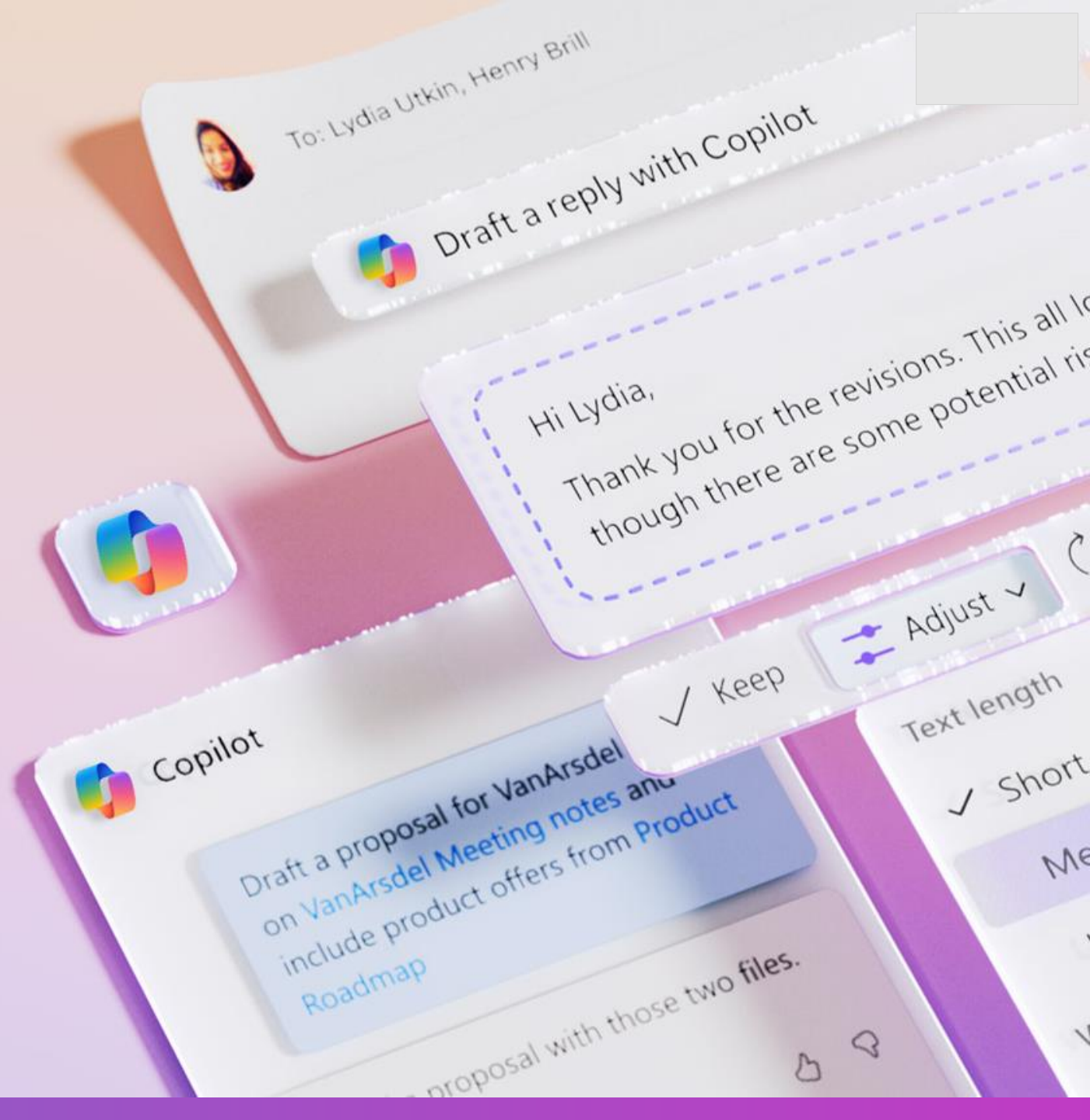
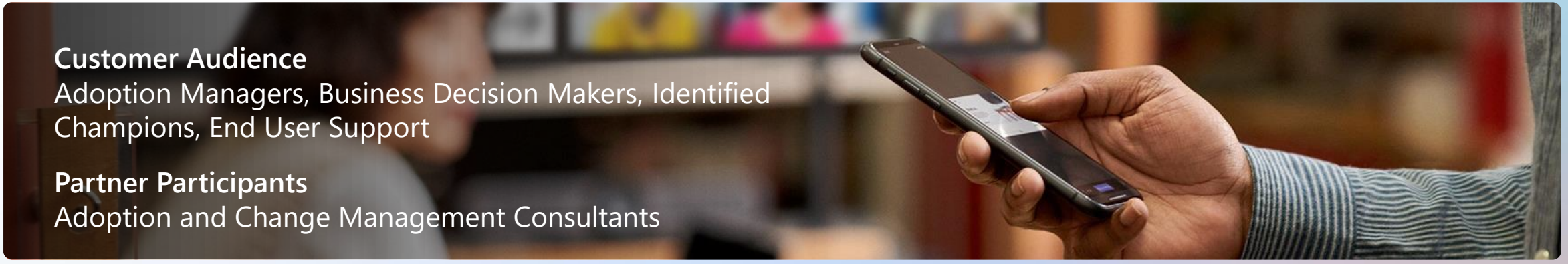
Microsoft 365 Copilot



Copilot for Microsoft 365 Workshop

The Adoption Accelerator Engagement is designed to help ensure successful adoption of Copilot for Microsoft 365. It should be completed after the Copilot for Microsoft 365 engagement, which identifies high-value scenarios, technical and organizational baseline.

The high-value scenarios will be the focus for the Adoption Accelerator Engagement. Adoption Managers, Business Decision Makers, End-User Support, and Champions should be included in the adoption process, and responsibility should be handed off for sustained success.



Customer Audience
Adoption Managers, Business Decision Makers, Identified Champions, End User Support

Partner Participants
Adoption and Change Management Consultants

You are here

Readiness

Provide a summary of the plan for the Copilot for Microsoft 365 Adoption Accelerator, discuss the key elements, confirm the high-value scenarios, and walk through the onboarding wizard.

Build the plan

Construct the adoption plan, strategize the Center of Excellence, and determine how to track the adoption success.

Drive adoption

Deploy the Center of Excellence, carry out the adoption plan, and keep an eye on the success of adoption.

Copilot for Microsoft 365 Workshop

Assess (120 mins)

Copilot for Microsoft 365 Workshop Kick-Off	30 mins
Optimization Assessment Review and Guidance	90 min

Art of the Possible (135 mins)

Art of the Possible Kick-Off	15 mins
AI-powered Organization	10 mins
Responsible AI	10 mins
Copilot for Microsoft 365 overview	10 mins
Unleash Creativity	15 mins
Unlock Productivity	15 mins
Uplevel Skills	10 mins
Better Together: Teams Premium & Copilot in Teams	15 mins
Copilot Extensibility (Optional)	15 mins
Copilot for Microsoft 365 Personas	20 mins

Build the Plan (135 mins)

Build the Plan Kick-Off	15 mins
Scenario Analysis & Prioritization	60 mins
Report & Recommendations	60 mins

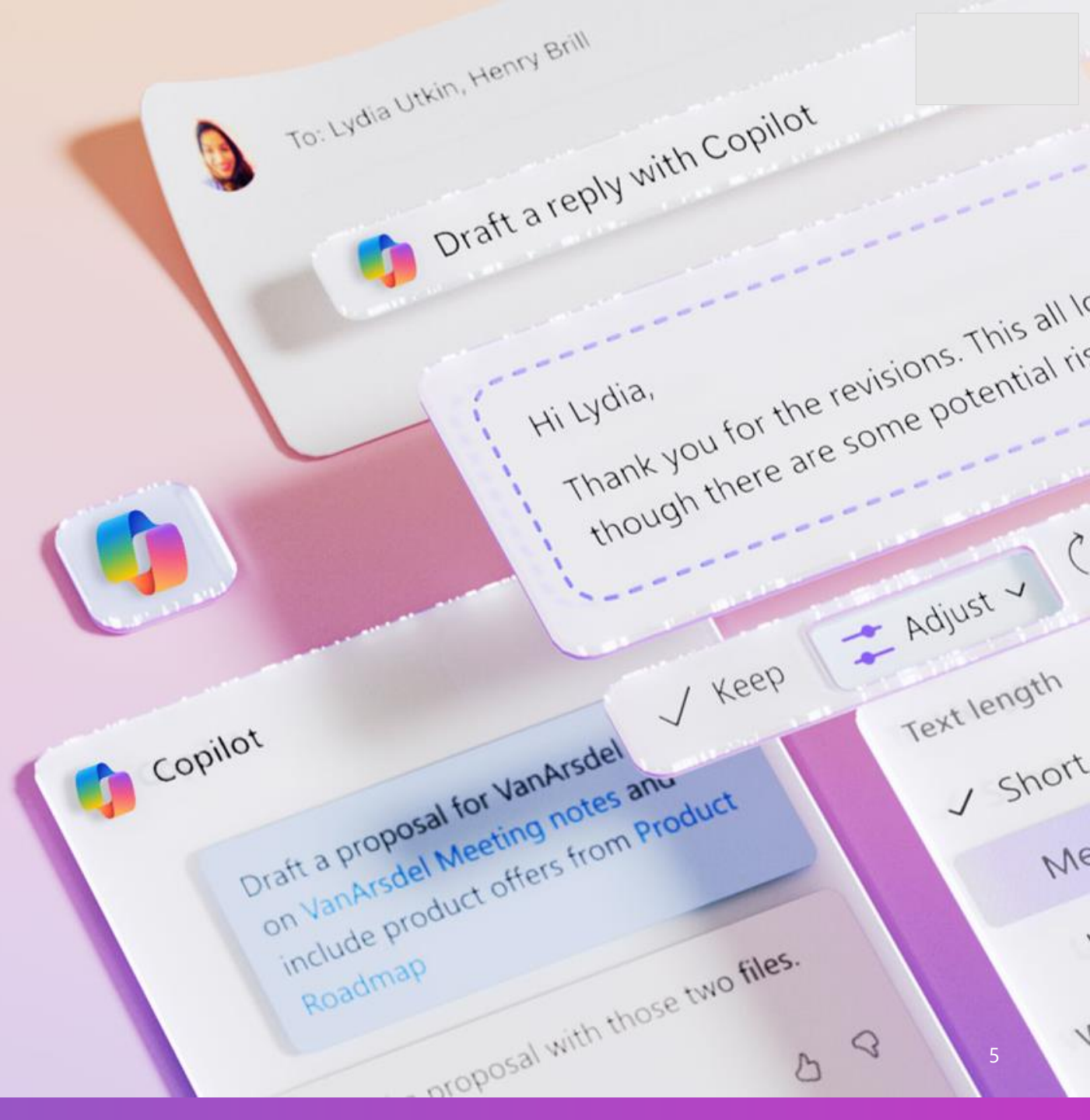
Objectives

Understand Microsoft investment and strategy in AI

Understand the vision of Copilot for Microsoft 365

Copilot for Microsoft 365 Scenarios for Pilot

The AI-Powered Organization



The world is changing

Industries are transforming rapidly

Drivers for economic growth are evolving

Technology is at an inflection point

What changed in AI?

