Copilot Engagement Plan for Microsoft 365
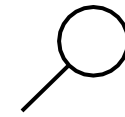
Your AI Assistant at Work

70% of people would delegate as much as possible to AI to lessen their workloads
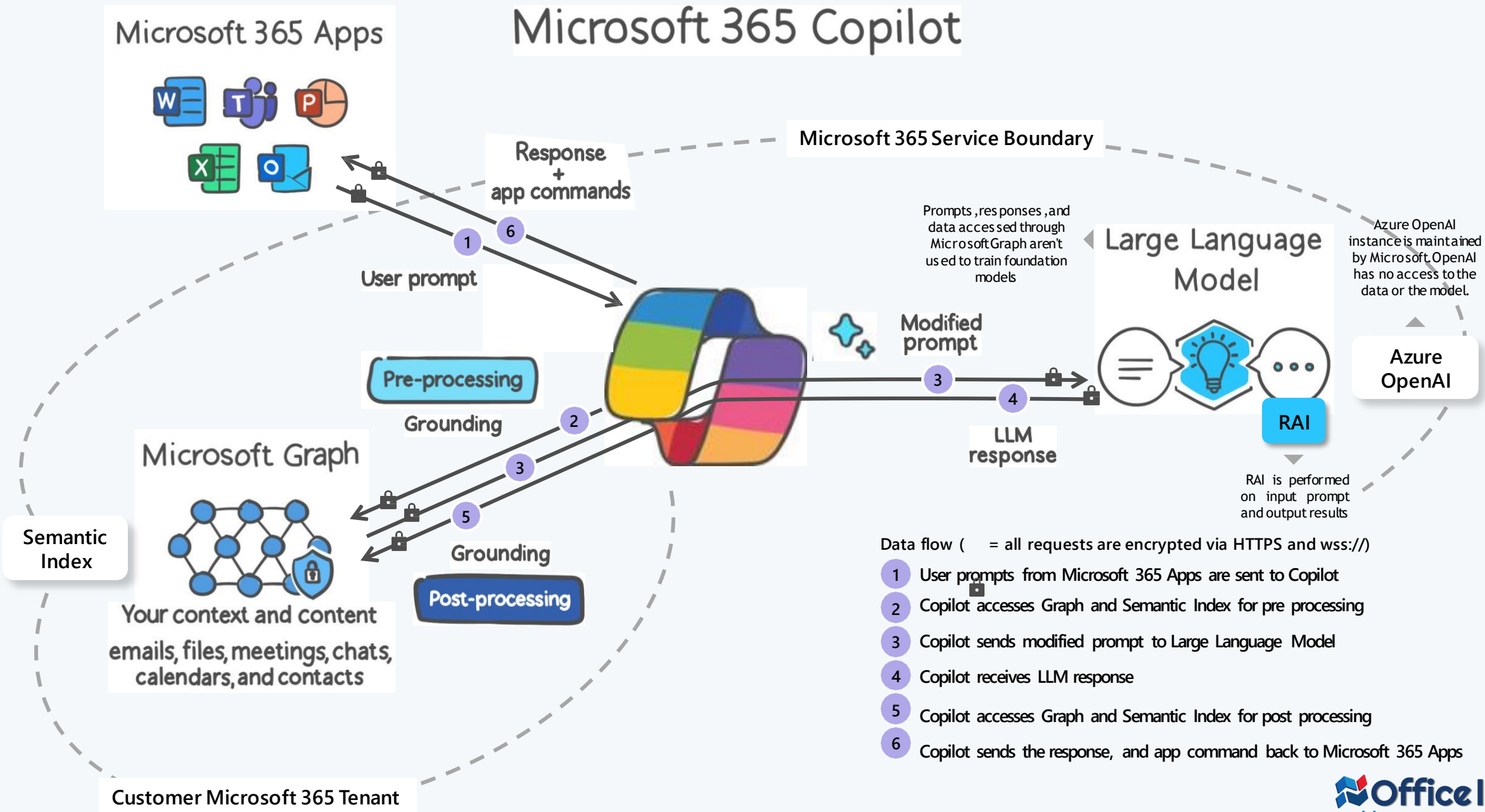
- 82% of leaders say employees will need new skills to be prepared for the growth of AI

