



Get Copilot Ready SMB Briefing

HPT VIETNAM CORPORATION

The world is **changing**

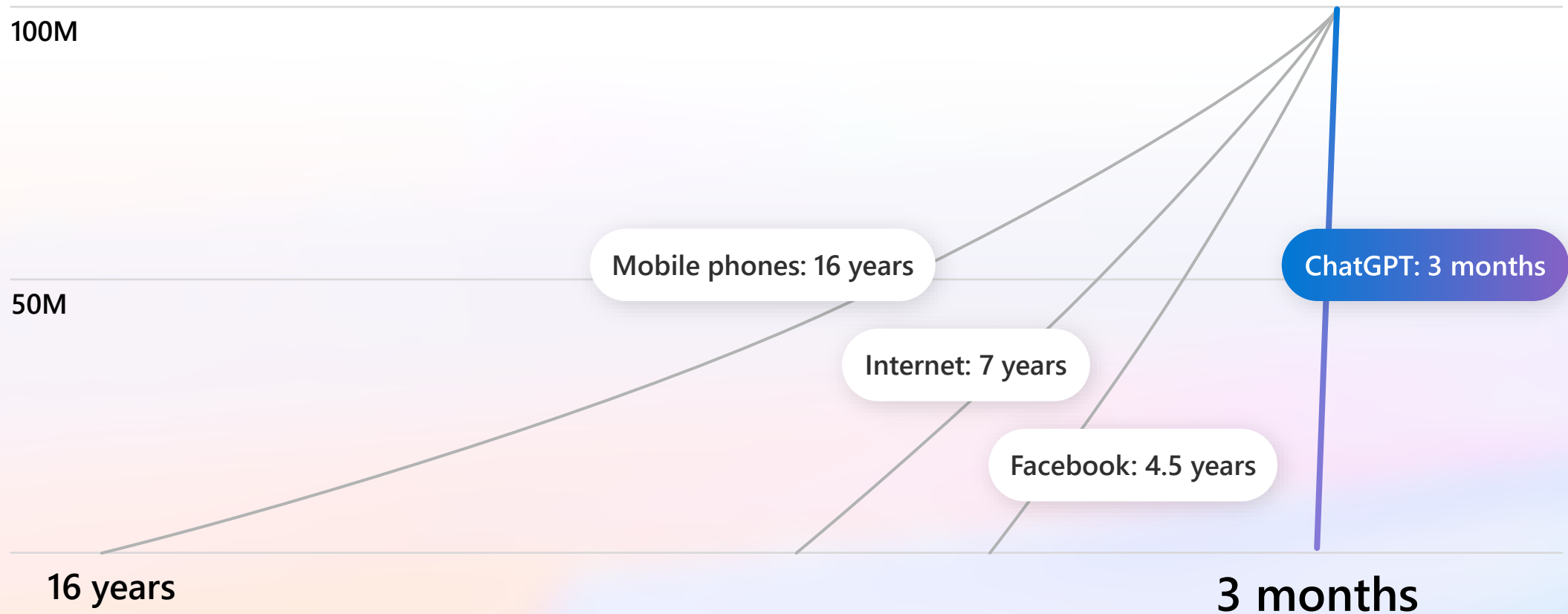
Industries are transforming rapidly

The drivers for economic growth are evolving

Technology is at an inflection point

Generative AI technology is here

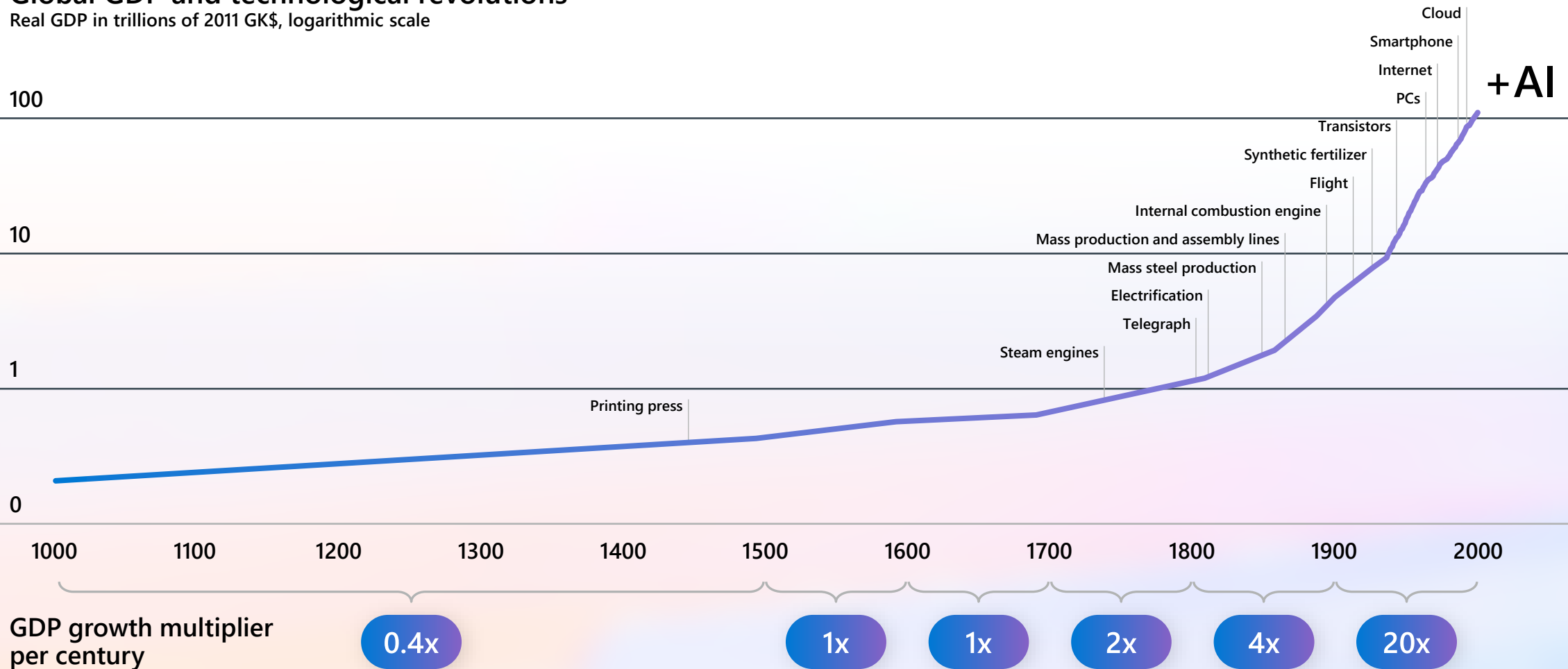
Time to reach 100M users



And the impact is real

Global GDP and technological revolutions

Real GDP in trillions of 2011 GK\$, logarithmic scale





Early findings – Microsoft 365 Copilot

Internal Microsoft 365 Copilot users across Sales, IT, HR, Engineering, and Marketing

All Up Value

- 87% agree more **productive**¹
- 79% focus on **more important work**