Breakthroughs in generative AI in **multiple domains**

Human-like levels of performance and accuracy in multiple fields

Text -> (output) -> Text loop of improvement

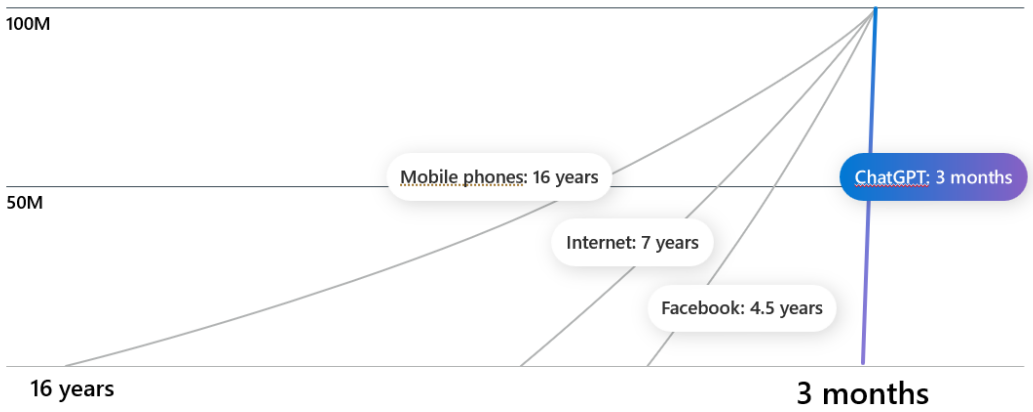
Andrej Karpathy
@karpathy

Nice read on reverse engineering of GitHub Copilot ✨. Copilot has dramatically accelerated my coding, it's hard to imagine going back to "manual coding". Still learning to use it but it already writes ~80% of my code, ~80% accuracy. I don't even really code, I prompt. & edit.

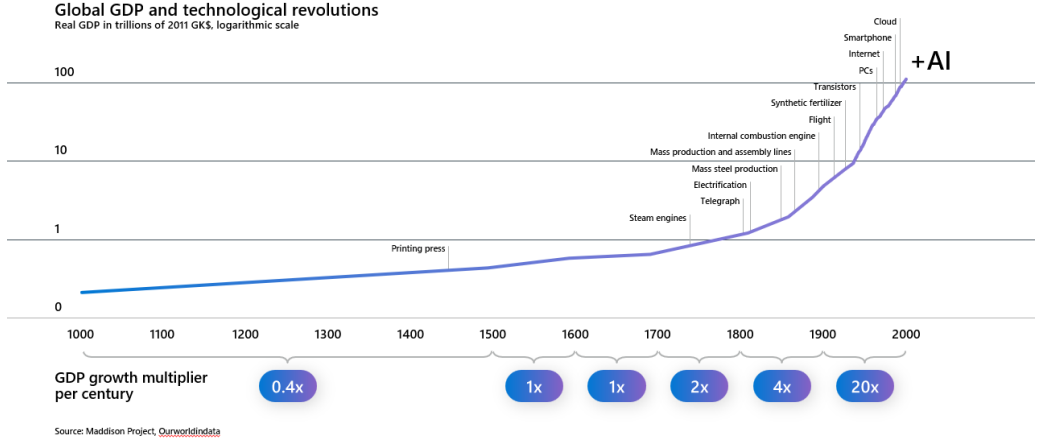
AI technology and impact

The AI technology is here

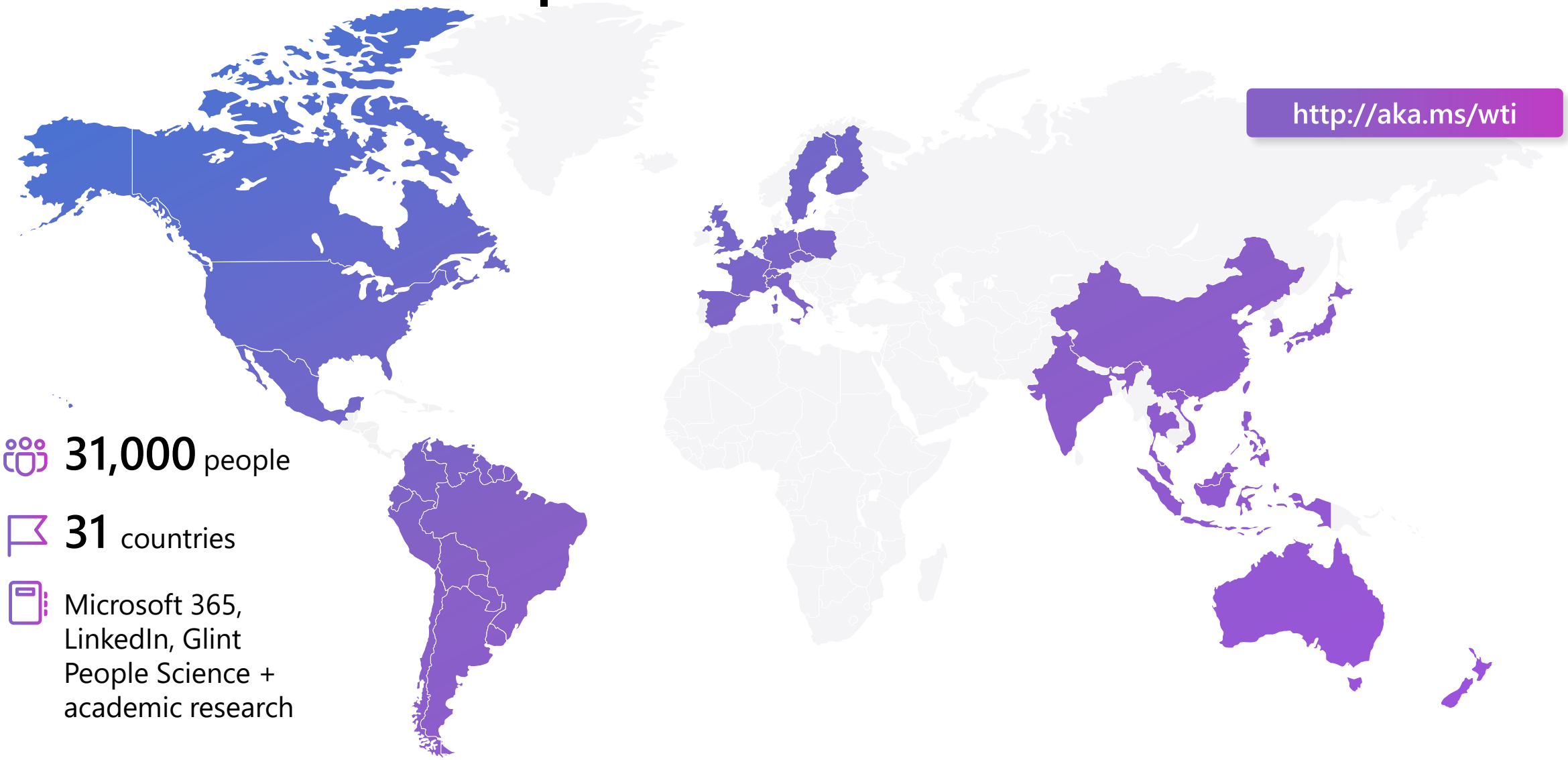
Time to reach 100M users



And the impact is real



Microsoft Work | Trend Index 2022



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

AI Impact

Modern Work Trend Index Report finds that organizations need to invest in AI-driven solutions to stay competitive and that workers need to develop new skills to take advantage of the opportunities AI presents

