Copilot Engagement Plan for Microsoft 365

Your AI Assistant at Work

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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

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Architecture and Security

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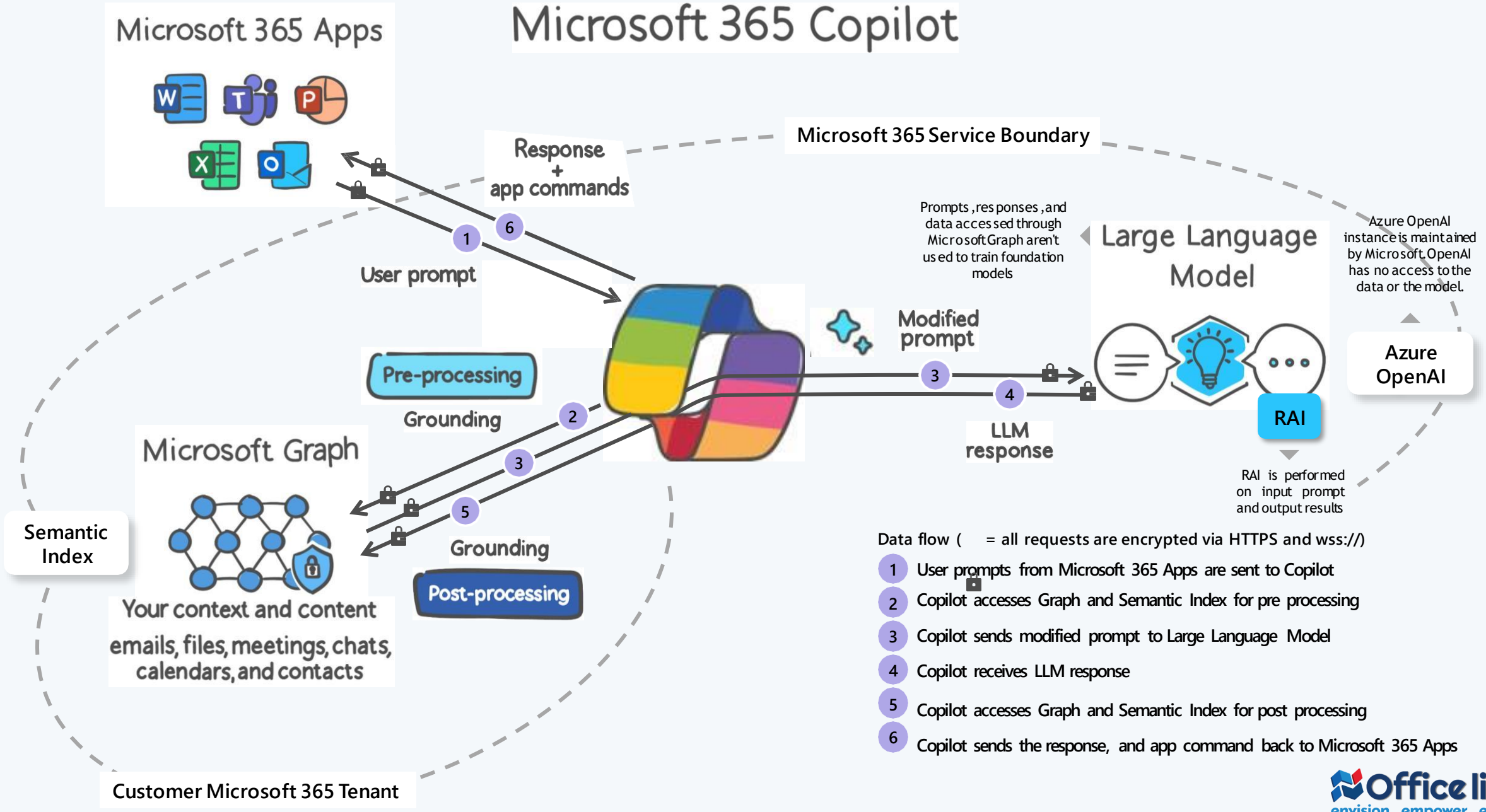
Microsoft 365 Copilot basic architecture



