

Overview



# Microsoft 365 Copilot



# Microsoft 365 Copilot

## Natural Language



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Large Language  
Models

Microsoft Graph  
- Your Data -

Microsoft 365  
Apps

## Access to your business content and context



## Built on Microsoft's comprehensive approach



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+



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Security

Compliance

Privacy

Responsible AI



# Microsoft 365 Copilot

Embedded across Microsoft 365 apps





# Microsoft 365 Copilot



## 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

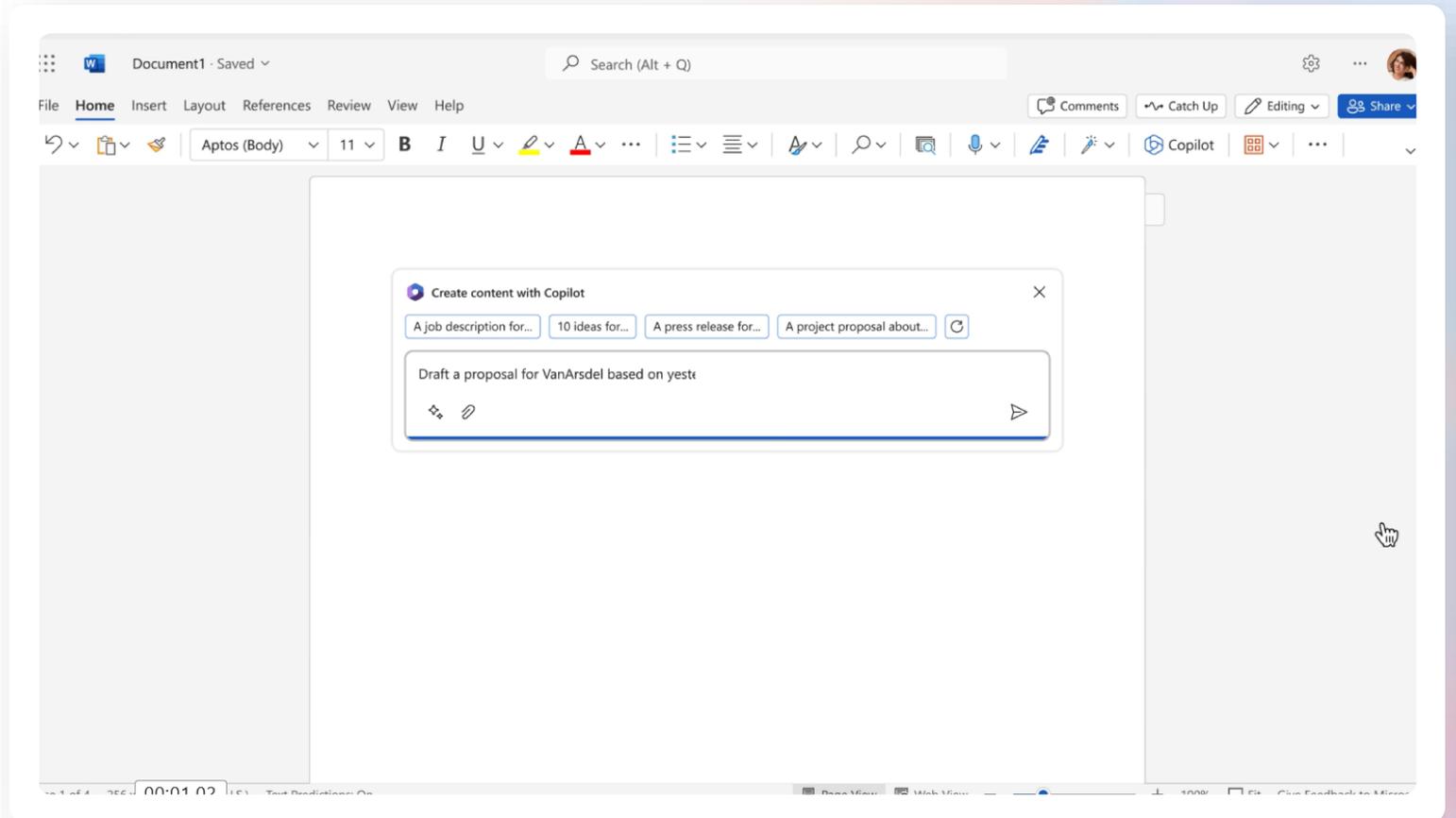
Be better at what you're good at and master what you've yet to learn

