



SECURE your company with a TRUSTED technology Guide

# We Are Your Virtual Guardians

With expert strategy, on-demand development, and expert support, Nexigen ensures your business is always on – and always moving ahead.

Celebrating

**20+ Years**

Voted Best Places To Work

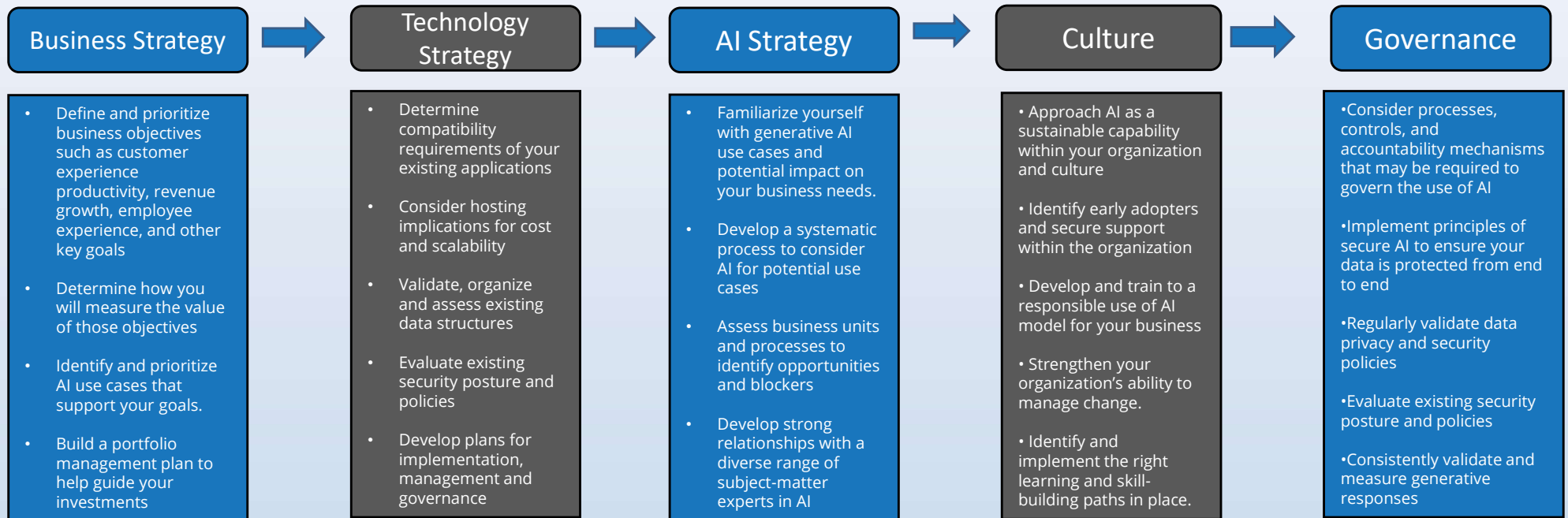
**70+ Employees**



# Getting Started

Strategies may vary but we are seeing organizations with the greatest success following these strategic principals

