T2M WORKS.

COPILOT FOR MICROSOFT 365
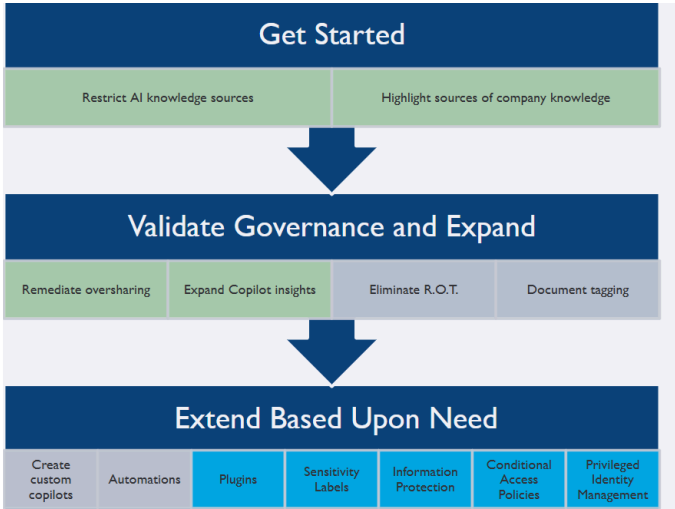
Copilot for Microsoft 365

Copilot is a game-changing conversational AI companion that helps you access and analyze your organizational data using natural language. It can generate summaries, insights, content, and actions from various sources such as emails, documents, reports, chat logs, social media, and more. It is a platform that lets you create business workflows based on the data in your documents, save time and effort while minimizing errors with automation, and customize AI for your specific goals or datasets. Copilot can revolutionize the way you work by boosting your productivity, decision-making, and collaboration.

However, deploying Copilot is not a simple task. It is a complex and dynamic journey that requires constant attention, customization, and expansion to take advantage of AI's power. You need a partner who can help you navigate the challenges of modern work environments, leverage the latest technologies, and provide seamless support across all your collaboration workloads. Let T2M Works be that partner that helps you to apply this ground-breaking AI to your business needs.
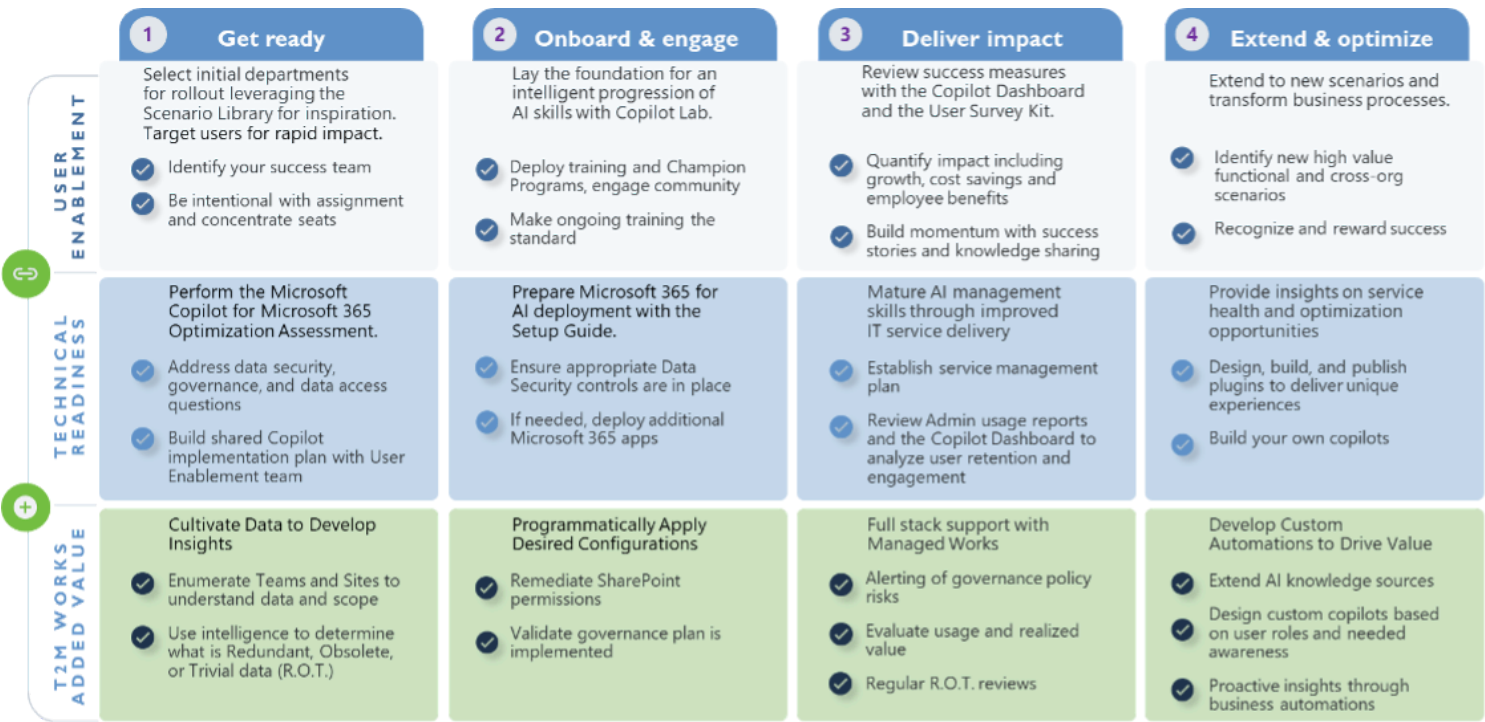
Get Started on the Copilot Journey