# Copilot writes, edits, summarizes, creates right alongside you



## 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.

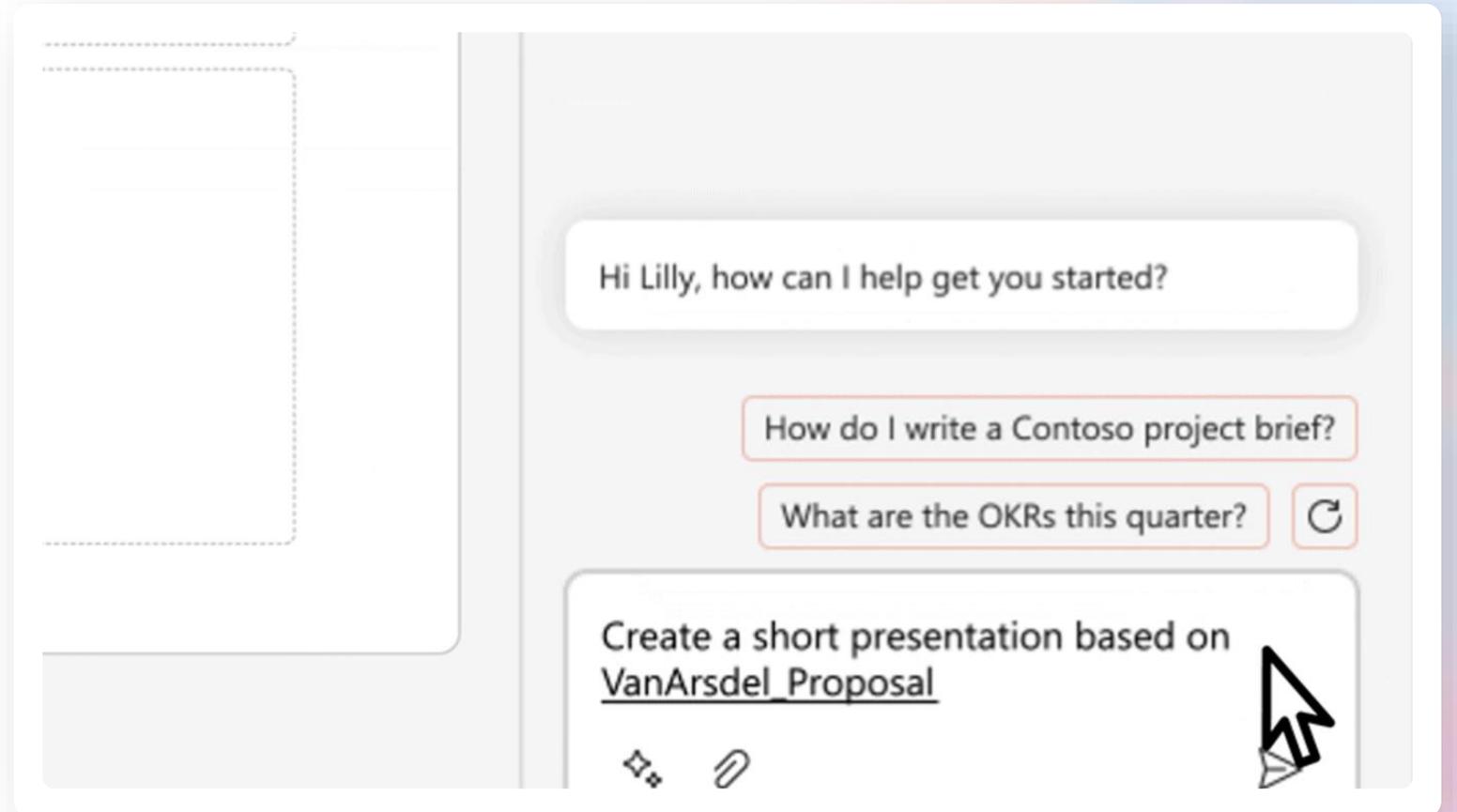


# Copilot helps you turn your ideas into stunning presentations



## 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.



# Copilot works alongside you to help analyze and explore your data



## 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.

The screenshot shows the Microsoft Excel interface with a data table and the Copilot AI assistant. The data table is as follows:

Country	Customer	Product	Discount Band	Units Sold	Manufacturing Price	Sale Price	Gross Sale
France	VanArsdel	Biodegradable Cleaning Products	Low	4345	\$10	\$352	\$1,530
USA	VanArsdel	Biodegradable Cleaning Products	Low	4245	\$10	\$352	\$1,495
Australia	VanArsdel	Biodegradable Cleaning Products	None	4124	\$10	\$352	\$1,452
Mexico	VanArsdel	Biodegradable Cleaning Products	Medium	3954	\$10	\$352	\$1,402
France	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	4952	\$10	\$127	\$629
France	Contoso Pharmaceuticals	Recycled Can	Low	4903	\$5	\$127	\$624
Canada	Proseware	Natural Personal Care Products	Low	1954	\$270	\$302	\$590
Canada	Proseware	Biodegradable Cleaning Products	High	1990	\$220	\$302	\$600
USA	VanArsdel	Compostable Food Packaging	Low	1254	\$3	\$380	\$477
USA	Proseware	Natural Personal Care Products	Medium	1465	\$224	\$302	\$441
USA	Proseware	Sustainable Snack Packaging	Medium	1410	\$120	\$302	\$426
Australia	Proseware	Natural Personal Care Products	Medium	1369	\$224	\$302	\$411
USA	VanArsdel	Compostable Food Packaging	Medium	1052	\$3	\$380	\$399
Canada	VanArsdel	Compostable Food Packaging	Low	980	\$312	\$380	\$372
Australia	Proseware	Sustainable Snack Packaging	Medium	1298	\$120	\$302	\$389
Australia	VanArsdel	Compostable Food Packaging	None	954	\$3	\$380	\$362
Canada	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	2785	\$110	\$127	\$354

The Copilot interface on the right shows the following analysis:

**Analyze this quarter's business results and summarize three key trends**

**Key trends:**

- Sales are trending up for all customers, except Proseware which is down this quarter.
- Manufacturing costs are down this quarter after an increase in Q3.
- Low discount products made up nearly half of total sales last month.

Buttons: Explain, Explain

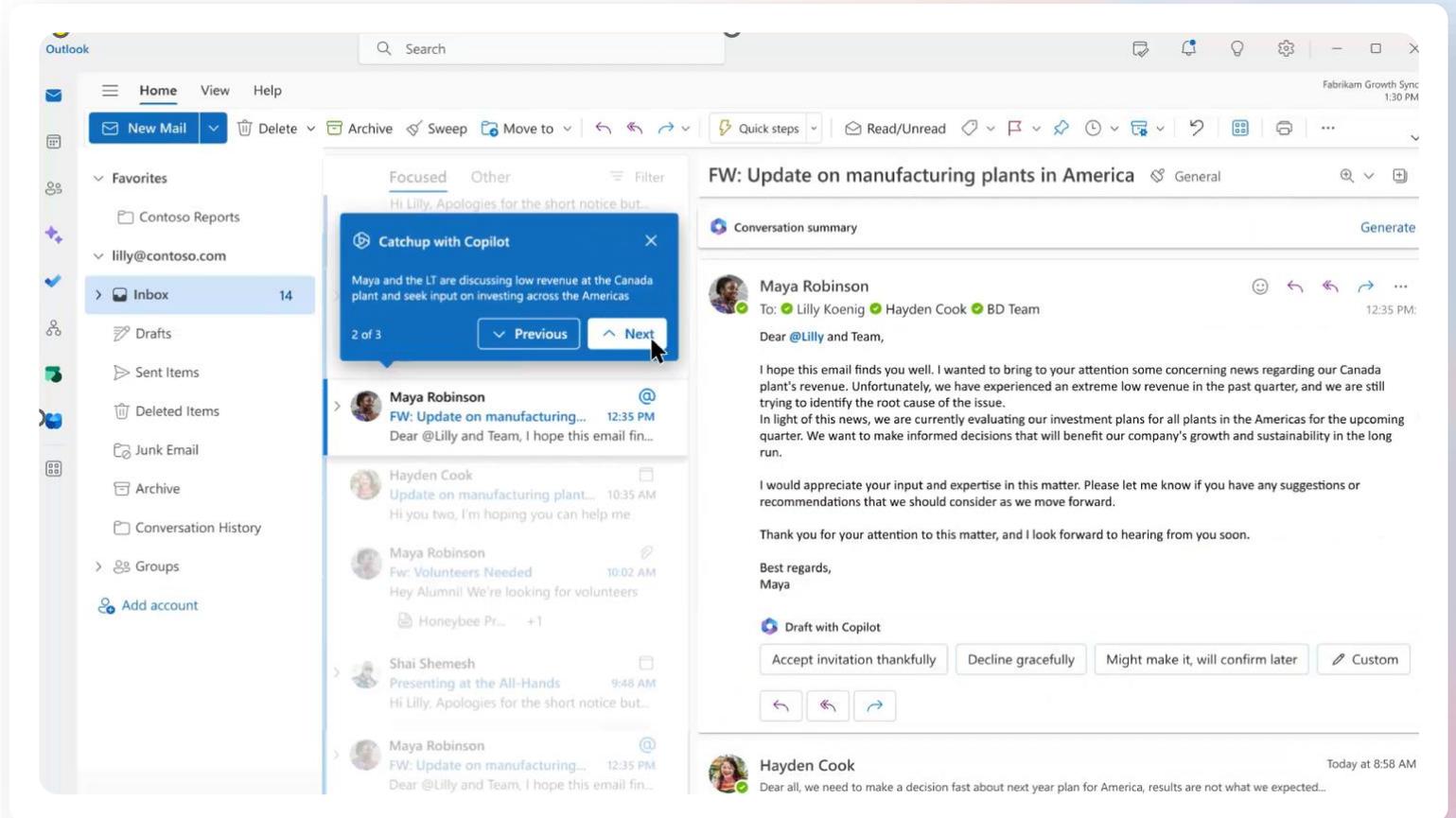
Input field: Describe what you'd like to create, or type / for suggestions