- 70% able to stay in the **flow**
- 69% focus on more **satisfying work**
- 79% spent less time on **mundane tasks**

Value by Workflow

- 81% allows to spend **less time searching** for information
- 73% makes **meetings more efficient**
- 79% allows me to spend **less time processing email**
- 94% makes all **easier to get started** on a first draft

Value by Role / Function

- 1 in 3 had **>30 min** time savings per day (MCAPS)
- 88% complete **tasks faster** (MCAPS)
- 63% **simplify** complex tasks (MCAPS)
- 58% **reclaim time** for more important work (managers)

How much is Copilot worth to users?

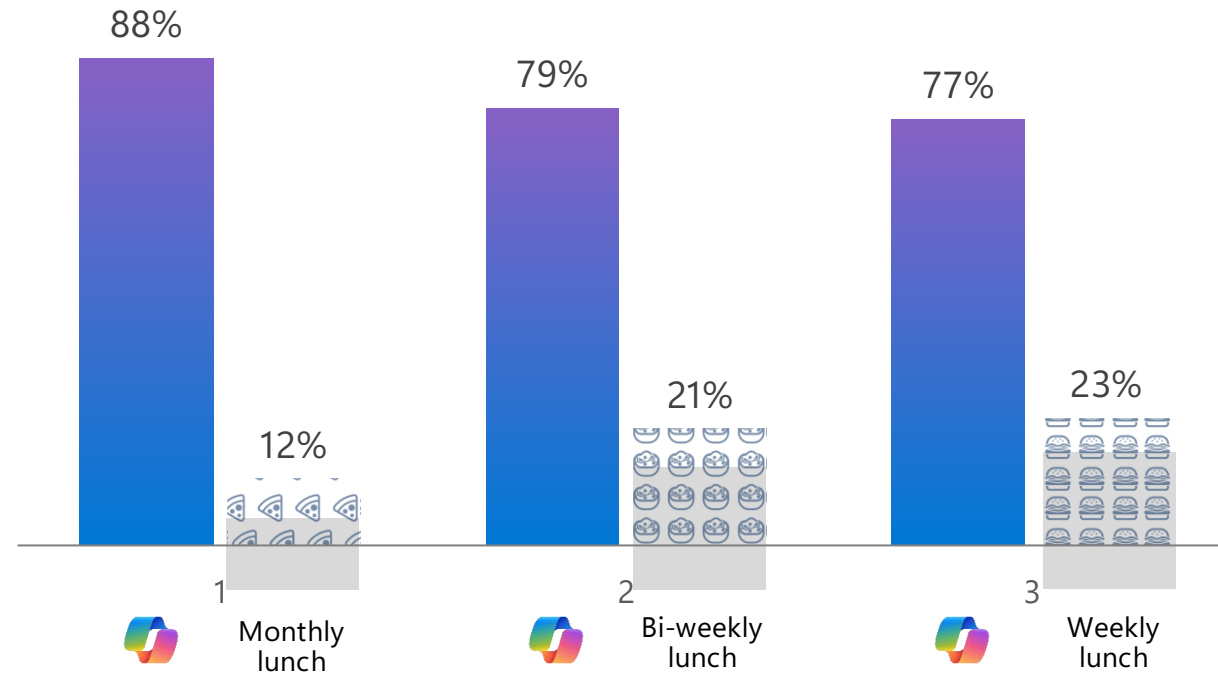
96% would be disappointed if they **no longer had access to Copilot**