- 76% of people would be comfortable using AI for admin tasks

- Leaders are 2X more interested in using AI to increase productivity than cut headcount

→

Office line

envision . empower . evolve

Architecture and Security

Microsoft 365 Copilot basic architecture

Microsoft 365 Apps

Microsoft 365 Copilot

Microsoft 365 Service Boundary

Response + app commands

Prompts, responses, and data accessed through Microsoft Graph aren't used to train foundation models

Azure OpenAI instance is maintained by Microsoft. OpenAI has no access to the data or the model.

Large Language Model

1 User prompt

6

Modified prompt

3

Azure OpenAI

Pre-processing

Grounding

2

4

RAI

LLM response

Microsoft Graph

3

5

RAI is performed on input prompt and output results

Semantic Index

Grounding

Post-processing

Your context and content
emails, files, meetings, chats, calendars, and contacts

Data flow (= all requests are encrypted via HTTPS and wss://)

1 User prompts from Microsoft 365 Apps are sent to Copilot

2 Copilot accesses Graph and Semantic Index for pre processing

3 Copilot sends modified prompt to Large Language Model

4 Copilot receives LLM response

5 Copilot accesses Graph and Semantic Index for post processing

6 Copilot sends the response, and app command back to Microsoft 365 Apps

Customer Microsoft 365 Tenant

Office line
envision . empower . evolve

Copilot for Microsoft 365

Copilot in Word

Transforms the writing process to make you more creative and efficient.

With **Copilot** now you can:

- Create a summary of any document to share as a recap or quickly get up to speed.

- "Rewrite" a paragraph or save time on formatting by asking Copilot to generate a table from your copy.

- Create custom graphics right in the document with Microsoft Designer, which will pull from stock images, or your own uploads in the chat.
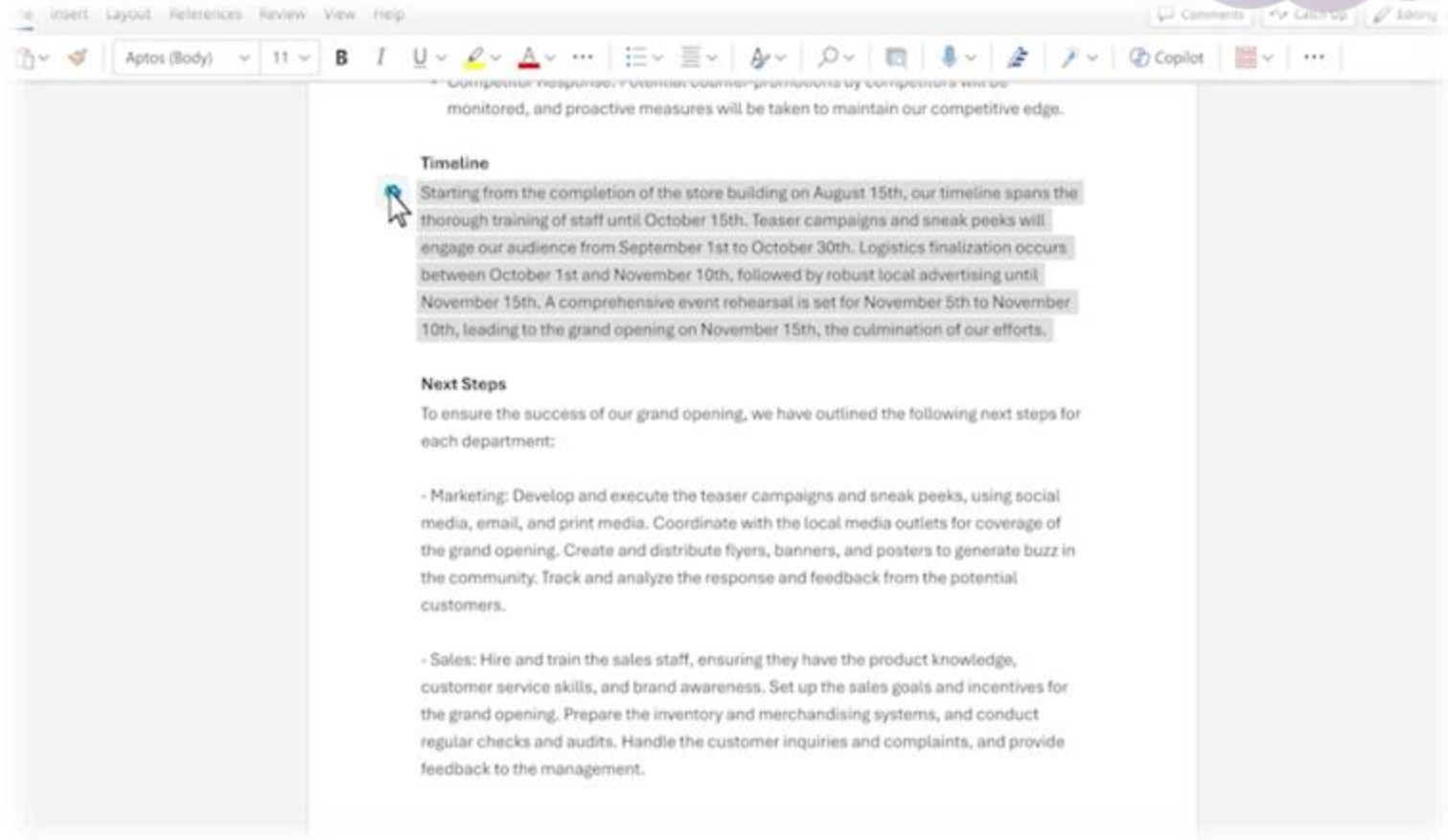
Copilot in Teams