# Copilot works with you in cleaning your inbox and messages



## 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.



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



## 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?

The screenshot displays a Microsoft Teams meeting window titled "Supply Chain Implications". The meeting duration is 03:00. The interface includes a top navigation bar with icons for Chat, People, Raise, React, View, Notes, Copilot, Apps, More, Camera, Mic, and Share. A "Leave meeting" button is visible in the top right. The main area shows four video thumbnails of participants: Beth Andrews, Crystal McKinney, Ray Tanaka, and Reta Taylor. On the right side, the Copilot sidebar is open, displaying a generated summary of the meeting. The summary includes the following text:

days) for renewable energy products.

- **Recyclable and bio packaging lead time:**  
The lead times for recyclable (6 days) and bio packaging (4 days) products were satisfactory and competitive.
- **Inventory and demand:**  
Serena and Beth planned to have a follow-up discussion.

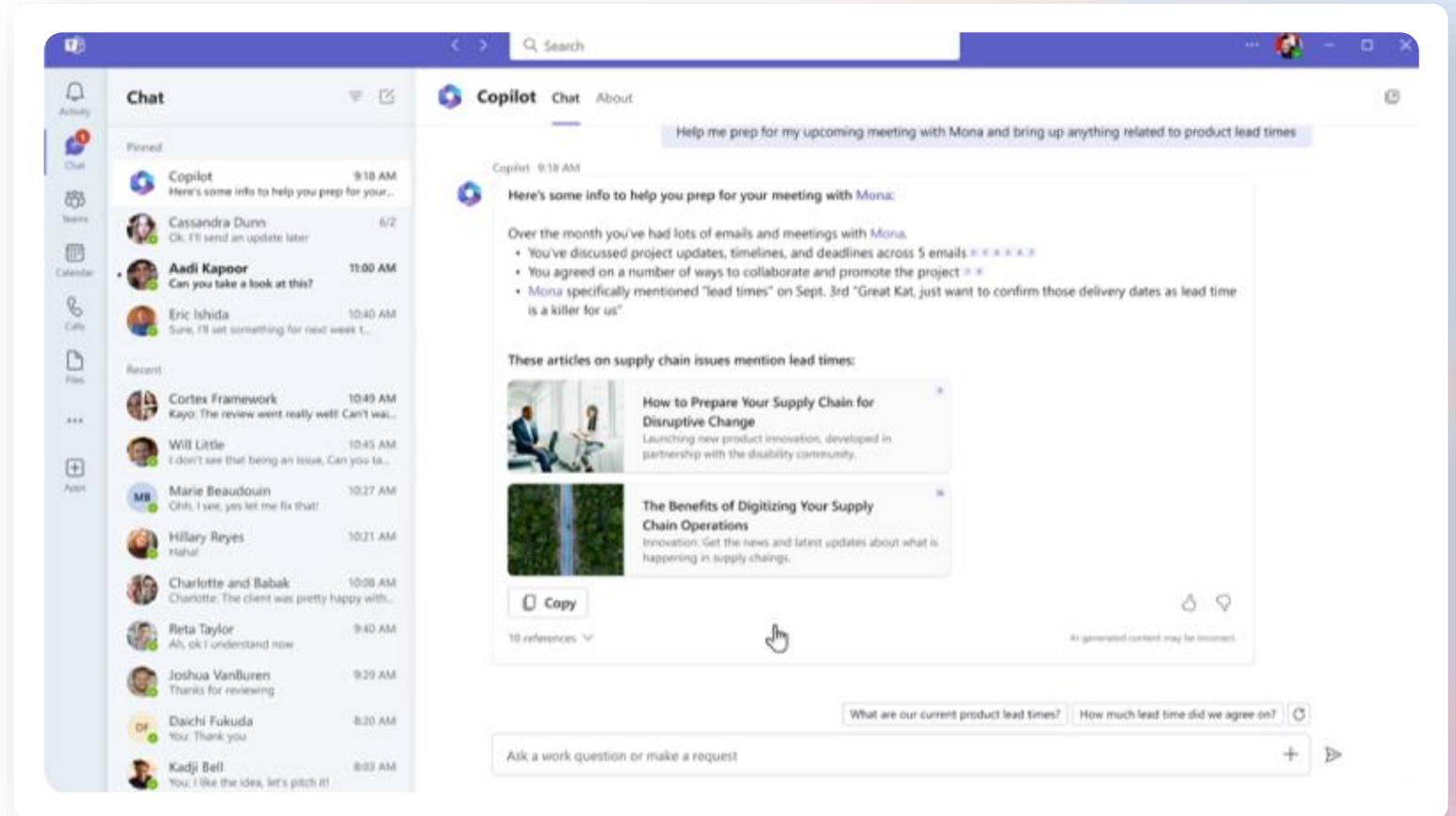
Below the summary, there is a "Copy" button, a "3 references" dropdown, and a chat message from 12:17 PM asking "How does the group feel about the inventory status?". At the bottom of the sidebar, there is a "Copilot 11:30 AM" section with a "Scanning references..." progress bar, a "Stop generating" button, and a text input field.