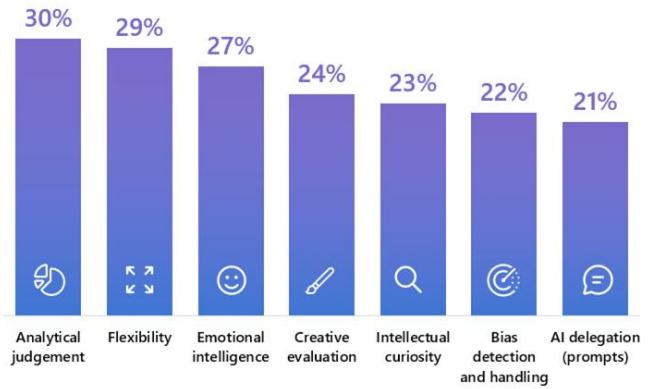
A new AI-employee alliance

of people say they're worried AI will replace their jobs

would delegate as much work as possible to AI to lessen their workloads

Employees need AI aptitude

of leaders say employees will need new skills to prepare for AI



The AI-powered organization

1

Foundational productivity

2

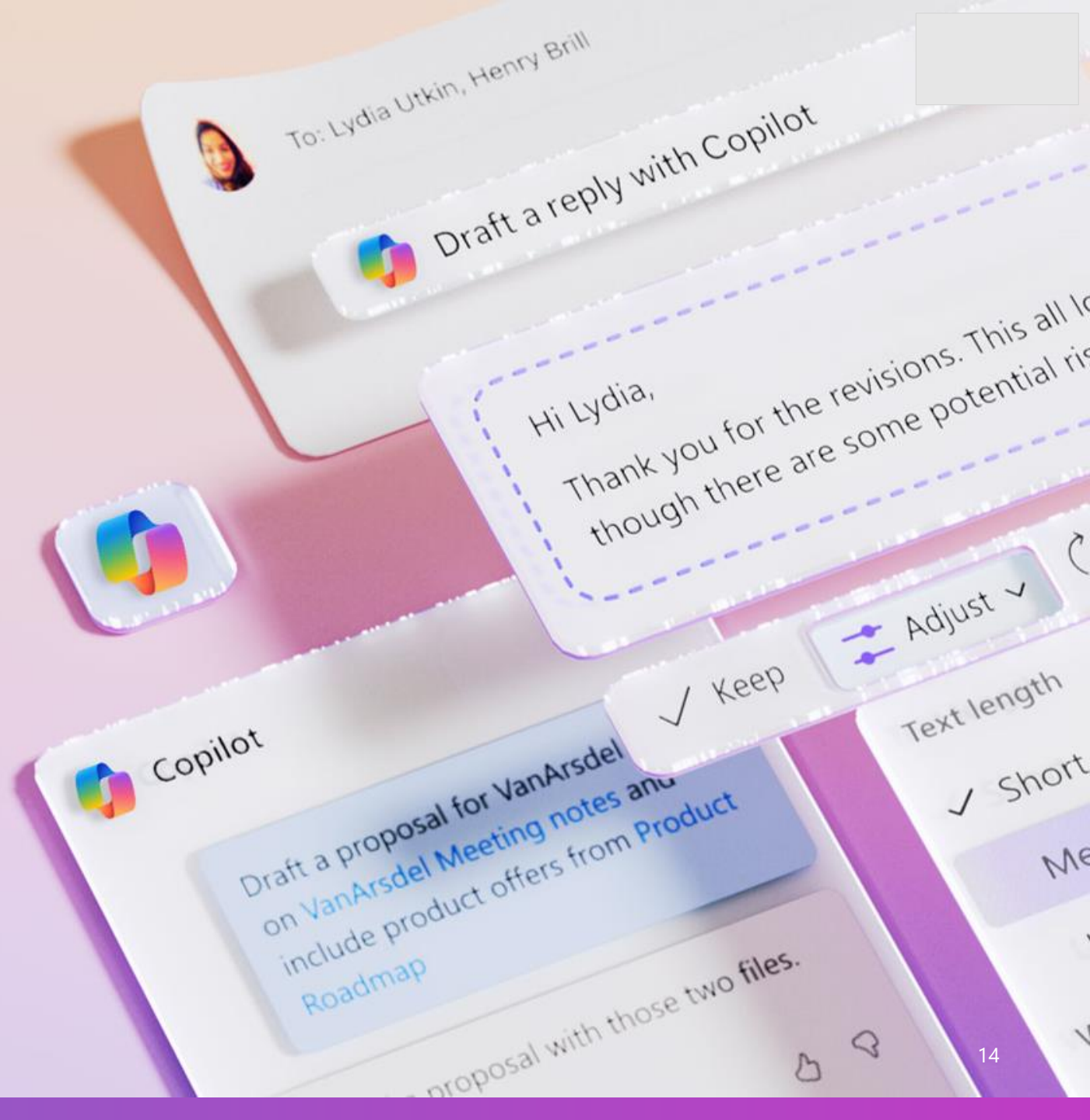
AI and automation

3

High-performance organization

Copilot for Microsoft 365

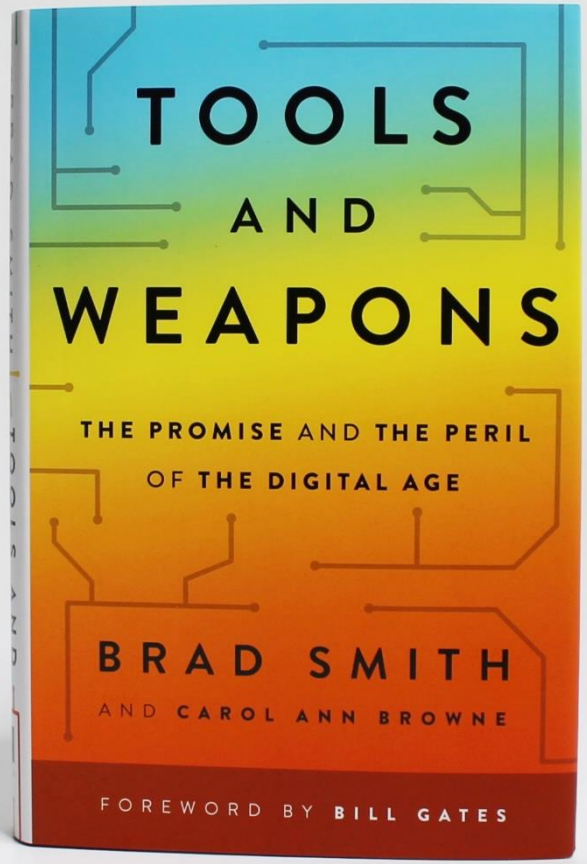
Responsible AI



“When your technology changes the world, you bear a responsibility to help address the world that you have helped create.”

Brad Smith

President and Chief Legal Officer, Microsoft



Copilot for Microsoft 365

Grounded in **your business data**	Copilot for Microsoft 365 has real-time access to both your content and context in Microsoft Graph.
Comprehensive **security, compliance, and privacy**	Copilot inherits your security, compliance, and privacy policies set up in Microsoft 365.
Architected to **protect data**	Your data never leaves its secure partition, and it is never used for training purposes.
Integrated into the **apps you use every day**	Word, Excel, PowerPoint, Outlook, Teams, and more.
Individual user and admin **always in control**	User decides what to use, modify, or discard.
Designed to **learn new skills**	As Copilot learns about processes, it can perform more sophisticated tasks and queries.

Meeting the AI moment

AI is built and used responsibly and ethically

AI advances international competitiveness and national security

AI serves society broadly, not narrowly

Meeting the AI moment: advancing the future through responsible AI

Feb 2, 2023 | Brad Smith - Vice Chair & President

Early last summer, a small group of senior leaders and responsible AI experts at Microsoft started using technology from OpenAI similar to what the world now knows as ChatGPT. Even for those who had worked closely with the developers of this technology at OpenAI since 2019, the most recent progress seemed remarkable. AI developments we had expected around 2033 would arrive in 2023 instead.

Looking back at the history of our industry, certain watershed years stand out. For example, internet usage exploded with the popularity of the browser in 1995, and smartphone growth accelerated in 2007 with the launch of the iPhone. It's now likely that 2023 will mark a critical inflection point for artificial intelligence. The opportunities for people are huge. And the responsibilities for those of us who develop this technology are

Public Policy

Shaping responsible AI regulation

There is **growing regulatory attention** on AI

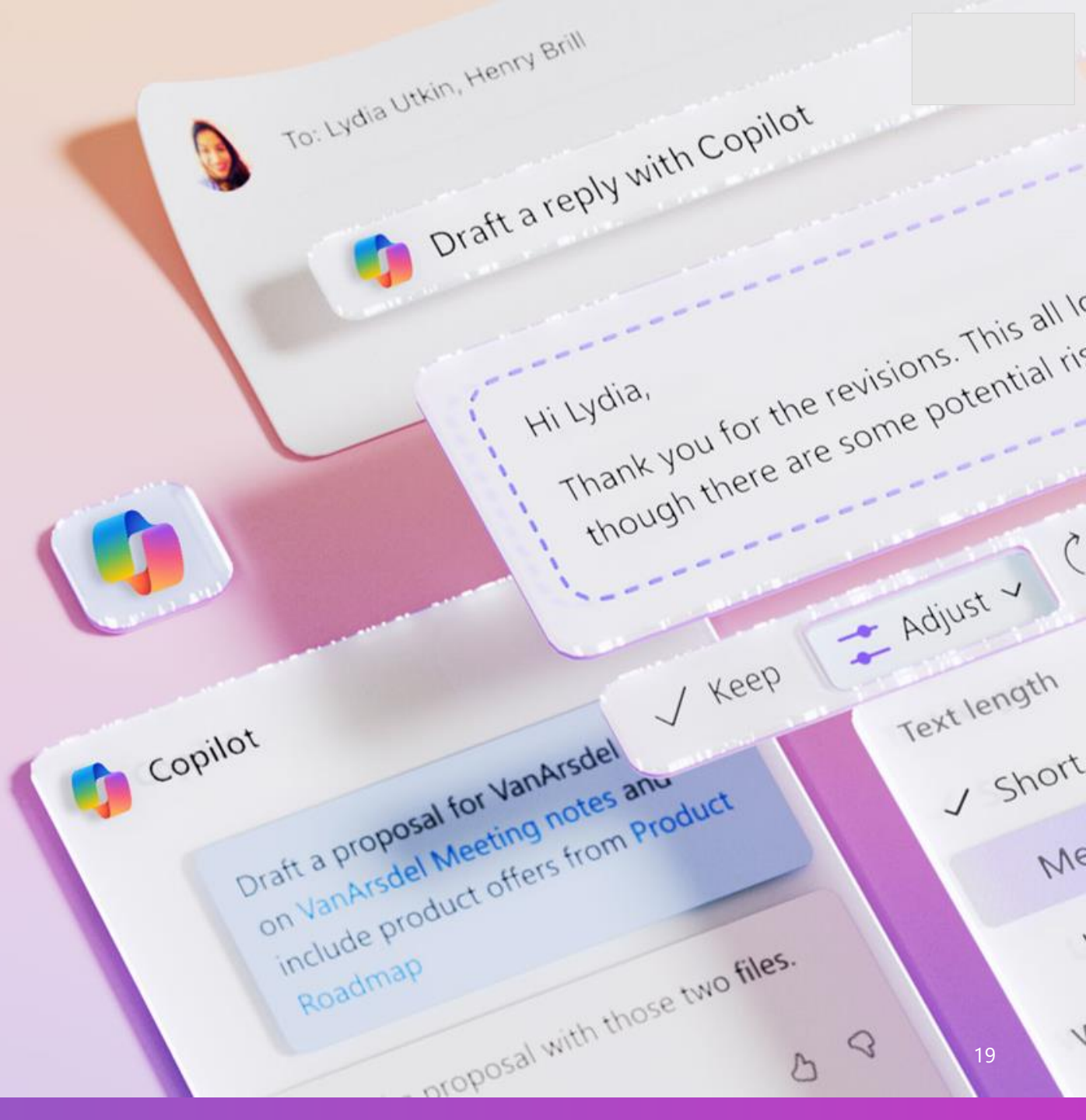
A **diverse range of perspectives** are needed to help shape regulatory conversations