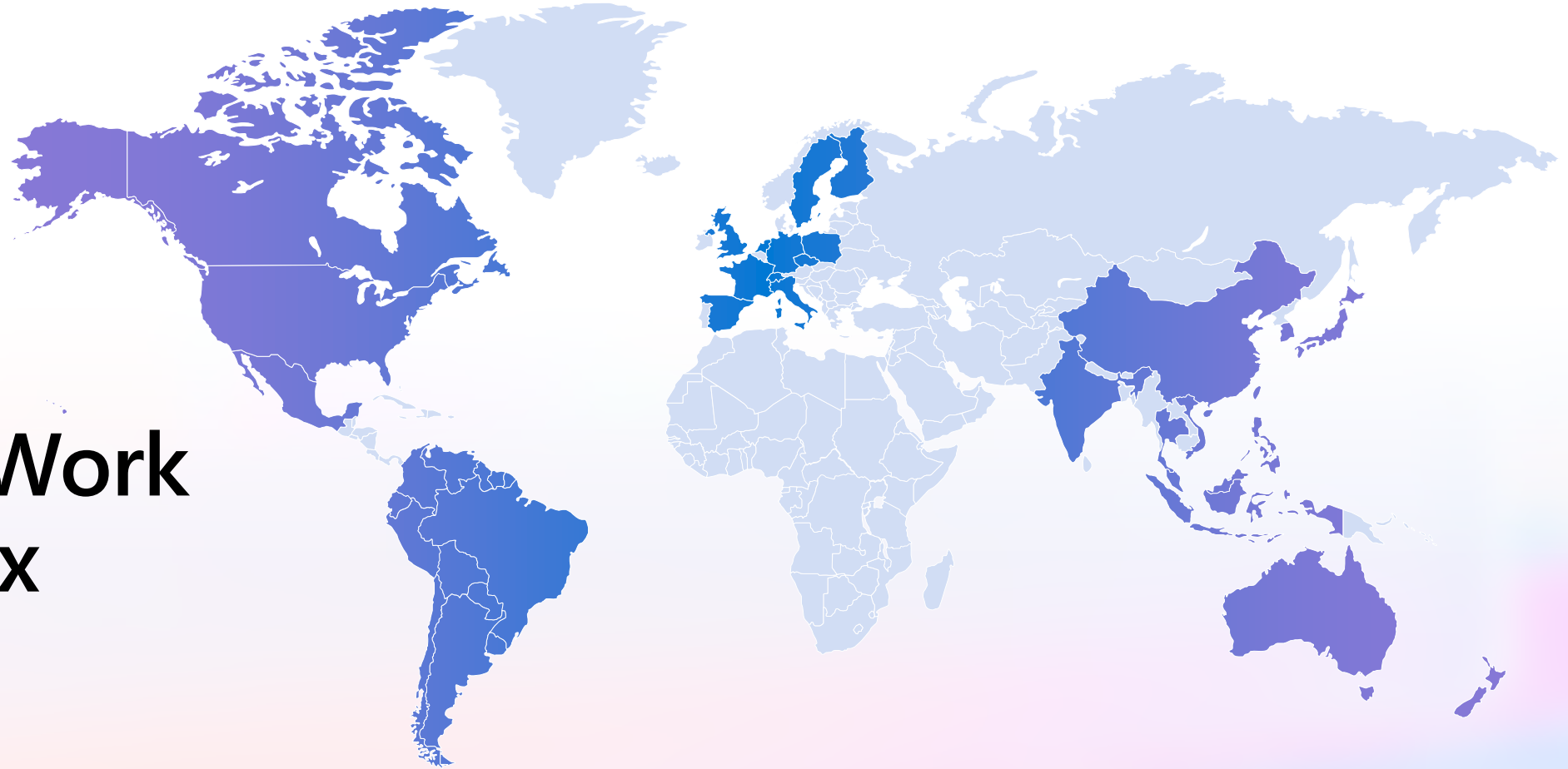
83% would not want to go back to **working without Copilot**

47% access to Copilot would influence my **choice of employer**

Is Copilot worth more than a free lunch?