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

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Copilot for Microsoft 365

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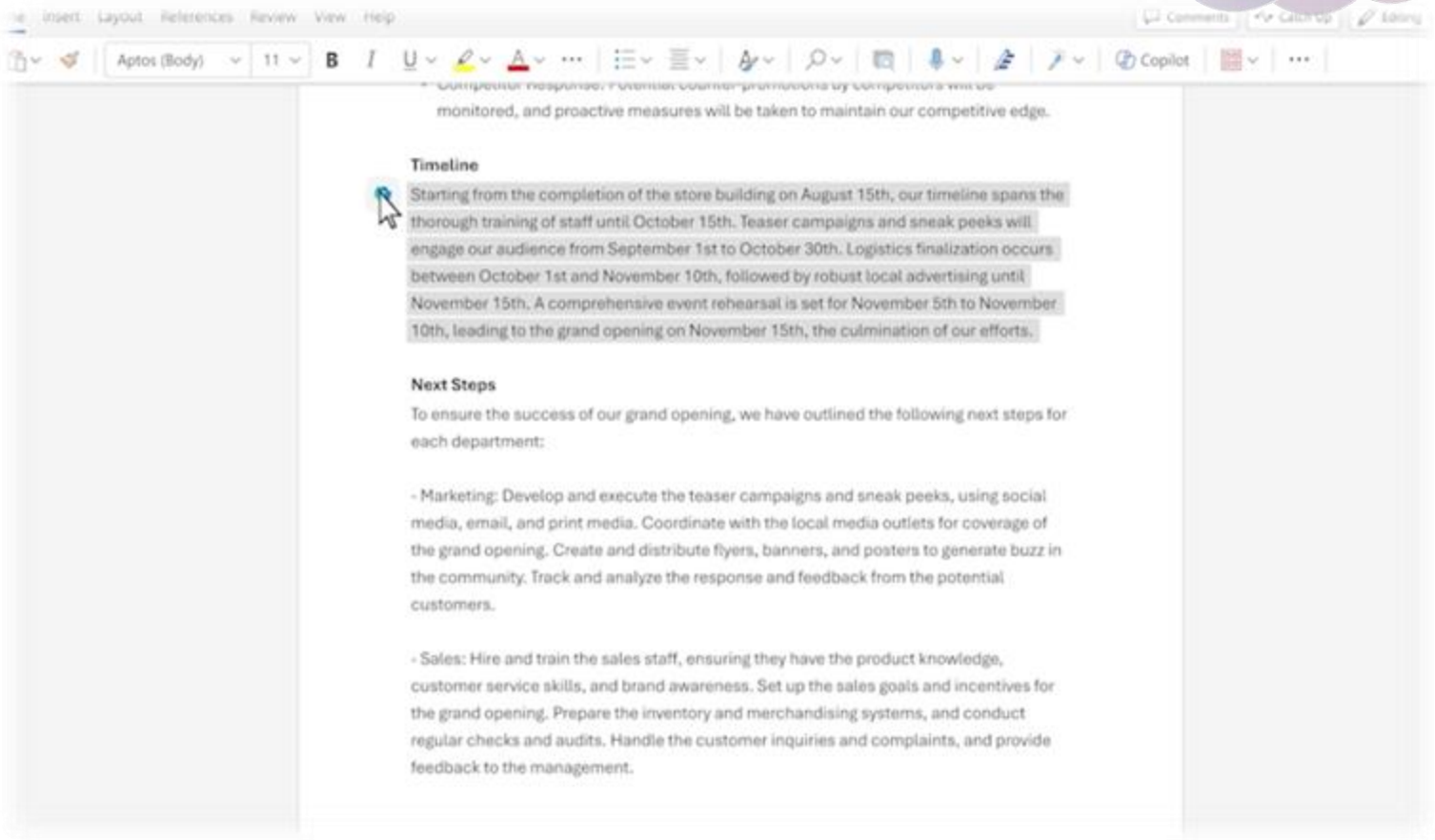
Copilot in Word

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.