Microsoft is working to help share our **responsible AI experience**

Frameworks should be **risk-based** and **outcomes-focused**

Copilot for Microsoft 365

Overview



The AI-powered organization

1

Foundational productivity

2

AI and automation

3

High-performance organization

The next
revolution in
computing

Copilot for Microsoft 365

Natural Language

Large Language Models

+

Microsoft Graph - Your Data -

+

Microsoft 365 Apps

Copilot for Microsoft 365

Access to your business content and context

Copilot for Microsoft 365

Built on Microsoft's comprehensive approach

Copilot for Microsoft 365

Embedded across Microsoft 365 Apps

Copilot for Microsoft 365

Unleash creativity

Harness Copilot's power so you never start from scratch

Unlock productivity

Let Copilot summarize actions for you, and optimize your time

Uplevel skills

Be better at what you're good at and master what you've yet to learn

Copilot for Microsoft 365

Unleash creativity

Harness Copilot's power so you never start from scratch

Unlock productivity

Let Copilot summarize actions for you, and optimize your time

Uplevel skills

Be better at what you're good at and master what you've yet to learn

Copilot writes, edits, summarizes, creates right alongside you

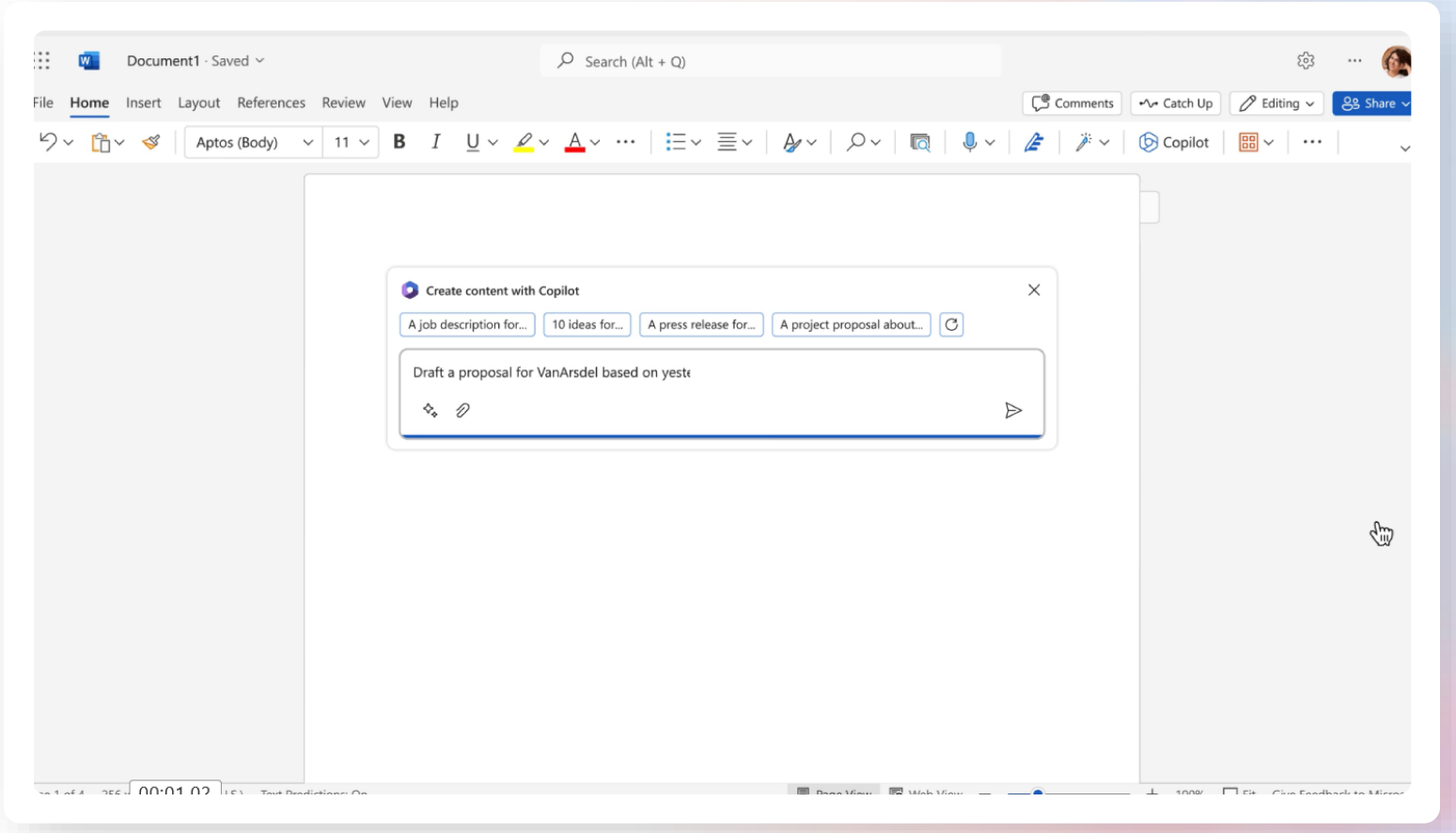
Copilot in Word

Some example prompts you can ask Copilot:

Draft a two-page project proposal based on the data from [document] and [spreadsheet].

Make the third paragraph more concise. Change the tone of the document to be more casual.

Create a 1-page draft based on this rough outline.



Demo Slide

Copilot helps you turn your ideas into stunning presentations

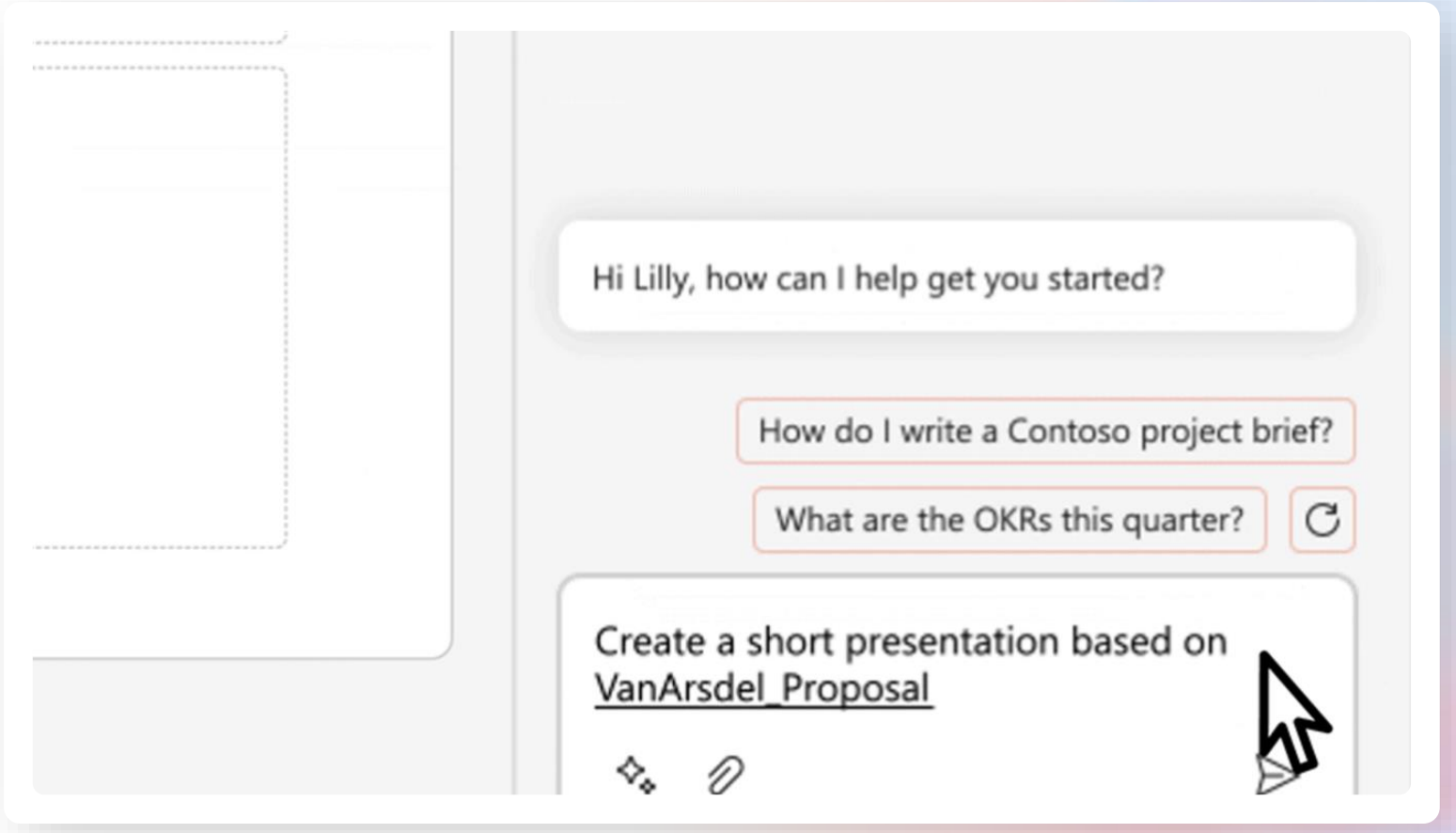
Copilot in PowerPoint

Some example prompts you can ask Copilot:

Create a five-slide presentation based on a Word document, include relevant stock photos.

Consolidate this presentation into a three-slide summary.

Reformat these three bullets into three columns, each with a picture.



Live Demo

Copilot works alongside you to help analyze and explore your data

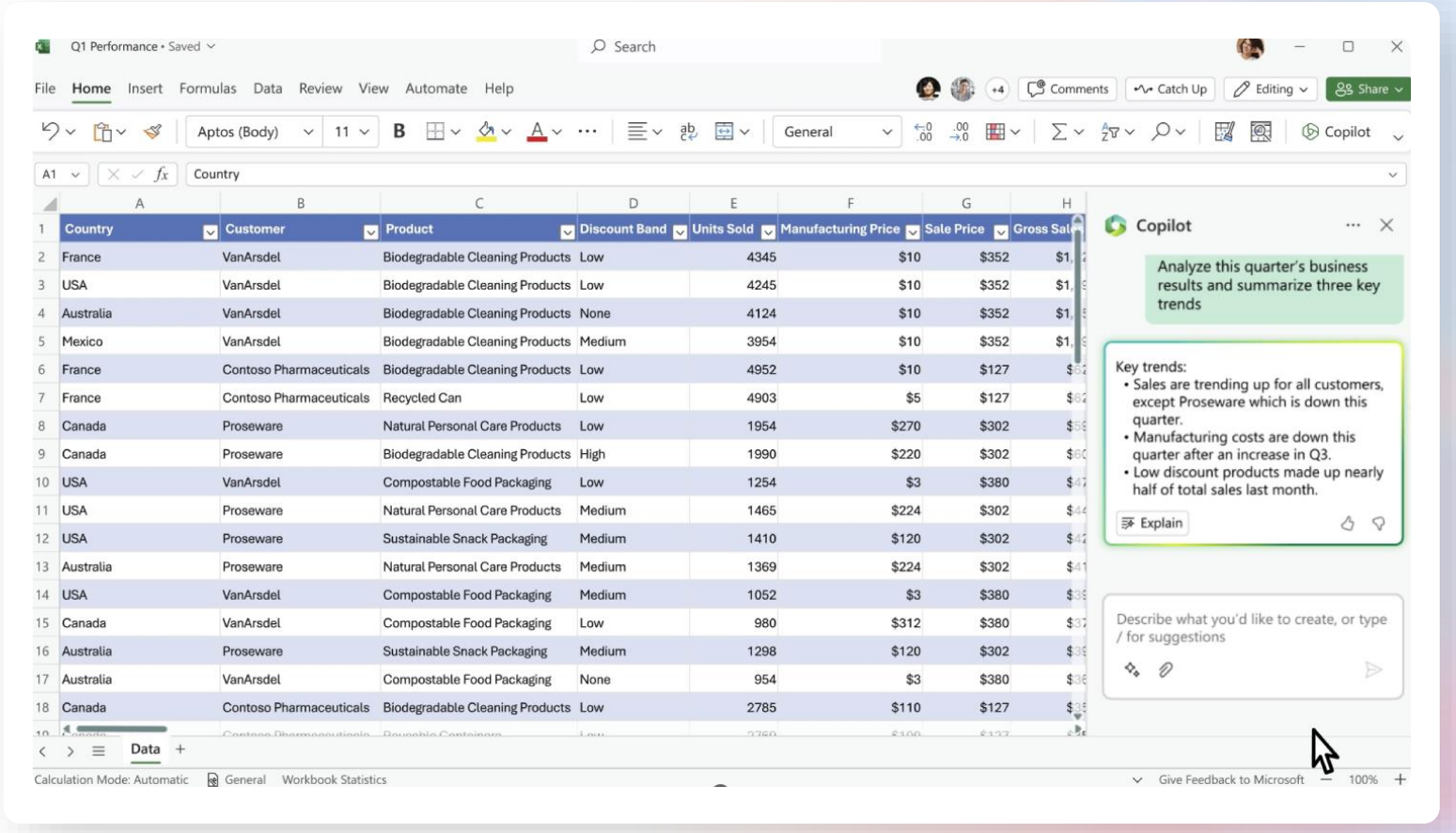
Copilot in Excel

Some example prompts you can ask Copilot:

Give a breakdown of the sales by type and channel. Insert a table.

Project the impact of [variable] and generate a chart to help visualize it.

Model how a change to the growth rate for [variable] would impact my gross margin.