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



## 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].



# Top 10 to try first with Copilot for Microsoft 365



Foundational skills for new users



1

## Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

→ Draft an email with notes and action items from **meeting**



2

## Summarize an email thread

– get quickly caught up to a long, complex email thread.

→ Click on the Summarize icon



3

## Draft email

– personalize the tone and length.

→ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



4

## Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

→ Give me a bulleted list of key points from **file**



5

## Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

→ Tell me what's new about **topic** organized by emails, chats, and files?



6

## Give me some ideas for ...

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

→ Suggest 10 compelling taglines based on **file**



7

## Help me write ...

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

→ Generate three ways to say [x]



8

## What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

→ What did **person** say about **topic**



9

## Revise this content

– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

→ Rewrite with Copilot



10

## Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

→ Translate the following text into French:

For more prompts, visit Copilot Lab at: [aka.ms/CopilotLab](https://aka.ms/CopilotLab)



# Welcome a new wave of productivity and value creation for your core teams

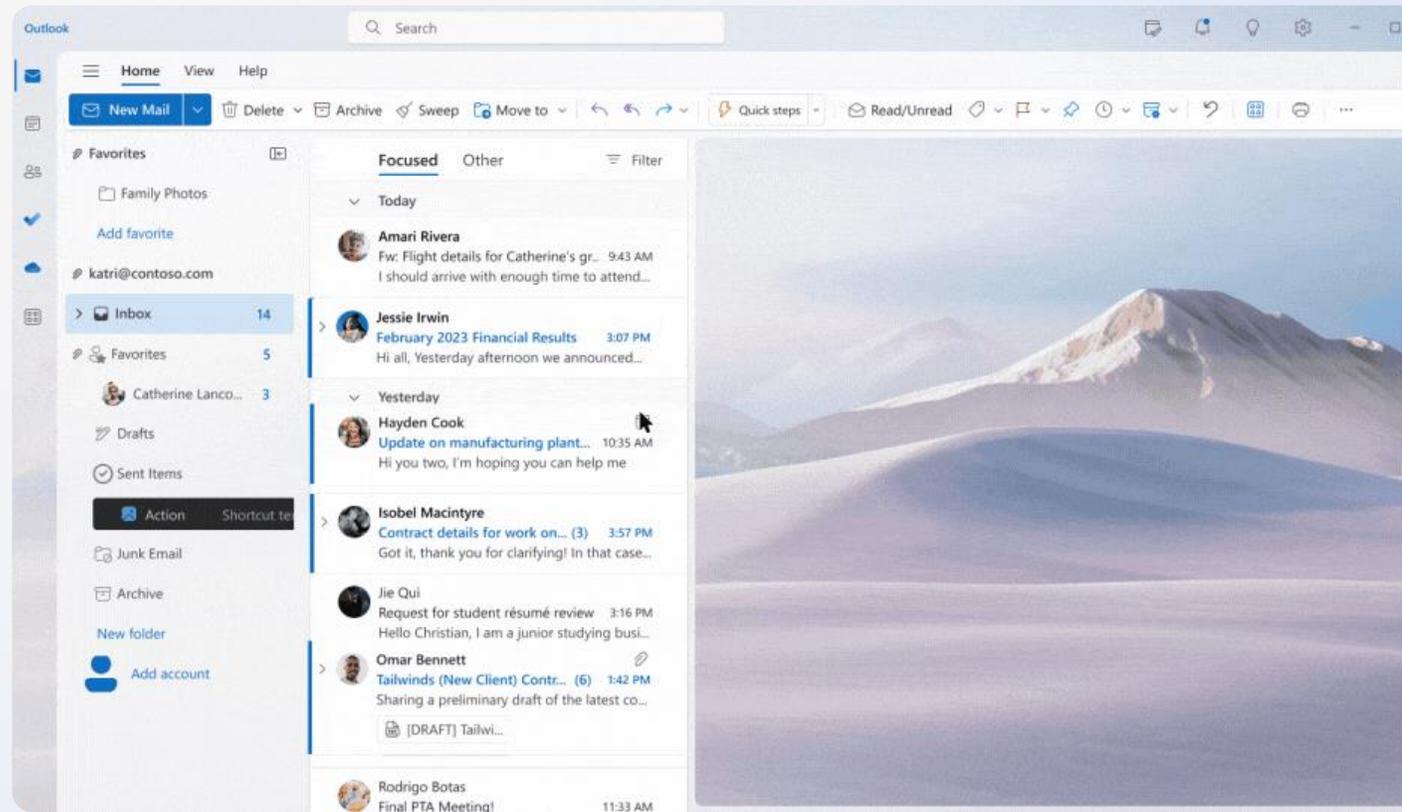
HR

Sales

Marketing

Finance

IT





# Microsoft 365 Copilot AI for HR



# A day in the life of your recruiting manager

Recruiter Omar is responsible for sourcing new employees.



## 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 the 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 16. Include details on our benefits package.



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

Hmm... 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!



# Microsoft 365 Copilot AI for Sellers



# A day in the life of your sales lead

Sales rep Cassandra is responsible for reaching out to customer leads



## 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.





# Microsoft 365 Copilot

AI for Marketing