It might seem daunting to start using Copilot, which has many requirements to ensure a secure deployment. But you can rely on T2M Works expert staff and tools to help you understand your current data exposure and how to begin easily. You can quickly benefit from Copilot for Microsoft 365 by limiting knowledge sources to well-managed and refined datasets while you learn from your experiences and fix any R.O.T (Redundant, Obsolete, and Trivial) through governance policies and settings. Enhance your Copilot outcomes by using more features of Microsoft SharePoint, expanding your deployment with Copilot plugins, and more AI-enabled automation. You can also use more Purview and Entra features depending on your needs. The T2M Works deployment model lets you build your Copilot deployment while preparing your data for generative AI.

Get Started	
Restrict AI knowledge sources	Highlight sources of company knowledge

Validate Governance and Expand			
Remediate oversharing	Expand Copilot insights	Eliminate R.O.T.	Document tagging

Extend Based Upon Need					
Create custom copilots	Automations	Plugins	Sensitivity Labels	Information Protection	Conditional Access Policies	Privileged Identity Management

Copilot Deployment Framework

At T2M Works, we follow a proven Copilot deployment framework that guides you through the stages of your Copilot journey. The framework consists of four phases: Get Ready, Onboard & Engage, Deliver Impact, and Extend & Optimize. Each phase has specific objectives, activities, and outcomes that help you achieve your Copilot goals. T2M Works offers value-added services in each phase to lead you through your deployment journey to achieve your business goals faster. The framework is illustrated in the following graphic:

	1 Get ready	**2** Onboard & engage	**3** Deliver impact	**4** Extend & optimize
USER ENABLEMENT	Select initial departments for rollout leveraging the Scenario Library for inspiration. Target users for rapid impact. ✓ Identify your success team ✓ Be intentional with assignment and concentrate seats	Lay the foundation for an intelligent progression of AI skills with Copilot Lab. ✓ Deploy training and Champion Programs, engage community ✓ Make ongoing training the standard	Review success measures with the Copilot Dashboard and the User Survey Kit. ✓ Quantify impact including growth, cost savings and employee benefits ✓ Build momentum with success stories and knowledge sharing	Extend to new scenarios and transform business processes. ✓ Identify new high value functional and cross-org scenarios ✓ Recognize and reward success
TECHNICAL READINESS	Perform the Microsoft Copilot for Microsoft 365 Optimization Assessment. ✓ Address data security, governance, and data access questions ✓ Build shared Copilot implementation plan with User Enablement team	Prepare Microsoft 365 for AI deployment with the Setup Guide. ✓ Ensure appropriate Data Security controls are in place ✓ If needed, deploy additional Microsoft 365 apps	Mature AI management skills through improved IT service delivery ✓ Establish service management plan ✓ Review Admin usage reports and the Copilot Dashboard to analyze user retention and engagement	Provide insights on service health and optimization opportunities ✓ Design, build, and publish plugins to deliver unique experiences ✓ Build your own copilots
T2M WORKS ADDED VALUE	Cultivate Data to Develop Insights ✓ Enumerate Teams and Sites to understand data and scope ✓ Use intelligence to determine what is Redundant, Obsolete, or Trivial data (R.O.T.)	Programmatically Apply Desired Configurations ✓ Remediate SharePoint permissions ✓ Validate governance plan is implemented	Full stack support with Managed Works ✓ Alerting of governance policy risks ✓ Evaluate usage and realized value ✓ Regular R.O.T. reviews	Develop Custom Automations to Drive Value ✓ Extend AI knowledge sources ✓ Design custom copilots based on user roles and needed awareness ✓ Proactive insights through business automations

T2M Works: Modern Work Specialists

At T2M Works, we are passionate about modern work. Modern work is a holistic approach that empowers organizations to achieve more by integrating innovative technology into their daily business processes, fostering a culture of productivity, security, and flexibility. We believe that there are three key elements to delivering solutions that enhance the way people work:

Cloud Works

Harnessing the power of Azure, Azure AI, Power Platform, Bot Framework, and Azure AI Document Intelligence to enable modern work scenarios.

Code Works

Developing the connective tissue that facilitates communication, data exchange, and operational management across cloud infrastructure.

Managed Works

Providing steadfast support for systems and business processes with a team of knowledgeable SMEs and tools to monitor and manage the environment.

Our investment in these three elements allows T2M Works to offer you the partnership and expertise to make Copilot for Microsoft 365 a key element of your Modern Work.