If offered the choice, users overwhelmingly said they would pick Copilot






Microsoft Work Trend Index

<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



87%

of organizations believe AI will
give them a competitive edge

Employees and leaders are ready to embrace AI

2x

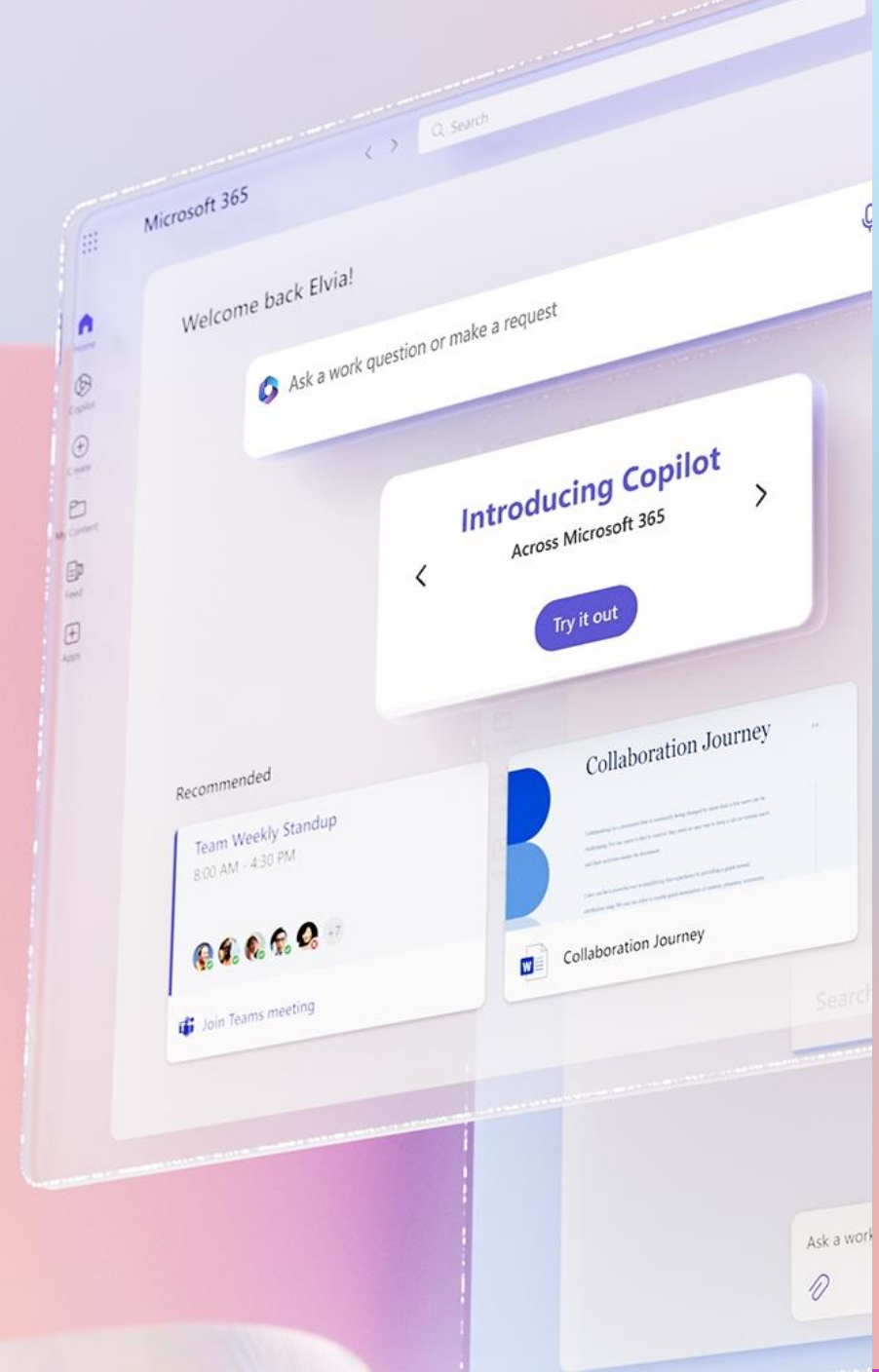
likelihood of a leader
to say AI will provide
value by boosting
productivity versus
cutting headcount

64%

of employees lack
time and energy to
do their job

70%

of employees
willing to delegate
work to AI



Preparing for the era of AI



What are your organization's **goals** for using AI?



What are your organization's **pain points** that AI can address?



What are your organization's **current capabilities** in terms of AI?



Does your organization have a **data strategy** in place?



Does your organization have the necessary **infrastructure and resources** to support AI initiatives?

The AI-powered organization

01



**Foundational
productivity**



02



**Copilot for
Microsoft 365**

The AI-powered organization

01



**Foundational
productivity**



02



**Copilot for
Microsoft 365**

The AI-powered business

01



Foundational productivity

Get AI-ready checklist



Empower employees with secure, AI-powered tools

Introduce employees to secure generative AI with Microsoft Copilot with commercial data protection to prepare them for the future workplace.



Standardize onto Microsoft 365

Enrich your Copilot for Microsoft 365 experience by getting your data into the Microsoft 365 Cloud.



Organize sensitive business data

Protect internal data from accidental leakage. Ensure users have the right access to the right internal content.

The AI-powered organization

01



Foundational productivity

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Empower employees with secure, AI-powered tools

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Copilot
(formerly Bing Chat Enterprise)

Why Copilot?

It's powerful and protective

Business data is protected



- Included with Entra ID
- Chat data is not saved
- No eyes-on access
- Chat data is not used to train the model

Access to powerful AI models



- Built on the latest AI models (GPT-4 and DALL-E 3)
- No additional cost for Entra ID users¹

Transparent and current



- Citations provided for each response
- Responses sourced with up-to-date information

Workday efficiencies with Copilot

Summarize a long PDF



Turn a 20-page, jargon-filled PDF into 5 bullets using Copilot in Edge

Draft emails and social content



Use it as your professional writer on call to draft emails, captions, and more

Generate images



Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social, and more

Learn new skills



Ask questions tailored to your needs and interests to get consolidated key points from the internet for you

Get answers for specific, complex questions



Get answers to questions that require multiple data points or a degree of analysis



Microsoft Copilot

Copilot

Free

Copilot for Microsoft 365

\$30

Foundational Capabilities



Web grounding



Commercial Data Protection (included w/ Entra ID)



Enterprise-Grade Data Protection



Graph Grounding



Microsoft 365 Apps



Copilot Studio



Putting both tools to work for you

Copilot



Current web data

Copilot for Microsoft 365



Your company data

The AI-powered organization

01



Foundational productivity

Get AI-ready checklist



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A comprehensive solution

Zero-Trust foundations

Microsoft Entra | Microsoft Defender for Business | Microsoft Defender for Office 365 | Azure Information Protection

Simplified endpoint management

Windows 11 Business | Windows Autopilot | Microsoft Intune | Universal Print | Microsoft 365 Lighthouse

Productivity and collaboration

Teams | Word | Excel | PowerPoint | Outlook | Exchange Online | SharePoint Online | Loop | Viva Connections | Viva Learning | Viva Engage

Microsoft 365 Business Standard, Business Premium, E3 and E5 are prerequisites for Copilot for Microsoft 365.