Country	Customer	Product	Discount Band	Units Sold	Manufacturing Price	Sale Price	Gross Sal
France	VanArsdel	Biodegradable Cleaning Products	Low	4345	$10	$352	$1,
USA	VanArsdel	Biodegradable Cleaning Products	Low	4245	$10	$352	$1,
Australia	VanArsdel	Biodegradable Cleaning Products	None	4124	$10	$352	$1,
Mexico	VanArsdel	Biodegradable Cleaning Products	Medium	3954	$10	$352	$1,
France	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	4952	$10	$127	$
France	Contoso Pharmaceuticals	Recycled Can	Low	4903	$5	$127	$
Canada	Proseware	Natural Personal Care Products	Low	1954	$270	$302	$
Canada	Proseware	Biodegradable Cleaning Products	High	1990	$220	$302	$
USA	VanArsdel	Compostable Food Packaging	Low	1254	$3	$380	$
USA	Proseware	Natural Personal Care Products	Medium	1465	$224	$302	$
USA	Proseware	Sustainable Snack Packaging	Medium	1410	$120	$302	$
Australia	Proseware	Natural Personal Care Products	Medium	1369	$224	$302	$
USA	VanArsdel	Compostable Food Packaging	Medium	1052	$3	$380	$
Canada	VanArsdel	Compostable Food Packaging	Low	980	$312	$380	$
Australia	Proseware	Sustainable Snack Packaging	Medium	1298	$120	$302	$
Australia	VanArsdel	Compostable Food Packaging	None	954	$3	$380	$
Canada	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	2785	$110	$127	$

Live Demo

Copilot for Microsoft 365

Unleash creativity

Harness Copilot's power so you never start from scratch

Unlock productivity

Let Copilot summarize actions for you, and optimize your time

Uplevel skills

Be better at what you're good at and master what you've yet to learn

Copilot works with you in cleaning your inbox and messages

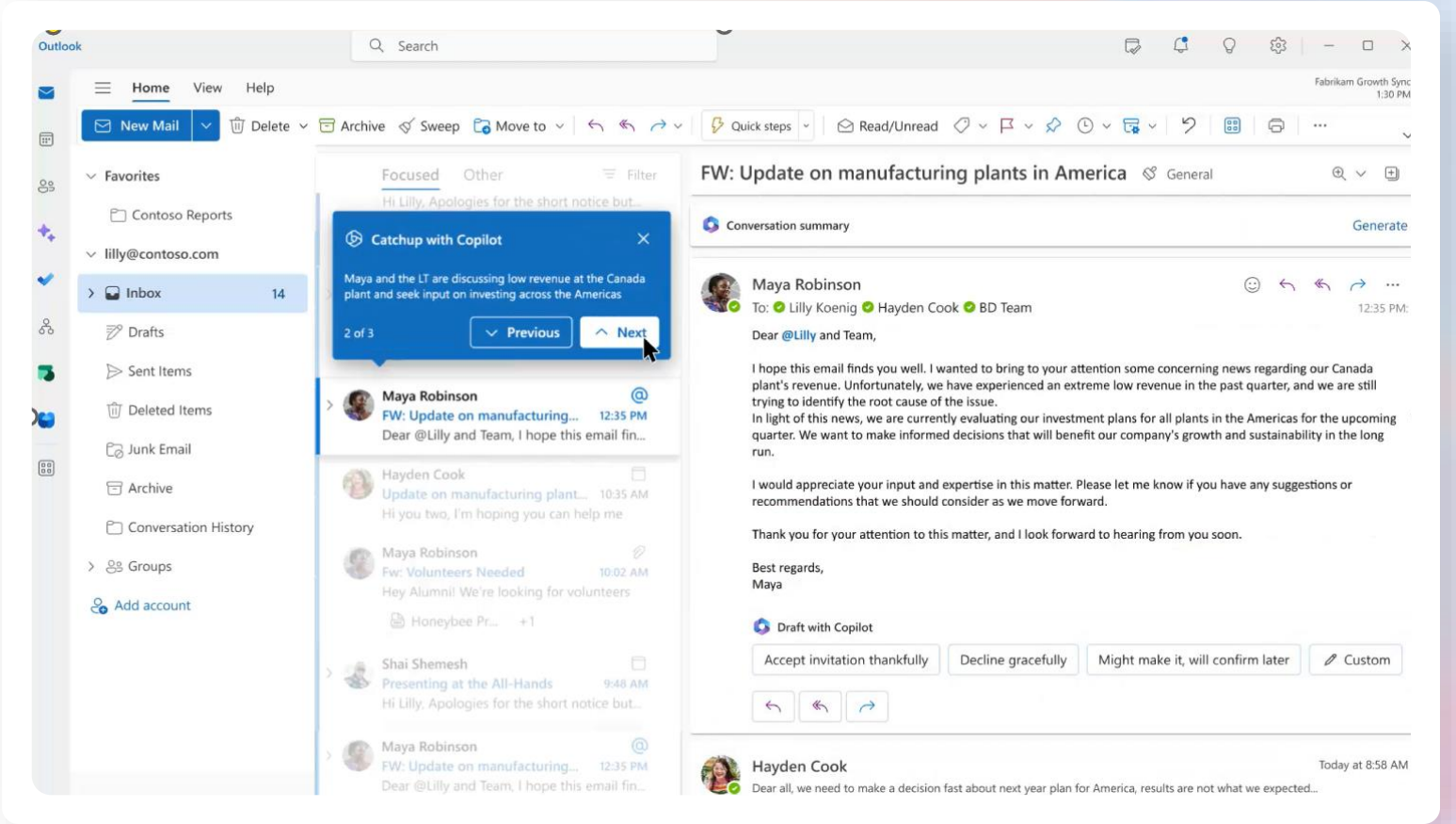
Copilot in Outlook

Some example prompts you can ask Copilot:

Summarize the emails I missed while I was out. Flag important items.

Draft a response thanking them and asking for more details; shorten this draft and make the tone professional.

Invite everyone to a “lunch and learn” about new product launches next Thursday at noon.



Live Demo

Copilot helps you run effective meetings, get up to speed, organize key discussion points, and summarize actions

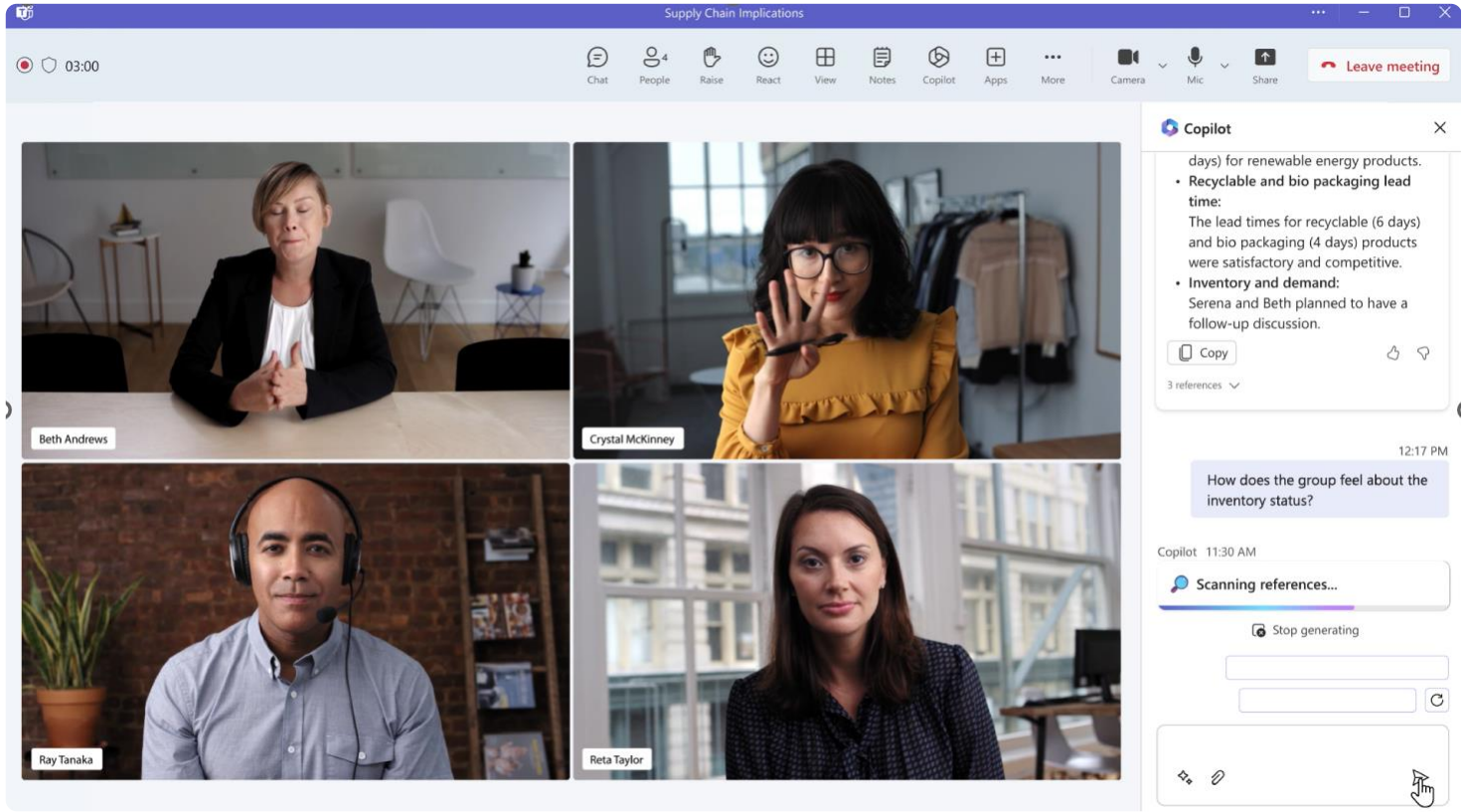
Copilot in Teams Meetings

Some example prompts you can ask Copilot:

Summarize what I've missed in the meeting.

Create a table of pros and cons for [topic].

What decisions were made, and what are some suggested next steps?