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

With **Copilot** now you can:

- Summarize what you've missed in a meeting.

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

- What decisions were made, and what are some suggested next steps?
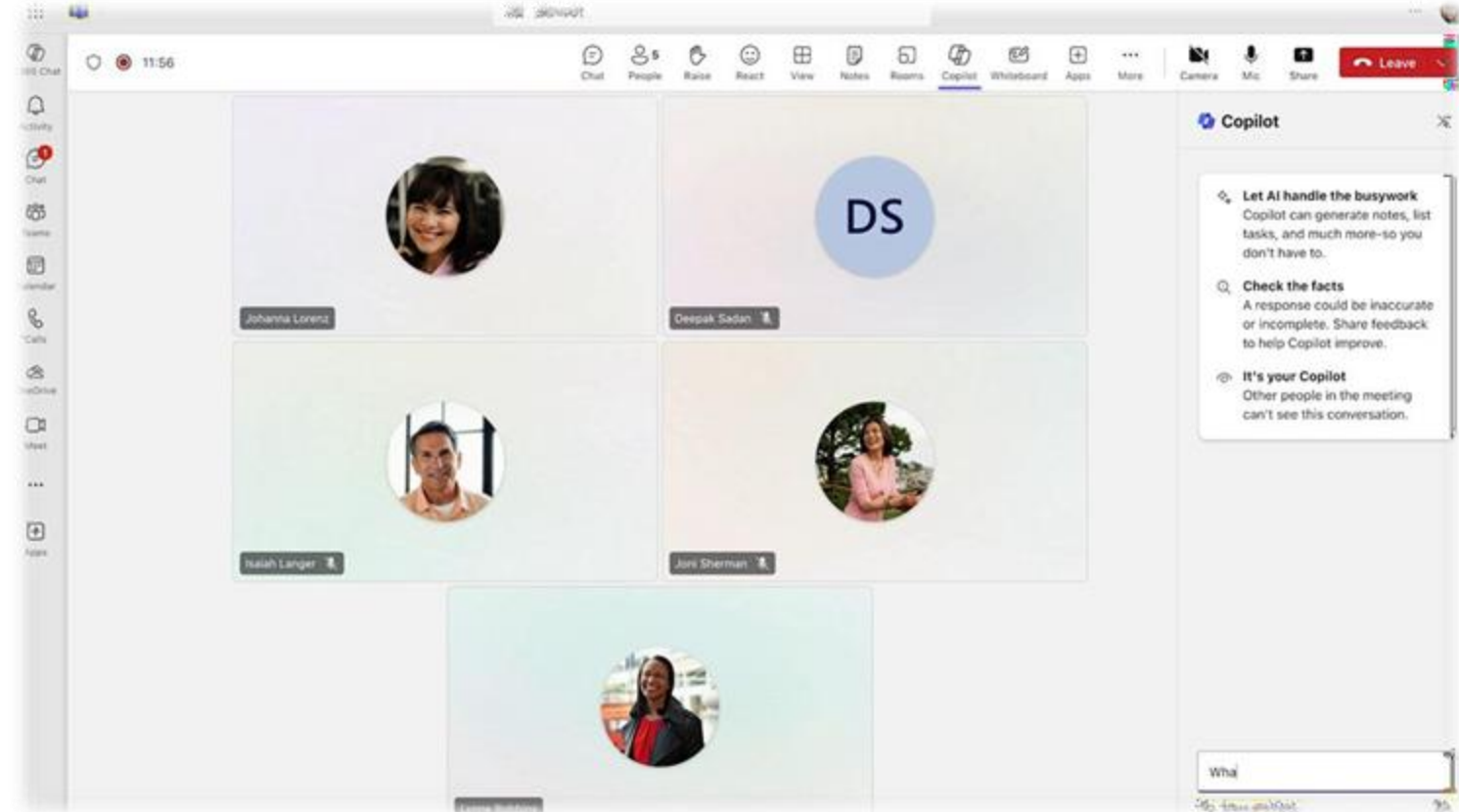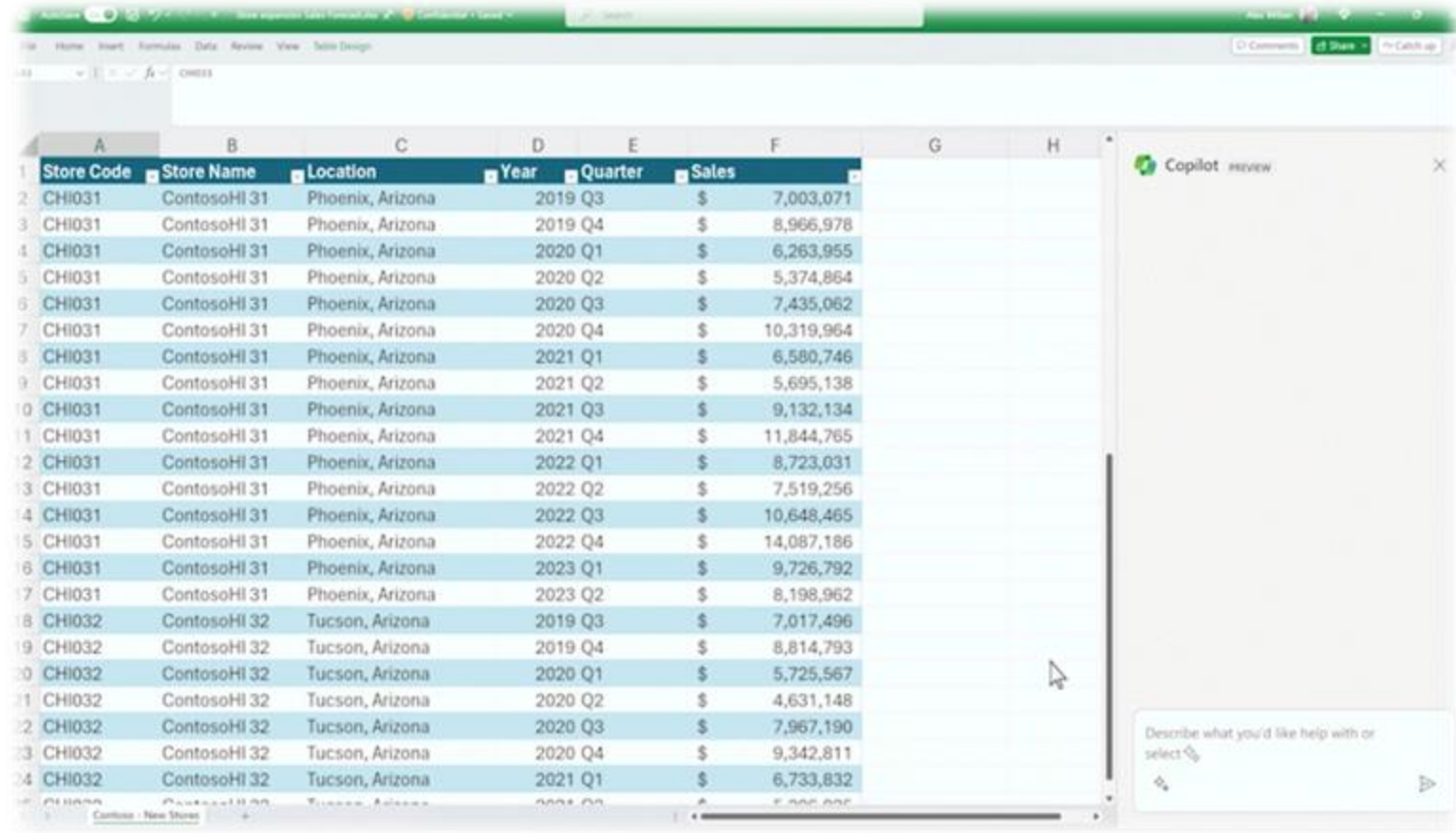
Copilot in Excel