# A day in the life of your marketing manager

## Daichi manages a five-person marketing team



### Host a better brainstorm

Daichi's (he/him) company wants to launch its flagship product in a new market. Daichi must plan and execute the targeted promotions.

Daichi and his team meet in Teams to discuss market research and build customer profiles. Ideas are flowing, and everyone wants to capture them all. Mid-meeting, Daichi asks Copilot:

**Summarize the key points** we've discussed to build customer profiles.



After the meeting, Daichi starts a Word document, and asks Copilot:

**Start a targeted promotion plan** based on the meeting call notes.



### Never start from scratch

Now it's time for promotional copy. He opens a second Word document and prompts Copilot:

**Generate taglines** for promotions.



Satisfied with the results, he adds them to the Loop workspace.

That afternoon, Daichi and the team meet about the taglines and debate them excitedly. He asks Copilot to list the taglines the team agreed on and highlight any questions.

Next up is an executive presentation. Daichi asks Copilot in PowerPoint:

**Create slides** from the customer profile, promotion plans, and taglines.



### Send in seconds

The presentation draft is longer than Daichi expected and needs visual appeal. He tries again:

**Rewrite into bullet points. Add illustrations.**



The perfected presentation is ready for executive review. He opens a new email in Outlook:

**Compose a short email** with the campaign brief linked.



Daichi does a quick review, adjusts the length (busy executives don't have a lot of time to read emails) and sends! That was fast.



# Microsoft 365 Copilot

AI for Finance



# A day in the life for your finance professionals

Financial Analyst Hillary is tasked with understanding a spike in sales



## 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 the 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.



# Microsoft 365 Copilot AI for IT



# A day in the life of your IT administrators

IT Administrator Will is tasked with summarizing system changes for the help desk



## 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 and emojis.



Sent! 😊

# Thank you.

- Damla ER SARI  
[damlaer@netas.com.tr](mailto:damlaer@netas.com.tr)