The AI-powered organization

01



Foundational productivity

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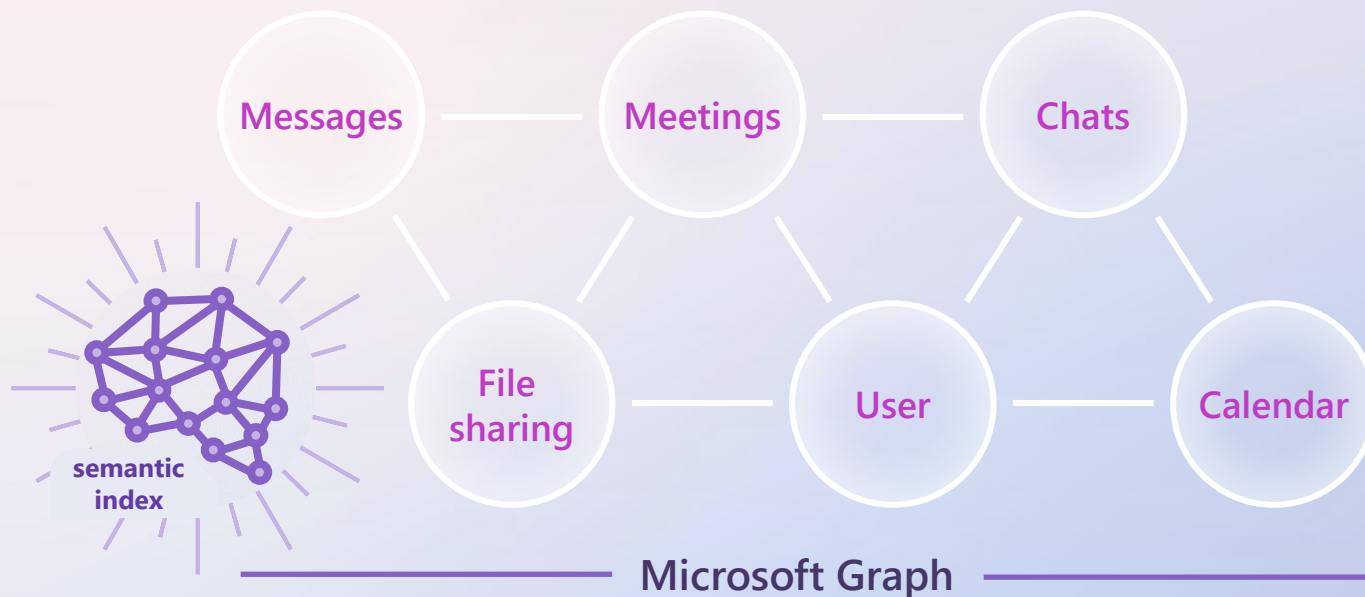


Organize sensitive business data

Protect internal data from accidental leakage. Ensure users have the right access to the right internal content.

Prepare your environment for a better Copilot for Microsoft 365 experience

Implement good content management practices to prepare your organizational data for Copilot.



Review data governance policies, protect sensitive organizational data, and **prevent content oversharing**. Microsoft 365 allows you to:

- Classify Teams to ensure the right people are invited to the right forums
- Apply sensitivity labels or restrict permissions in Microsoft 365 apps by using Information Rights Management (IRM)
- Set up retention labels and policies for email

Business Premium value

The AI-powered organization

01



Foundational
productivity



02



**Copilot for
Microsoft 365**



Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



Large Language
Models



Microsoft Graph
- Your Data -



Microsoft 365
Apps



The
Internet



Copilot for Microsoft 365

Built on Microsoft's **comprehensive** approach



Security



Compliance



Privacy



Responsible AI



Focus on what matters most



Running your business



Growing your customers



Building your brand



Scaling securely



Copilot for Microsoft 365

Embedded across Microsoft 365 apps





Alexis Blackwell

Arce Vol.10

Brooklyn, NY

MICROSOFT 365

Copilot in Teams Meetings

The screenshot displays a Microsoft Teams meeting interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area shows a meeting titled "Core accounts business review" with tabs for Chat, Details, Files, and Recap. The meeting date and time are "Mar 16, 10:00 AM". Below this, there's a "Shared content" section with a file "Proseware Proposal.pptx". A video player shows a hand pointing at a screen with a play button and a duration of "48m 42s". Below the video are tabs for "Speakers" and "Topics". The "Topics" tab is active, showing a list of topics: "Proseware negotiation strategy" and "Core accounts round table". On the right side, there are tabs for "Notes", "@ Mentions", and "Transcript". The "Notes" tab is active, showing a summary of the meeting by "Core accounts.loop".