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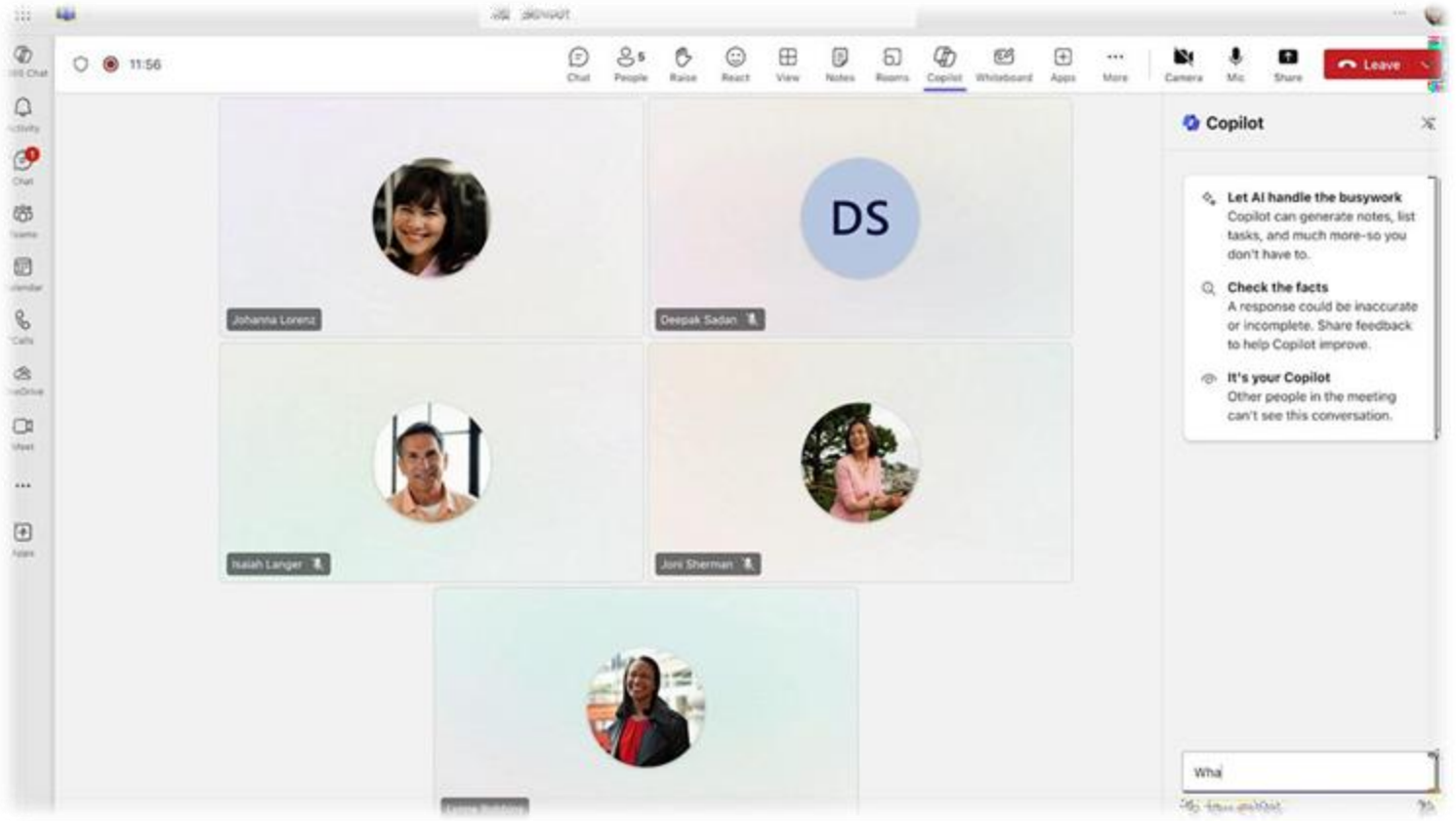
Copilot in Teams

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?