## Keys for AI Success



# Licensing

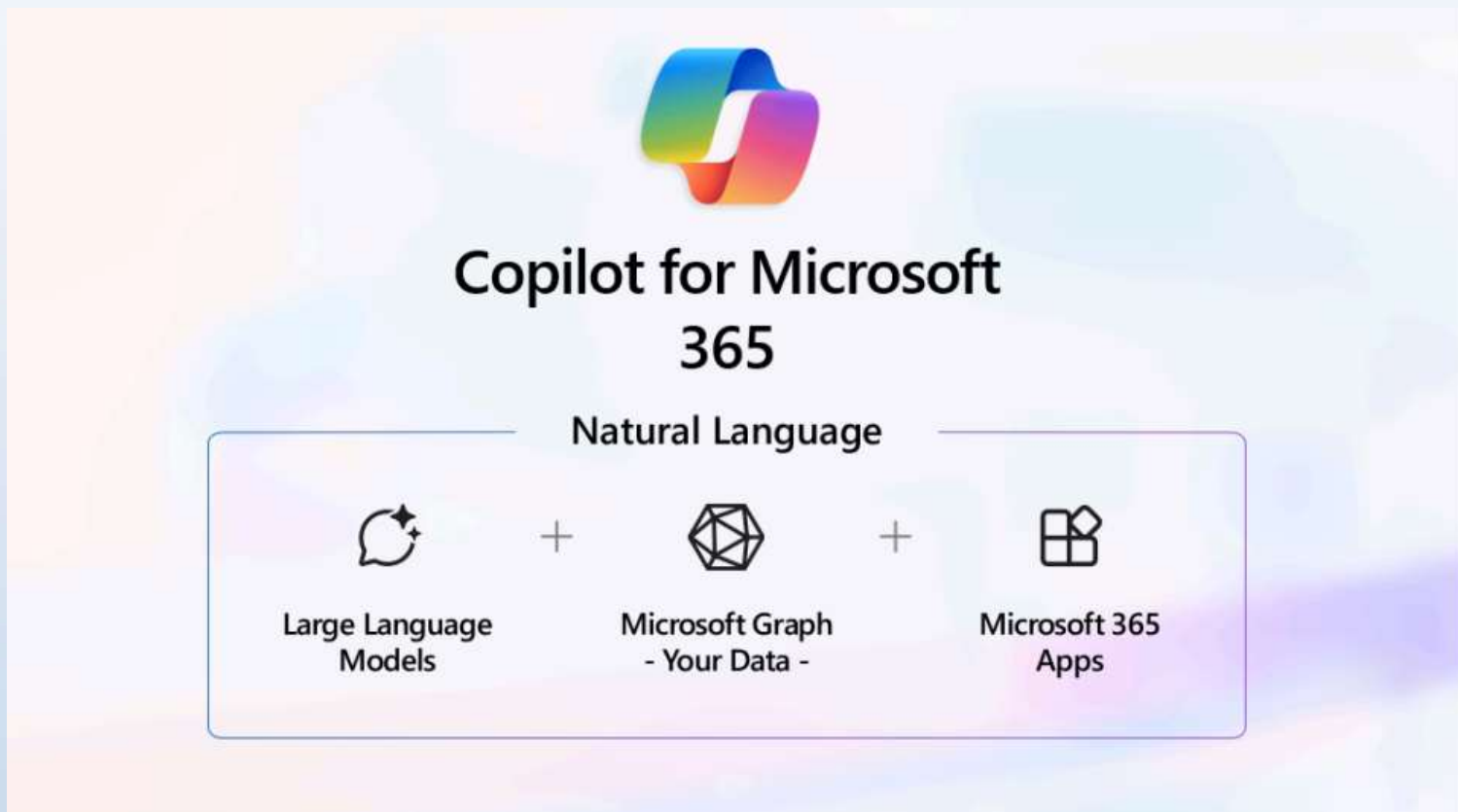
Microsoft has consolidated Copilot versions to simplify licensing

	For Individuals		For Organizations
	Copilot	Copilot Pro	Copilot for Microsoft 365
	Free	\$20	\$30
Foundational Capabilities	●	●	●
Web Grounding	●	●	●
Commercial Data Protection	●	●	●
Priority Model Access		●	●
Copilot in Outlook, Word, Excel, PowerPoint, and OneNote		●	●
Copilot in Teams			●
Microsoft Graph Grounding			●
Enterprise-Grade Data Protection			●
Customization		Copilot GPT Builder	Copilot Studio

For Copilot Pro, a Microsoft 365 Personal or Family subscription is required to access Copilot in Word, Excel, PowerPoint, Outlook, and OneNote on PC, and soon on Mac, and iPad. Commercial Data Protection applies when users are signed into their work account using their organization's Entra ID.