Core accounts business review Chat Details Files Recap +

Mar 16, 10:00 AM Open in Stream

Shared content

Proseware Proposal.pptx

48m 42s

Speakers Topics

Proseware negotiation strategy

Core accounts round table

Notes @ Mentions Transcript

Core accounts.loop

Quarterly results and forecasts for Core Account

Summary

Based on what attendees said in the meeting

- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled n
- Account leads to propose discounting scenarios to lower i
- Proseware was discussed as a leading opportunity

Notes

- Beth emphasized importance of Proseware negotiation st with offers - this is a must win deal.
- The team identified a new opportunity with Proseware th

Intelligent recap in Copilot

Built-in and automated

Standardized

Video, speaker, and chapter markers

Available after meeting only

Intelligent recap

Copilot in Teams

Product Roadmap Discussion

2023-05-13 02:12 UTC

Speakers: Mona Kane, Babak Shammass, Daniela Mandera, Amanda Brady, Bruno Zhao

Meeting notes

- > **Serena** wants to look at the product roadmap before she and **Danielle** commit to more feature enhancements.
- > **Danielle** explains that they are on track for new product release in December. But they will need to keep an eye on beta testing results. She will follow up on that.
- > **Danielle** explains that they are managing the capacity well. There could be a problem if they get a surge of users. **Babak** will make sure that they have the necessary provisions to handle an influx of users if the need arises.

Follow-up tasks

- **Danielle** will follow up on feature enhancement prioritization
- **Jon Shammass** will double check with **Amanda** regarding the ETA for the new product

Copilot

Create a table with pros and cons of option 1

Copilot 11:43 AM

Pros and cons of option 1: Drive campaign traffic to generic Sign up page:

Pros	Cons
Wider range of potential leads	Less persuasive
Simpler, faster sign-up process	Difficult to segment audience
Streamlines multiple campaigns	Less engaging

Copy

Elaborate on each pro and con.

List more options.

Ask a question about this meeting

On-demand

Based on unique prompts

Conversational interaction, with citations

Available real-time (during & after meeting)

Use **built-in meeting summaries** and **ask any question** about the meeting

*Intelligent recap is also available in Teams Premium

MICROSOFT 365

Copilot in Outlook

The screenshot displays the Outlook application interface. At the top, the 'Outlook' logo and a search bar are visible. Below the navigation pane, the email header for 'Marketing Sync - meganb@contoso.com' is shown. The main content area displays a meeting recap for the event 'Profitable Projects Pitch & Plan', which took place on Wednesday 9/8/2023, from 11:00 AM to 12:00 PM. The recap includes a video player showing six participants in a grid view. Below the video player, there are tabs for 'Speakers', 'Topics', and 'Chapters'. To the right of the video player, there is a 'Content' section with a 'Product Roadmap...' link, a 'Notes' section with 'AI notes' and a warning 'AI-generated content may be incorrect', and a 'Meeting notes' section with a list of notes. The bottom of the interface shows the user's name, 'Serena Davis'.

Outlook

Search

Marketing Sync - meganb@contoso.com

Event [Meeting recap](#)

Profitable Projects Pitch & Plan | Wednesday 9/8/2023, from 11:00 AM to 12:00 PM

Content

[Product Roadmap...](#)

Notes AI notes

AI-generated content may be incorrect

Meeting notes

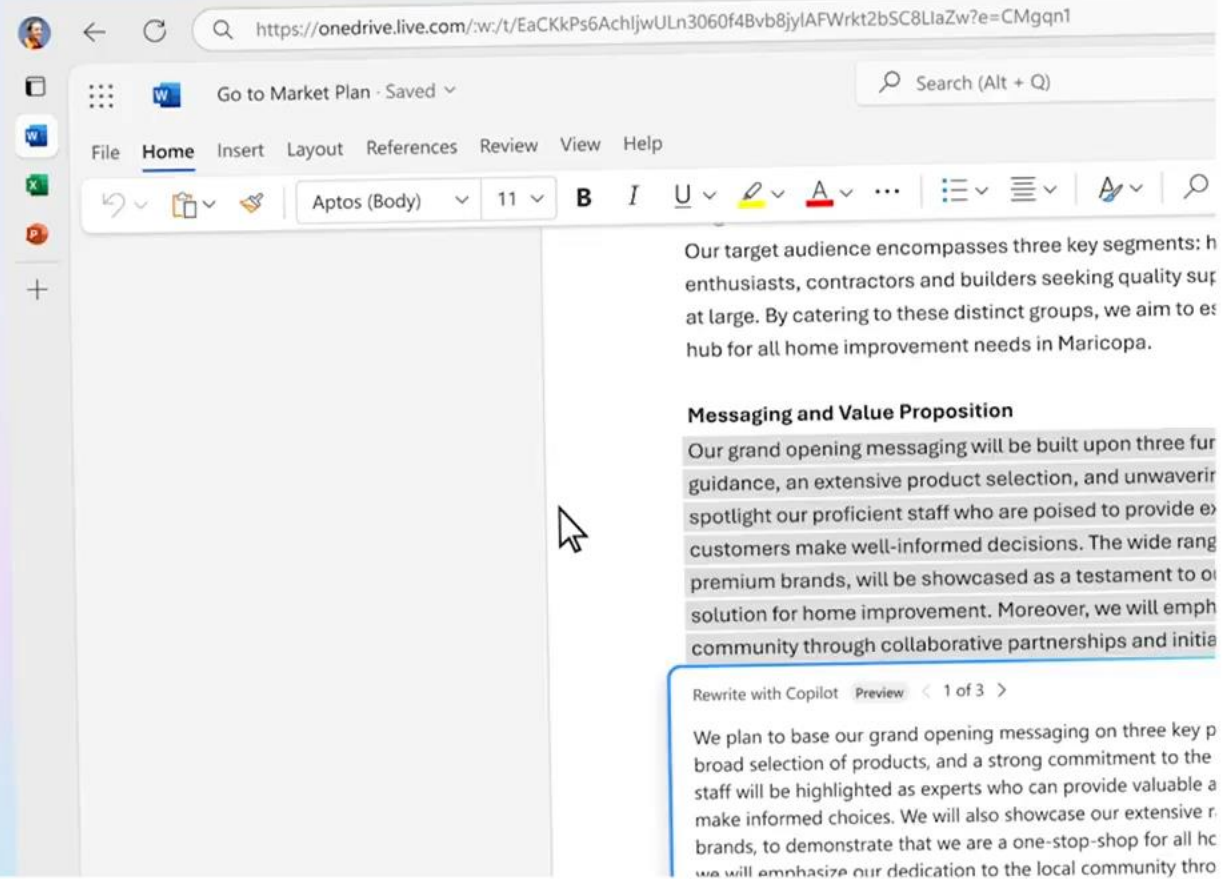
- > **Daniela** highlighted the s before-and-after images i their effectiveness. **Seren** suggestion into the team'
- > **Babak** suggested conduc prosperous home improv