Live Demo

Copilot for Microsoft 365

Unleash creativity

Harness Copilot's power so you never start from scratch

Unlock productivity

Let Copilot summarize actions for you, and optimize your time

Uplevel skills

Be better at what you're good at and master what you've yet to learn

Copilot works alongside you, to bring together data from your documents, presentations, emails, calendar, notes, and contacts

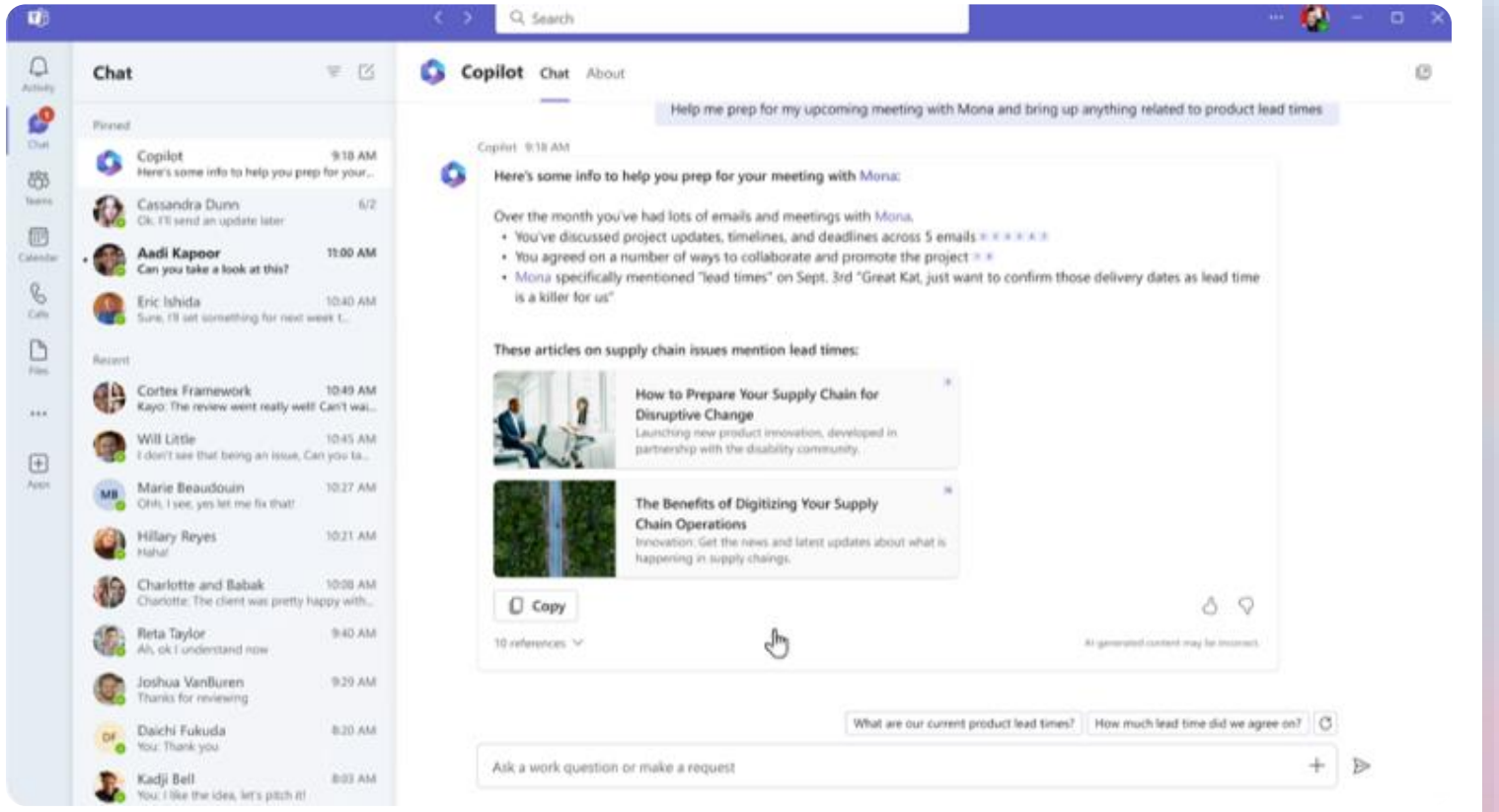
Copilot for Microsoft 365

Some example prompts you can ask Copilot:

Summarize the chats, emails, and documents about [customer].

What is the next milestone on [project]. Are there any risks?

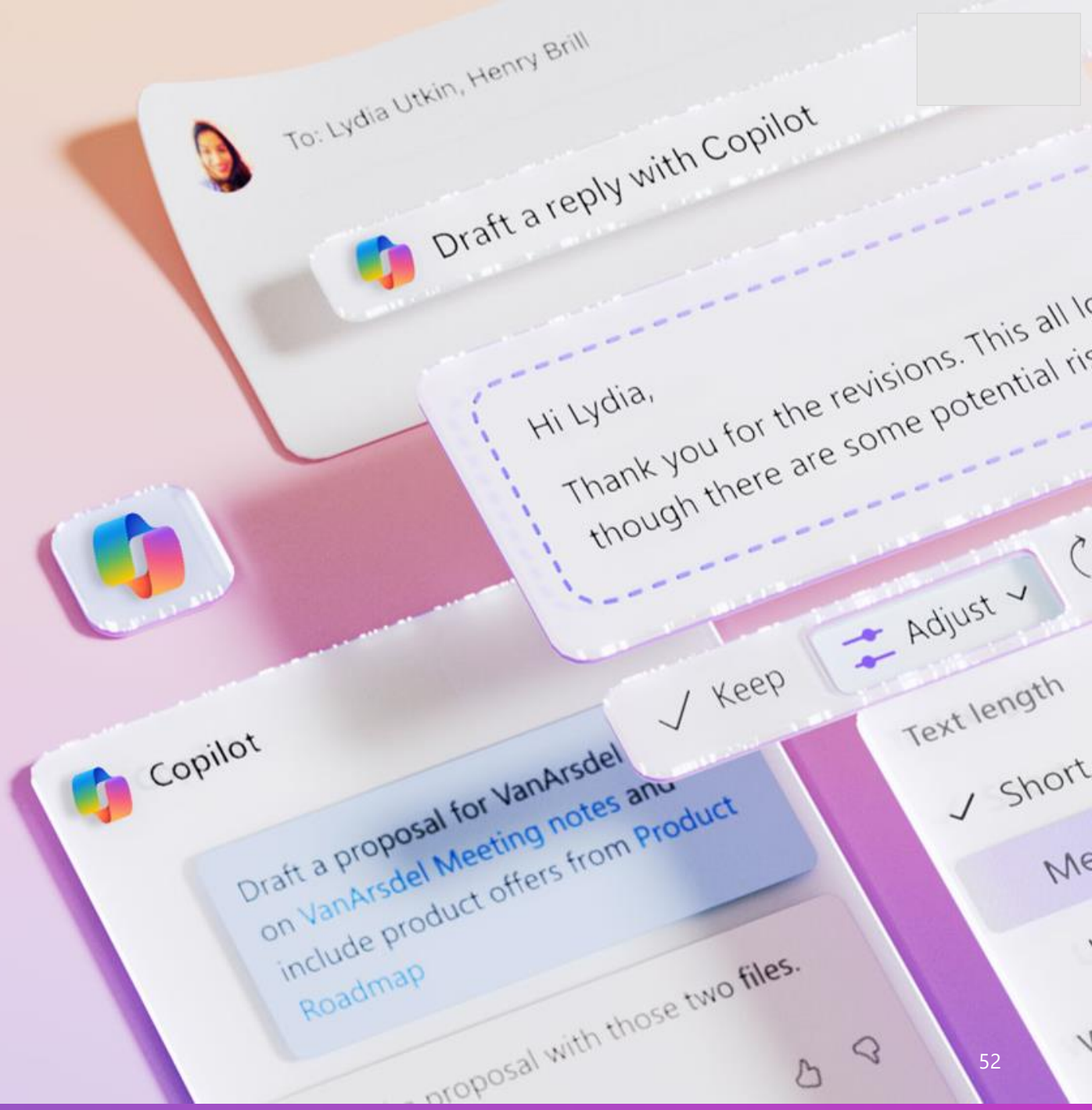
Write a planning overview in the style of [file A] that contains the timeline from [file B] and incorporates the project list in the email from [person].



Live Demo

Copilot for Microsoft 365

Teams Premium



Start your AI journey with Copilot for Microsoft 365 and Teams Premium

Copilot for Microsoft 365

- Your AI assistant at work that works alongside you **within the Microsoft 365 apps** and in a **single destination** to help you navigate any task.
- Enhance **productivity.**
- Generative AI **based on your unique prompts.**

Teams Premium

- Brings together advanced capabilities **across Microsoft Teams** to make collaboration more secure, intelligent and engaging.
- Enhance your **teamwork.**
- **Built-in** generative AI to get you started.

How your organization can benefit from both

Copilot for Microsoft 365

Unleash creativity and productivity

Key scenarios

- **High usage across different Microsoft 365 Apps** (Word, Outlook, PowerPoint, etc.)
- **Create, edit, or review content frequently**
- **Pull together information from multiple sources often**
- **Analyze data or identify insights**
- Often **creates or reviews content** across Microsoft 365 Apps

Frequently **attends meetings** or is **often double booked for meetings**

- Connects with clients and other employees who **speak different languages**
- Communicates frequently with partners or customers **outside the organization**
- **Facilitates sensitive business meetings** virtually
- Needs to share **confidential or regulated information in meetings** or appointments
- Facilitates and manages **webinars or internal all-hands meetings**
- Schedules and runs **virtual appointments**

Microsoft Teams Premium

Modernize collaboration and communication for the next digital era

How to use both, together, to support your organization

Entire organization

Gain a shared understanding with standardized meeting notes and tasks

Whether you're using Copilot for Microsoft 365 or using Teams Premium, everyone gets the same intelligent recap notes and tasks after a recorded meeting.

Specific users

Automate Copilot compliance with meeting templates

For meeting compliance, it can be helpful for some users to use Copilot without a meeting transcript. With Teams Premium meeting templates, admins can automatically turn off the transcript for Copilot users.*

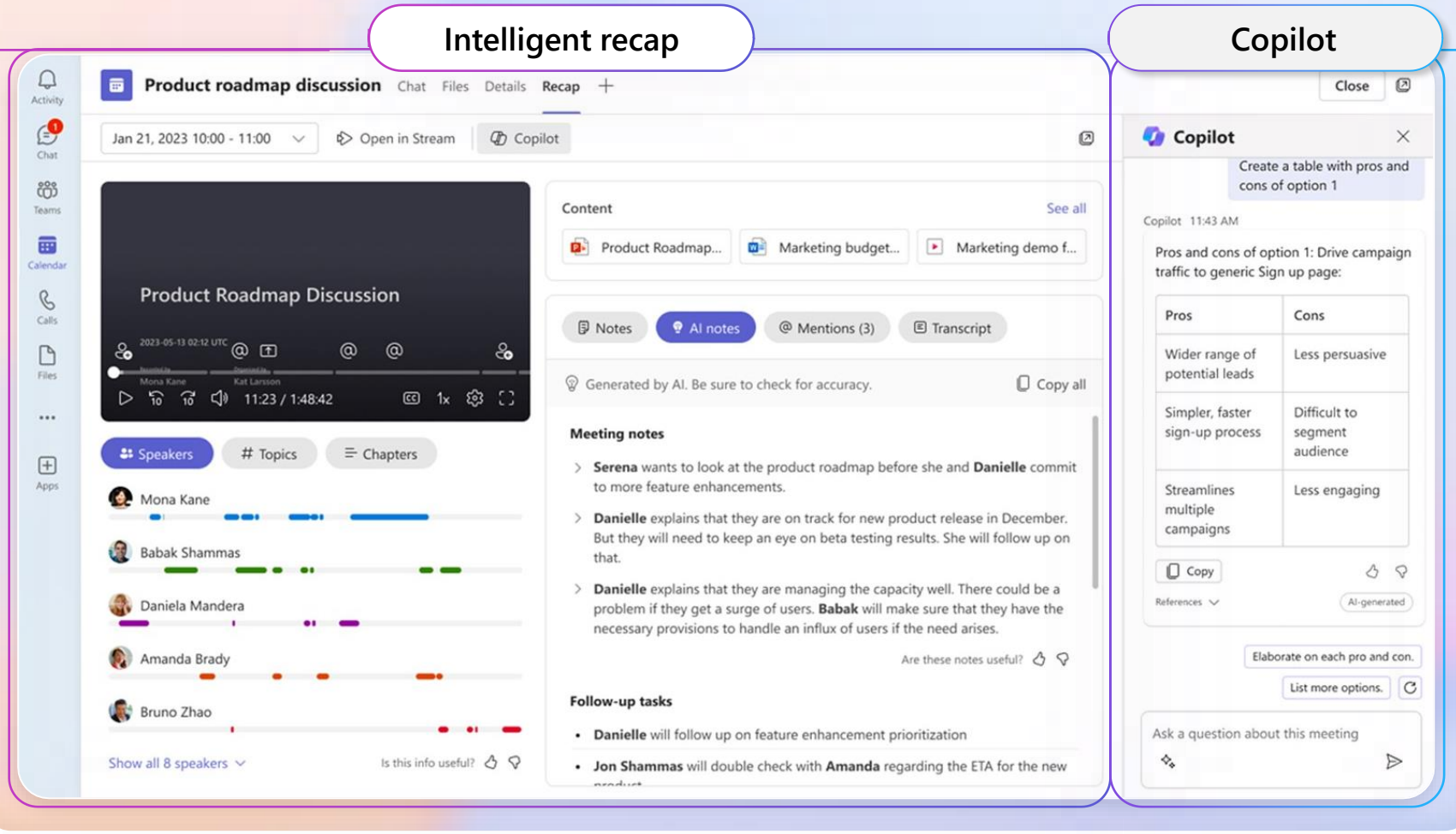
See captions and ask clarifying questions in your preferred language

Participate and understand what is being said in a meaning with live translated captions. Then, dive deeper into specific questions you may have about the meeting with your preferred language in Copilot.