# CoPilot Overview



















## Key Features of CoPilot for Microsoft 365



# CoPilot Integrations

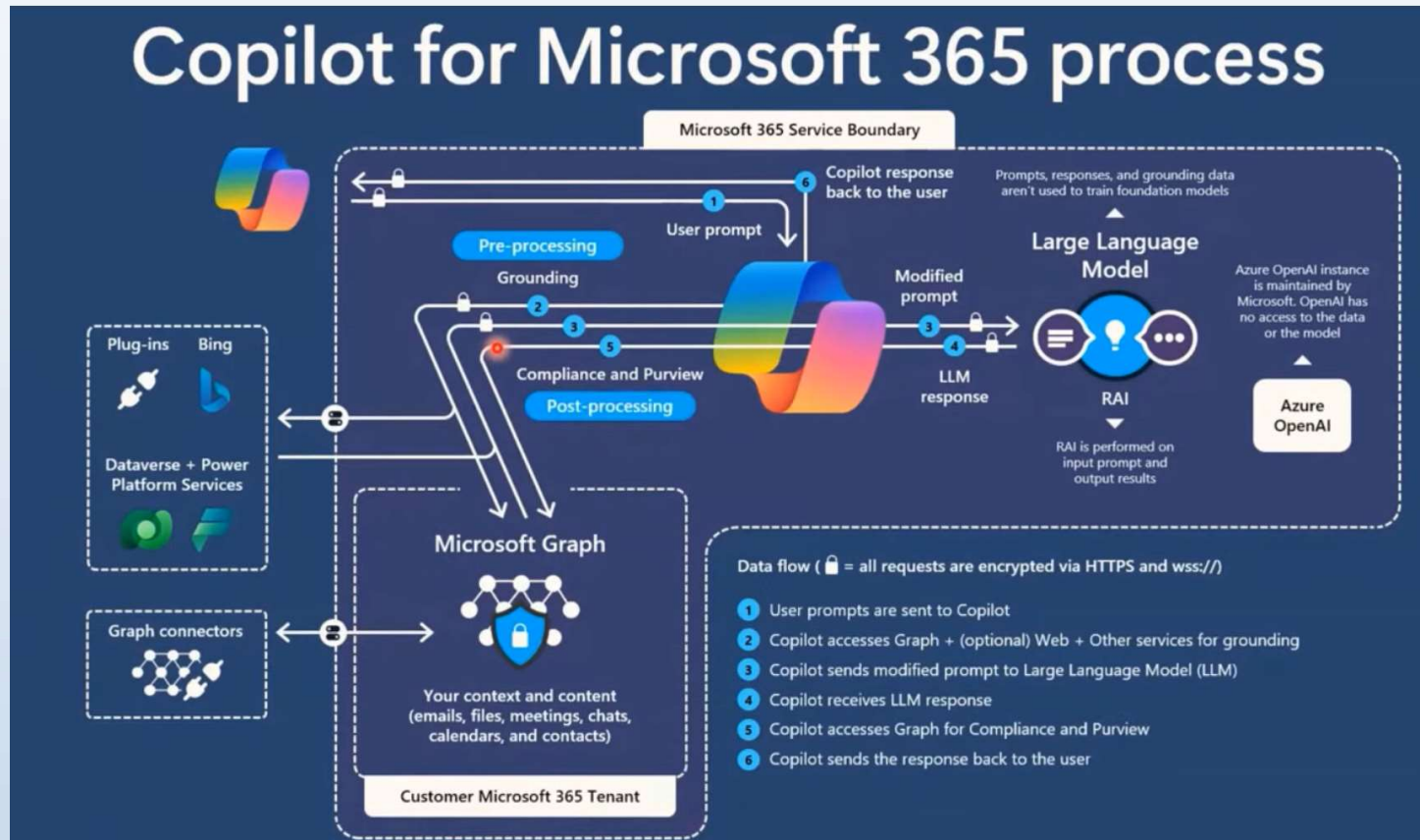
## CoPilot Integrations

### Microsoft Copilots

Bing	Edge	Word	Outlook	Excel	PowerPoint	Teams	Business Chat	Note	Enterprise Chat
									
Better Q&A and task completion	Better interaction with web content	Better reading and writing assistance	Better e-mail management	Better data analysis	Better presentation	Better Meetings	Better knowledge management		Better Q&A and task completion
Copilots for Web					Copilots for Productivity				
Dynamics Copilot	Fabric Copilot	Security Copilot	GitHub Copilot	Power Platform Copilot	Azure	Window Copilots	Loop		
									
Better sales and customer support	Better data analytics and business intelligence	Better threat detection, identification, and mitigation	Better code development	Better creation of apps, workflows, and agents			Better interaction with OS, apps, and files		
Copilots for Business	Copilots for Analytics	Copilots for Security	Copilots for Development	Copilots for Low/No Code			Copilots for every day		

