



Copilot for Microsoft 365 *Prepare your Sites & Teams for Copilot*

The content and structure of your SharePoint sites and Teams can significantly influence the outcomes

- Copilot can access and utilize the content stored in your SharePoint sites and Teams channels to generate responses, this means that well-organized and relevant content will lead to more accurate and helpful outputs.
- The way your SharePoint sites and Teams are structured can impact how easily Copilot can find and use the information. Clear, logical organization with well-defined folders, libraries, and channels will enhance Copilot's ability to retrieve and synthesize information.
- Copilot respects the permissions and security settings of your SharePoint and Teams environments. Ensure that the necessary permissions are set up so that Copilot can access the required content without compromising security.

Included in this Workshop:

- Copilot for Microsoft 365 introduction
- How and why to review your current SharePoint Site and Microsoft Teams hierarchy and permissions
- Version control and taxonomy best practices
- Search: how to hide lists, libraries and sites from search and Copilot
- How to manage Site & Teams provisioning

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Steepmeadow Solutions can also deliver training and help your organization adopt Copilot. Contact us to learn more and get started!