* Turning off transcript will disable Copilot after a meeting and intelligent recap for that meeting

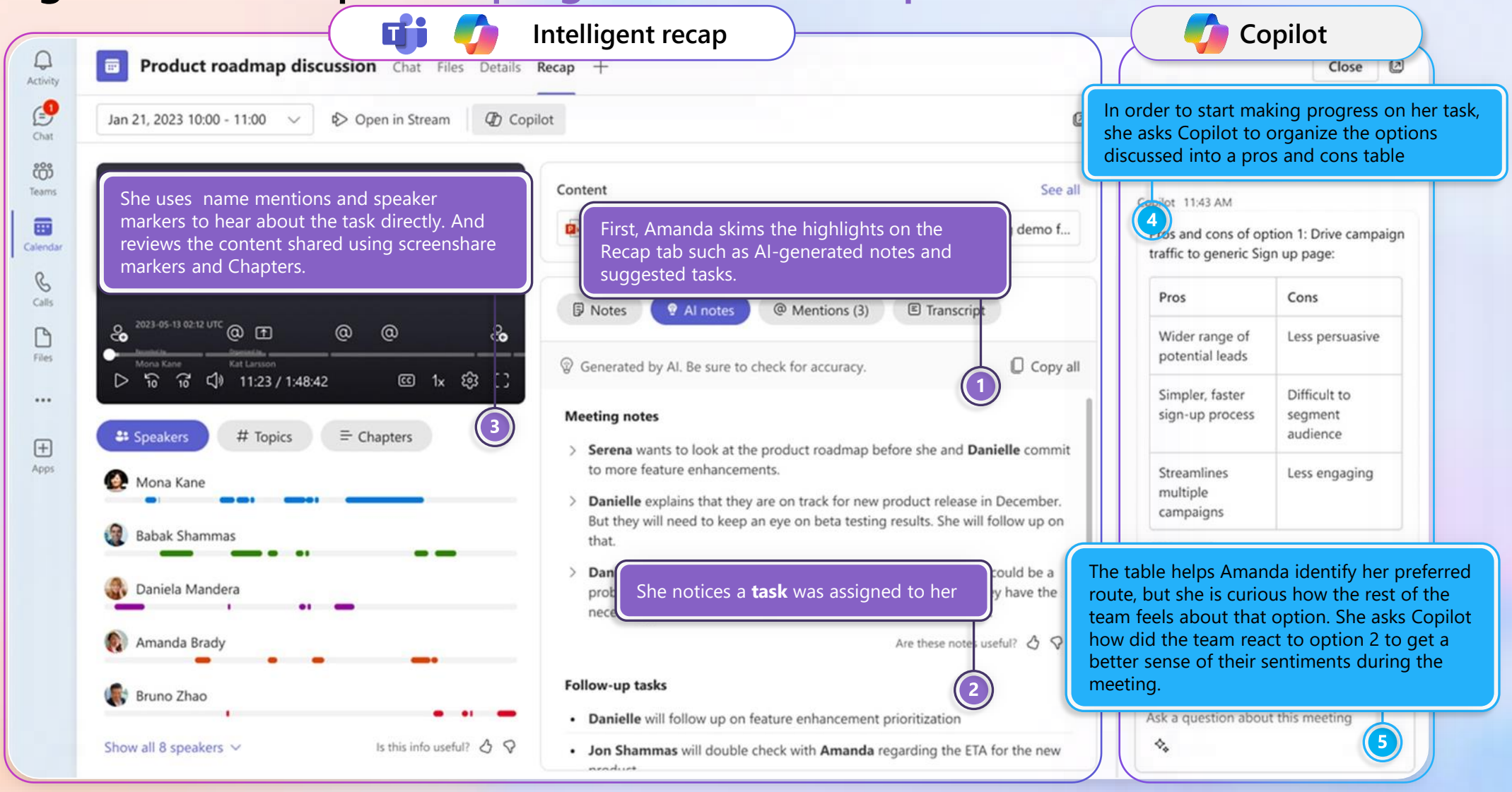
Teams Premium includes built-in summaries with intelligent recap. Copilot will also include intelligent recap but expands on it with the ability to ask any question about the meeting.

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



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

Amanda uses intelligent recap to understand the key highlights of a missed meeting, then uses Copilot to progress her next steps

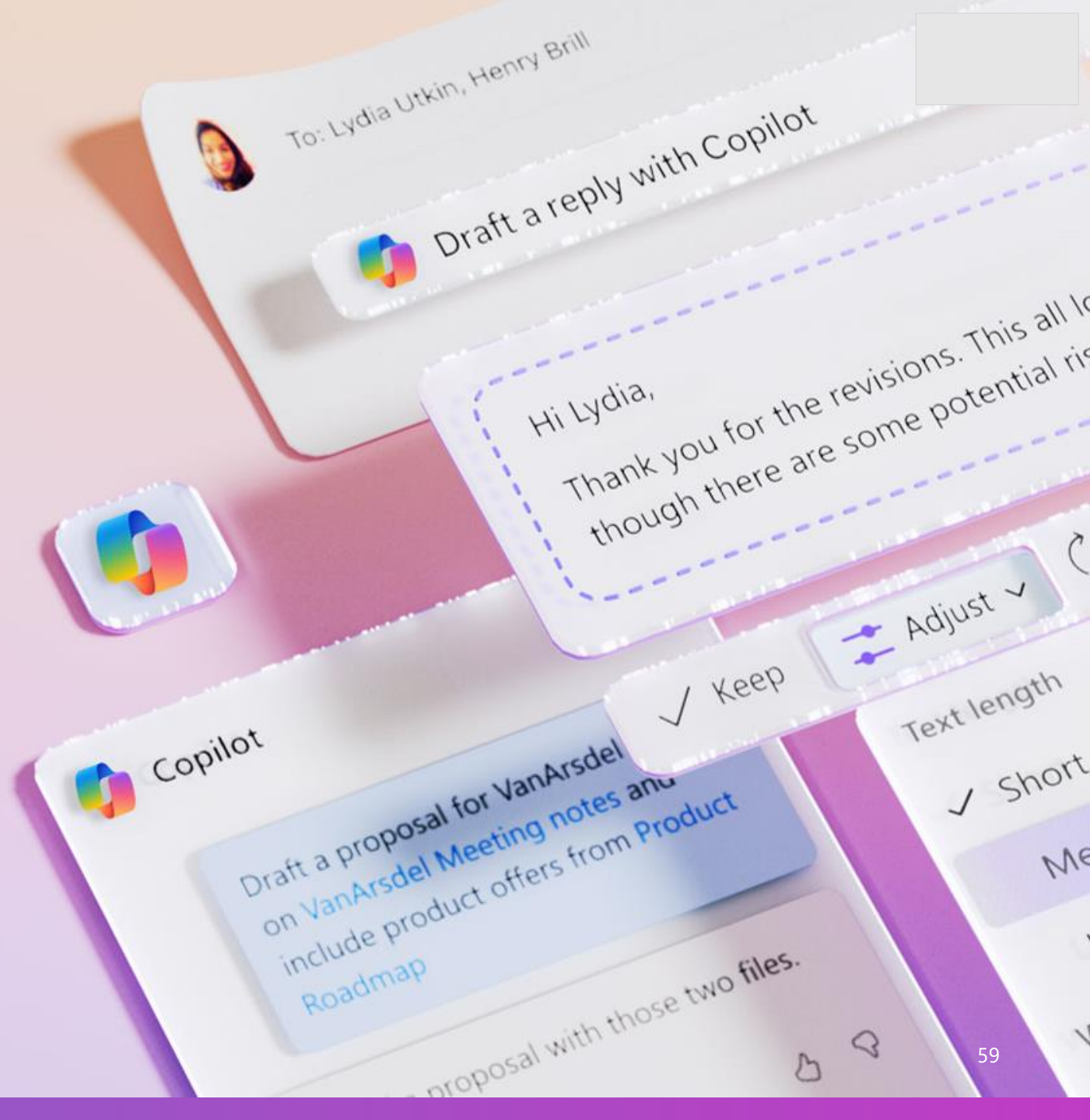


*Intelligent recap coming soon to Microsoft 365 Copilot license

Live Demo

Copilot for Microsoft 365

Copilot Plugins



Copilot plugins works to access real-time information, retrieve relational data, and perform actions across apps