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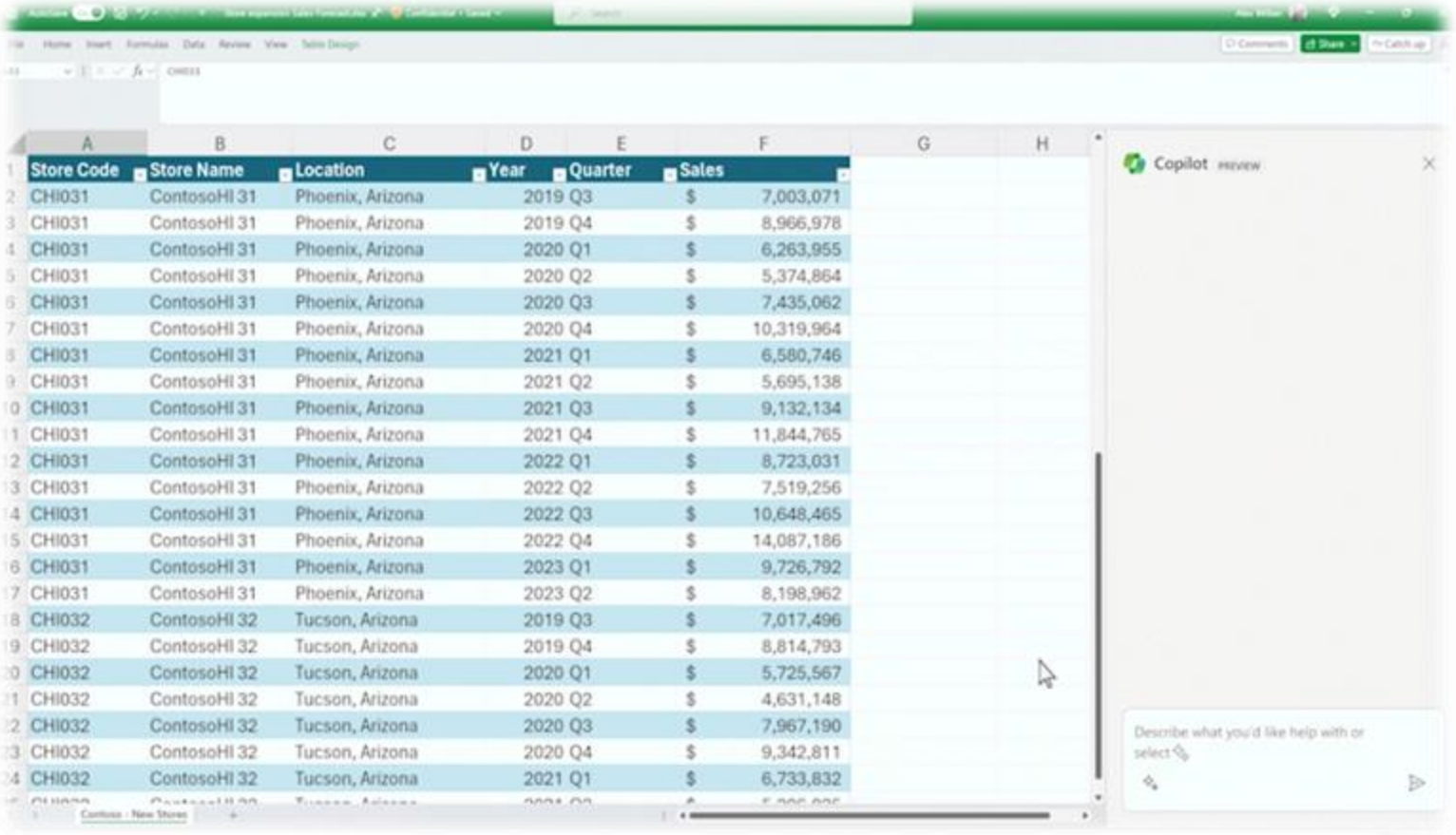
Copilot in Excel

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.



Store Code	Store Name	Location	Year	Quarter	Sales
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q3	$ 7,003,071
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q4	$ 8,966,978
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q1	$ 6,263,955
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q2	$ 5,374,864
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q3	$ 7,435,062
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q4	$ 10,319,964
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q1	$ 6,580,746
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q2	$ 5,695,138
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q3	$ 9,132,134
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q4	$ 11,844,765
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q1	$ 8,723,031
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q2	$ 7,519,256
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q3	$ 10,648,465
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q4	$ 14,087,186
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q1	$ 9,726,792
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q2	$ 8,198,962
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q3	$ 7,017,496
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q4	$ 8,814,793
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q1	$ 5,725,567
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q2	$ 4,631,148
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q3	$ 7,967,190
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q4	$ 9,342,811
CHI032	ContosoHI 32	Tucson, Arizona	2021	Q1	$ 6,733,832

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Officeline Offering

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Discover Copilot for M365

Explore how Microsoft 365 Copilot can help elevate your organization's productivity and creativity.

Curious about it? Officeline engagement will guide you to a success plan. Get started today!

Readiness

Define scope, identify business stakeholders, and gather information on key business scenarios. Complete and review readiness assessment and guidance.

- Microsoft 365 Copilot Adoption Kick-Off
- Assess & Review organization Readiness
- Prepare Workshops

Art of the Possible

Showcase the intelligence added to employee experiences by unleashing creativity, unlocking productivity, and leveling up skills (included in the demos).

- AI-powered organization
- Unleash Creativity & Productivity
- Better Together: Teams Premium & Copilot in Teams
- Microsoft 365 Copilot Personas

Build the plan

Develop a plan to implement recommendations based on prioritized scenarios. Define next steps and timeline to develop and implement the solution.

- Build the Plan Session & Scenarios Workshop
- Prepare Report & Recommendations
- Report presentation and handover session

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2019 Partner of the Year Winner
2020 Partner of the Year Winner
2021 Partner of the Year Winner
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Azure Virtual Desktop

Microsoft Solutions Partner

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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