# How CoPilot Works

## CoPilot for Microsoft 365 Architecture



# Implementation Overview

## CoPilot for Microsoft 365 Adoption

USER  
ENABLEMENT



TECHNICAL  
READINESS

### Get ready

#### User Enablement Workstream

- ✓ Secure exec sponsorship, create AI Council, and define RAI principles
- ✓ Identify success owners, Champions, and early adopter cohorts
- ✓ Detail high value scenarios and personas
- ✓ Be intentional with assignment and concentrate seats
- ✓ Define success criteria, KPIs, and success measurement plan

#### Technical Readiness Workstream

- ✓ Perform the Copilot for Microsoft 365 Optimization Assessment
- ✓ Address data security, governance, and data access questions
- ✓ Build shared Copilot for Microsoft 365 implementation plan with User Enablement team

### Onboard & engage

- ✓ Complete User Enablement Strategy training
- ✓ Define user experience and feedback strategy
- ✓ Design and deploy training and engagement community (Center of Excellence/Champion Platform)
- ✓ Launch employee communications and Champion program
- ✓ Onboard executives and user cohorts
- ✓ Deliver user Champions and support staff training

- ✓ Ensure appropriate Data Security controls are in place
- ✓ Prepare your organization for Copilot for Microsoft 365 with setup guide; deploy Microsoft 365 apps, if needed; assign licenses
- ✓ Assign permissions by role to provide access to the Copilot for Microsoft 365 usage report

### Deliver impact

- ✓ Review success measures and user survey results
- ✓ Conduct feedback and reporting analysis
- ✓ Deliver extended training and adoption support
- ✓ Identify additional optimization scenarios
- ✓ Iterate user experience strategy
- ✓ Gather and amplify success stories

- ✓ Establish service management plan
- ✓ Analyze Copilot for Microsoft 365 usage reports and the Microsoft Copilot Dashboard to observe user adoption, retention, and engagement

### Extend & optimize




- ✓ Extend to new high value scenarios
- ✓ Deliver business process transformation with Copilot Studio, plugins, and connectors
- ✓ Drive group and cross-organizational productivity and innovation
- ✓ Understand custom line of business opportunities

- ✓ Design, build, and publish plugins to deliver unique experiences
- ✓ Build your own copilots

# Security

## CoPilot for Microsoft 365 Data Security Controls

### Govern **access** and secure **data** in Microsoft Copilot for Microsoft 365

-  Discover overprivileged and risky users and mitigate access risks automatically with **conditional access controls**
-  Identify and protect sensitive data consistently wherever Copilot interactions occur with **sensitivity labels**
-  **Retain, log, and manage compliance of** Copilot interactions to align with organizational policies and regulations



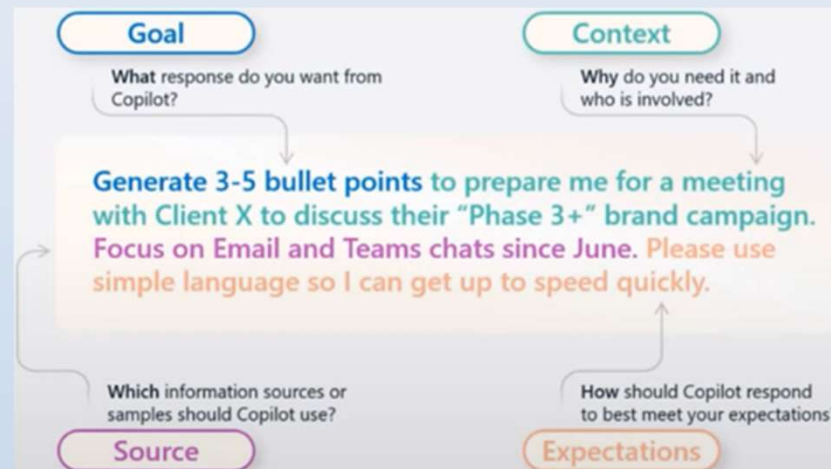


# Employee Training

## The Art and Science of Prompting

There are many types of prompts you can use depending on what task you want done.