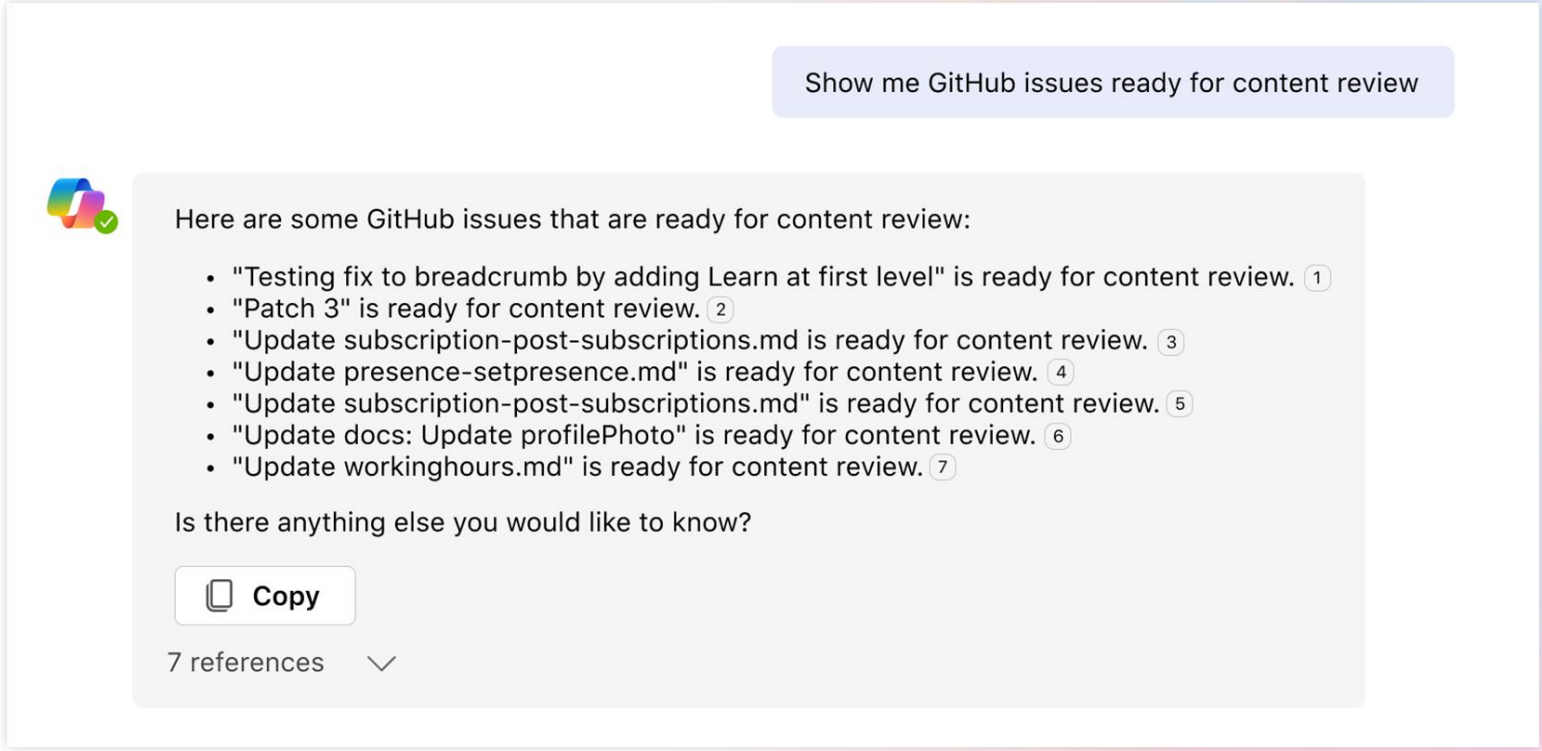
Copilot for Microsoft 365

Some example prompts you can ask Copilot:

Show me GitHub issues ready for content review.

Retrieve survey results from [customer]. Are there any issues?

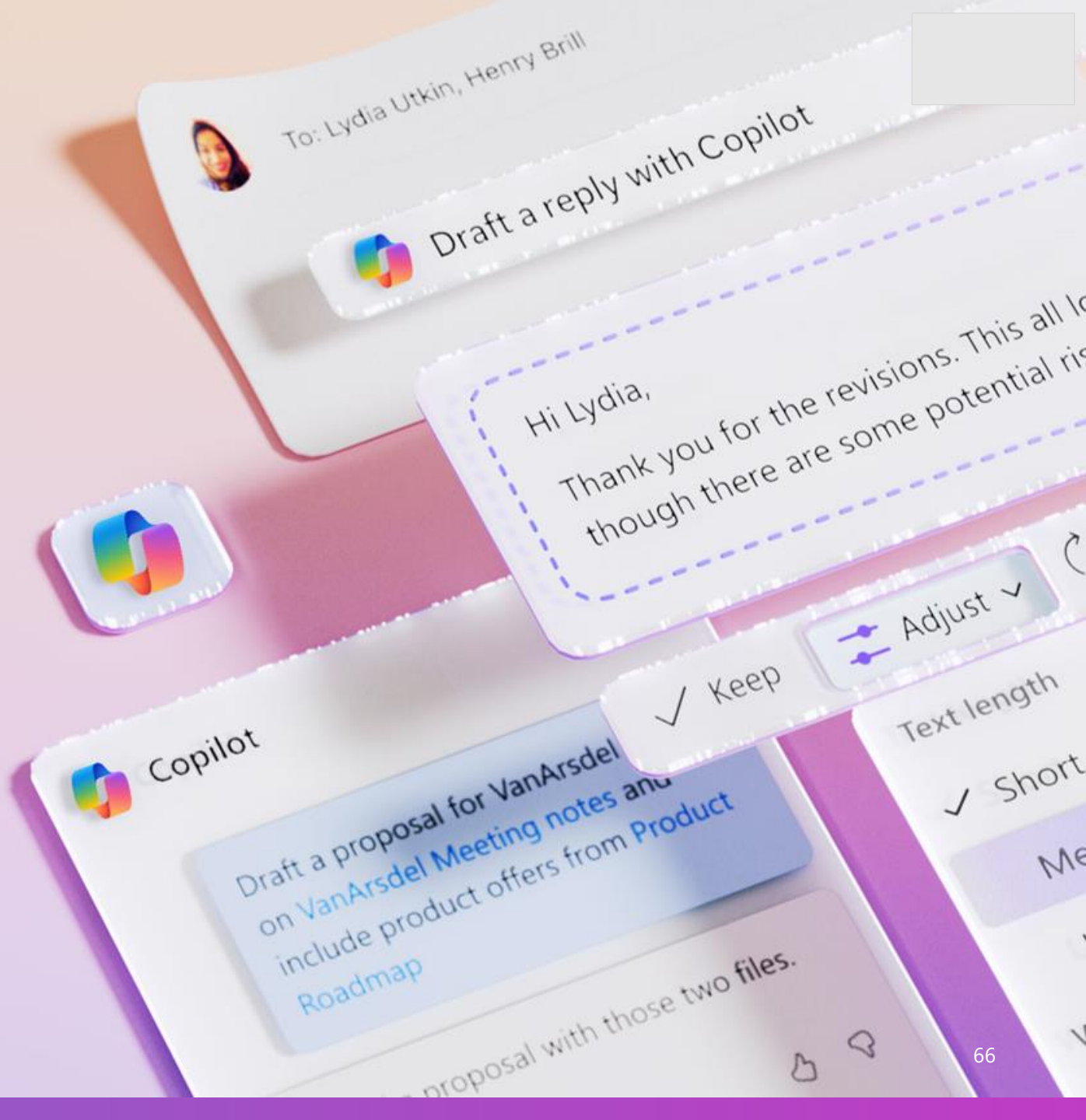
Find top 10 stocks in NASDAQ with P/E less than [number] and P/B less than [number].



Live Demo

Copilot for Microsoft 365

Personas



Recap

Microsoft is leading the way of AI

Use AI Responsibly – It's your turn to discover how you'll achieve more with Copilot for Microsoft 365 to:

- Unleash creativity
- Unlock productivity
- Uplevel skills

Copilot for Microsoft 365 can be used across personas.

Next Steps

Build the Plan Kick-Off

Scenario Analysis and Prioritization

Report and Recommendations

Microsoft

Thank you.

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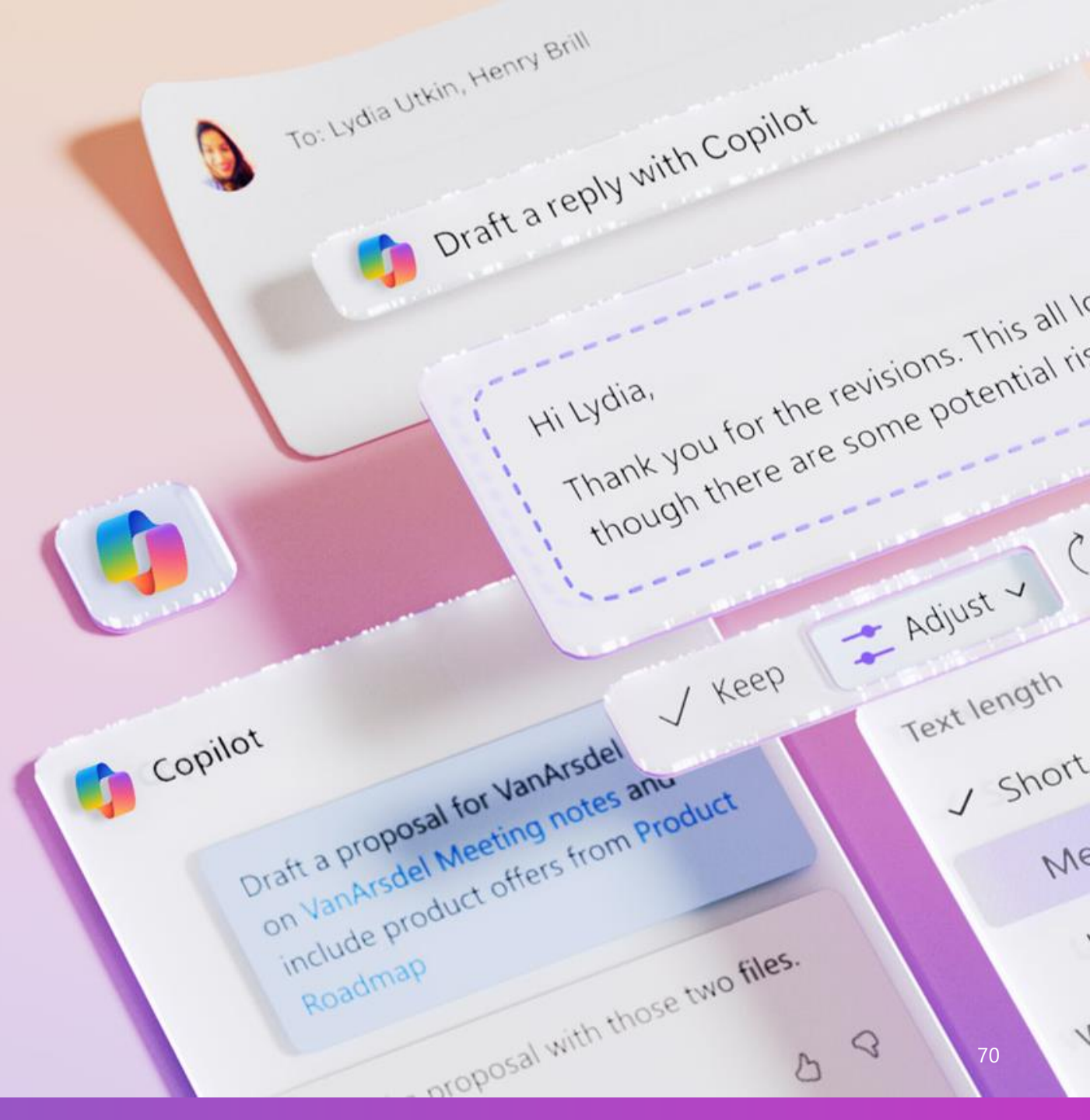
Appendix


To: Lydia Utkin, Henry Brill
Draft a reply with Copilot
Hi Lydia,
Thank you for the revisions. This all lo
though there are some potential ris
Adjust
Keep
Text length
Short
Copilot
Draft a proposal for VanArsdel
on VanArsdel Meeting notes and
include product offers from Product
Roadmap
proposal with those two files.

Copilot for Microsoft 365

Grounded in **your business data**	Copilot for Microsoft 365 has real-time access to both your content and context in Microsoft Graph.
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Q&A

Thank you