging Copilot and provide feedback.



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