Speakers Topics Chapters

Serena Davis

MICROSOFT 365

Copilot in Word



The screenshot displays the Microsoft Word application window. The title bar shows the URL: <https://onedrive.live.com/?w:/t/EaCKkPs6AchIjwULn3060f4Bvb8jylAFWrkt2bSC8LiaZw?e=CMgqn1>. The ribbon is set to the 'Home' tab, with the font 'Aptos (Body)' and size '11' selected. The text in the document reads: 'Our target audience encompasses three key segments: h enthusiasts, contractors and builders seeking quality sup at large. By catering to these distinct groups, we aim to es hub for all home improvement needs in Maricopa.' Below this, a section titled 'Messaging and Value Proposition' is shown. A blue box at the bottom contains a Copilot suggestion: 'Rewrite with Copilot Preview < 1 of 3 >'. The suggested text reads: 'We plan to base our grand opening messaging on three key p broad selection of products, and a strong commitment to the staff will be highlighted as experts who can provide valuable r make informed choices. We will also showcase our extensive r brands, to demonstrate that we are a one-stop-shop for all hc we will emphasize our dedication to the local community thro'.

Our target audience encompasses three key segments: h enthusiasts, contractors and builders seeking quality sup at large. By catering to these distinct groups, we aim to es hub for all home improvement needs in Maricopa.

Messaging and Value Proposition

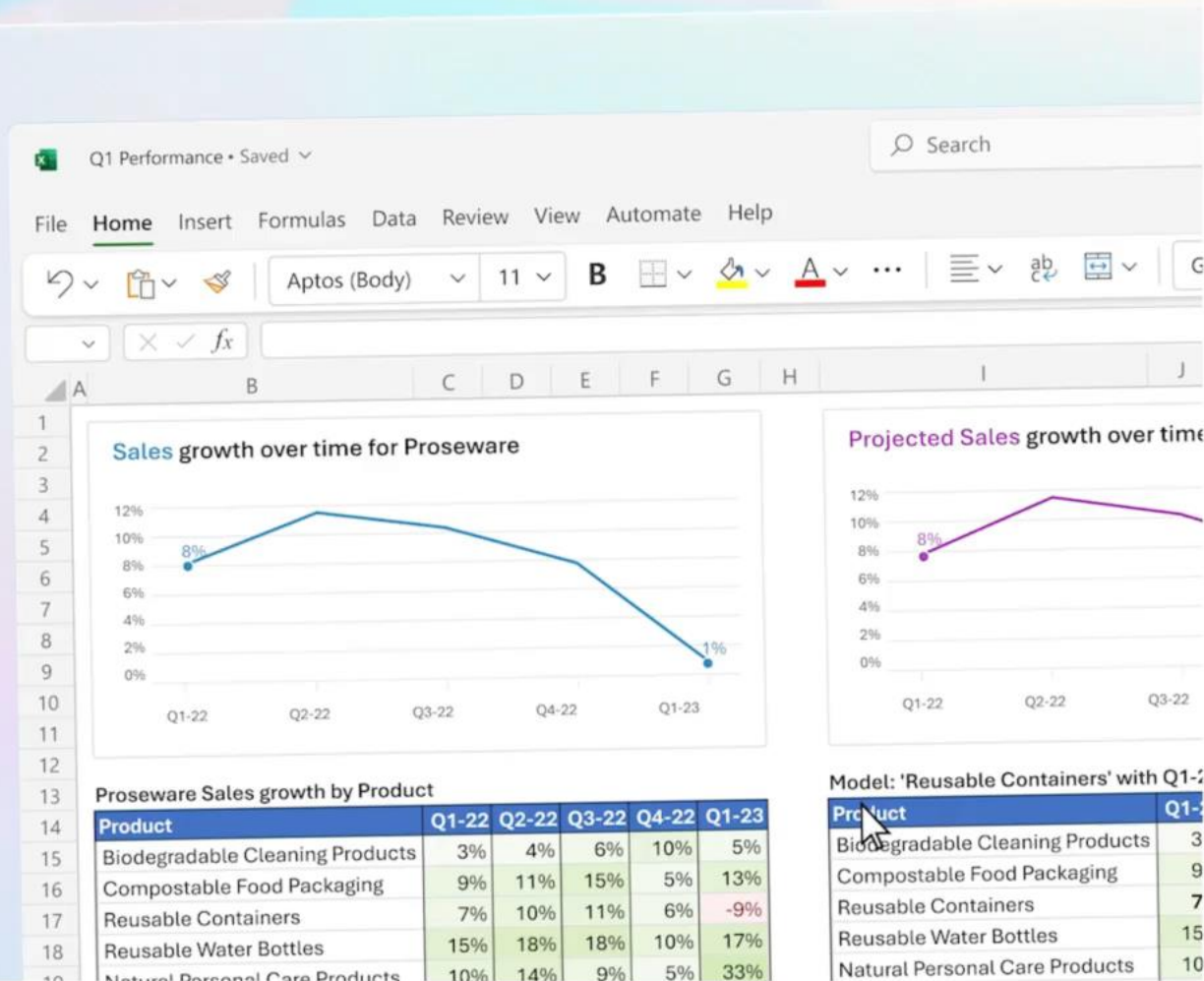
Our grand opening messaging will be built upon three fur guidance, an extensive product selection, and unwaverir spotlight our proficient staff who are poised to provide ex customers make well-informed decisions. The wide rang premium brands, will be showcased as a testament to oi solution for home improvement. Moreover, we will emph community through collaborative partnerships and initia