- ✓ **Learn about projects and concepts:**  
"What is [Project X] and who are the key stakeholders working on it?"
- ✓ **Edit text:**  
"Check this product launch rationale for inconsistencies."
- ✓ **Transform documents:**  
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Summarize information:**  
"Write a session abstract of this [presentation]."
- ✓ **Create engaging content:**  
"Create a value proposition for [Product X]."
- ✓ **Catch-up on missed items:**  
"Provide a summary of the updates and action items on [Project X]."



# 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

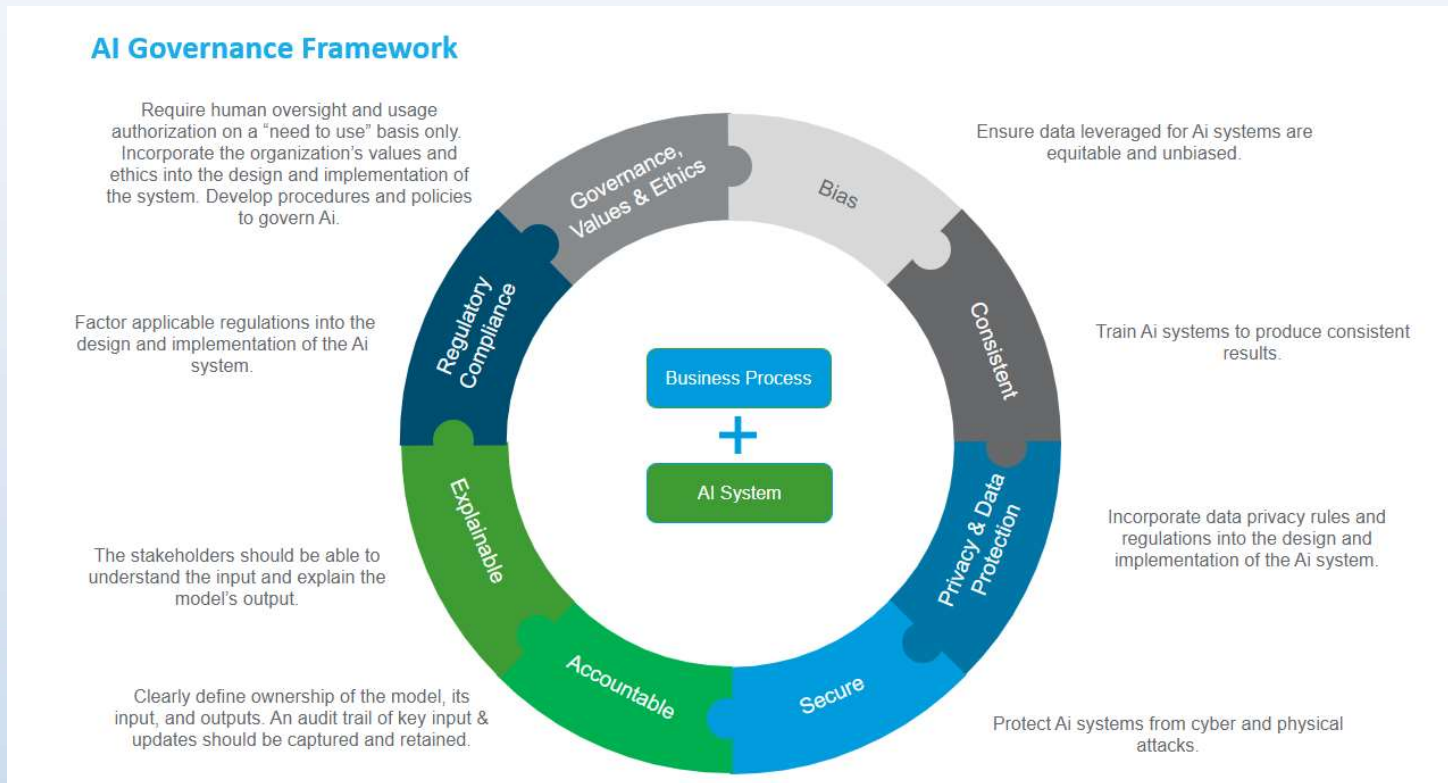
– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

- Translate the following text into French:

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

# Governance

## CoPilot for Microsoft 365 Data Governance





**THANKS FOR  
YOUR TIME.**

*We Look Forward To Working With You!*