Enables anyone to analyze and visualize data like a data analyst.

With Copilot now you can:

- Create powerful, professional visualizations, generate forecasts, and save time sorting through data with Python in Excel.

- Prompt: "make all cells red where the value is under 1000," filter and sort your data

- Ask questions about your data to instantly uncover key insights.

Officeline Offering

Accelerate Copilot for M365

Improve your organization's productivity and creativity with Microsoft 365 Copilot. Empower your people to achieve more. Officeline engagement will guide you to a success plan. Get started today!

Readiness

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

- Microsoft 365 Copilot Adoption Kick-Off
- Assess & Review organization Readiness
- Technical set up of Copilot
- Build & Confirm Scenarios

Build the plan

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

- Adoption Planning Summary
- Establish Success Measures and Monitoring Success
- Engagement strategy
- Build Training Strategy
- Build your Early Adopter and Champions Program

Drive adoption (up to 300)

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

- Build Center of Excellence
- Train Early Adopters and Champs
- Deliver Awareness Communications
- End-User Engagement
- Monitor Adoption Success
- Report and Recommendations

Office line
envision . empower . evolve

Office line
envision . empower . evolve

Microsoft
Partner

Microsoft

2019 Partner of the Year Winner
2020 Partner of the Year Winner
2021 Partner of the Year Winner
2022 Partner of the Year Winner

Microsoft
Solutions Partner

Security

Specialist
Cloud Security
Identity and Access
   Management
Information Protection and
   Governance
Threat Protection

Microsoft
Solutions Partner

Infrastructure
Azure

Specialist
Infra and Database Migration
Azure Virtual Desktop

Microsoft
Solutions Partner

Data & AI
Azure

Specialist
Infra and Database Migration

Microsoft
Solutions Partner

Modern Work

Specialist
Calling for Microsoft Teams
Modernize Endpoints

Microsoft
Solutions Partner

Digital & App Innovation
Azure