Rewrite with Copilot Preview < 1 of 3 >

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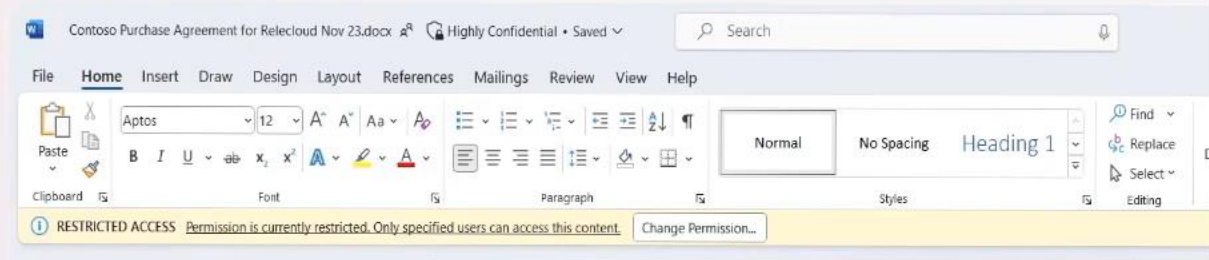
MICROSOFT 365

Copilot in Excel



MICROSOFT 365

Copilot with Data security



Purchase Agreement

This purchase agreement ("Agreement") is made as of the date of signature by and between Contoso Electronics, a company incorporated under the laws of California, with its principal place of business at 123 Main Street, Los Angeles, CA 90001 ("Seller"), and the undersigned buyer ("Buyer").

1. Product and Price

Seller agrees to sell and Buyer agrees to buy 1500 Mark 8 quadcopters ("Product") at a price of \$120 per quadcopter, for a total of \$180,000 ("Purchase Price"), subject to the terms and conditions of this Agreement.

2. Delivery

Seller will deliver the Product to Buyer's designated address, as indicated below, no later than November 15, 2023 ("Delivery Date"). Seller will bear the risk of loss or damage to the Product until delivery to Buyer. Buyer will inspect the Product upon delivery and notify Seller of any defects or non-conformities within 10 days of delivery. If Buyer fails to notify Seller within such period, Buyer will be deemed to have accepted the Product as delivered.



Microsoft 365 Copilot Security and Privacy

Microsoft's AI principles



Fairness



Reliability
& Safety



Privacy &
Security



Inclusiveness



Transparency



Accountability

Microsoft Cloud — AI you can trust

Your data is **your** data.

Your data is **not** used to train the OpenAI foundation models without permission.

Your data is **protected** by the most comprehensive enterprise compliance and security controls.

Early Access Program

Faster, Better, Easier

Flowww

" I do believe that there isn't a single job position in the company that won't benefit in some way from Copilot being available to them. "

- Alex Wood, Senior Cloud Engineer



" I no longer need to spend time consolidating meeting notes, Copilot does it for me. I'm saving at least 10 minutes of time with each meeting. "

- Mahesh Patil, CTO of DLT Apps



" I'm really impressed with how Copilot works in Outlook. I had it generate several emails for me, and it did a really great job. All I had to do was add my own details and they were ready to send. "

- Paul Birkin, Chief Operating Officer

How can you get started?



Partner – add your own CTA here



Learn how AI is poised to create a whole [new way of working](#)



Leverage [Getting started](#) content as well as [Resources for Adoption](#)



Delve into [security, privacy and compliance](#)



Get better acquainted with the art of prompting with [Copilot Lab](#)

Thank You!

