Quest GROUP

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Microsoft 365 Copilot Readiness workshop

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Build your productivity future with **Copilot for M365**

Copilot for Microsoft 365 combines the capabilities of large language models (LLMs) with business data and Microsoft 365 apps, igniting creativity, amplifying productivity, and elevating skills.

Start your journey with Copilot for M365

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Know what Copilot is all about

Unveiling Copilot for M365 to help you understand how AI can become an ally for your productivity

1

Assess your Copilot readiness and safeguard your data estate

Readiness assessment is conducted to ensure customers' fulfillment of technical prerequisites and to discern necessary measures for safeguarding information against inadvertent disclosure.

2

Identify valuable use cases and build your AI future

Envisioning & demonstrating the capabilities of Copilot for Microsoft 365, identify high-value use cases, and build an implementation plan.

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Jumpstart your Copilot for M365 journey with **Uni Systems**

Microsoft 365 Copilot Readiness workshop for assessing your needs, exploring the possibilities, and building together a plan to implement Copilot for Microsoft 365 scenarios

Assess licensing and technical readiness	Evaluating the organization's current Microsoft 365 licenses and technical infrastructure to ensure they meet the requirements for a successful Copilot integration and deployment
Assess data protection and governance	Reviewing and aligning the organization's data protection policies and governance practices with Copilot's data management to ensure compliance and secure usage.
Showcase the benefits of Copilot	Demonstrating how Copilot can enhance organizational productivity and efficiency by streamlining workflows, aiding in content creation, and facilitating data-driven decision-making
Identify high-value scenarios	Pinpointing specific organizational challenges where Copilot can deliver the most significant benefits, and planning strategic implementations for these scenarios

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Key activities & outcomes of Copilot for M365 Readiness workshop

Activities

Assess licensing and technical readiness
Complete a readiness assessment to verify whether the customer meets the licensing & technical requirements

Assess data protection and governance
Determine what steps are needed to protect the customer's information from accidental exposure and data leaks

Showcase the benefits of Copilot
Conduct an envisioning session to demonstrate the capabilities of Microsoft 365 Copilot

Identify high-value scenarios
Identify the personas and high value use cases that can benefit from Microsoft 365 Copilot

Outcome of the activities

Build a plan to address gaps found in the readiness assessment and **implement** the high value use cases

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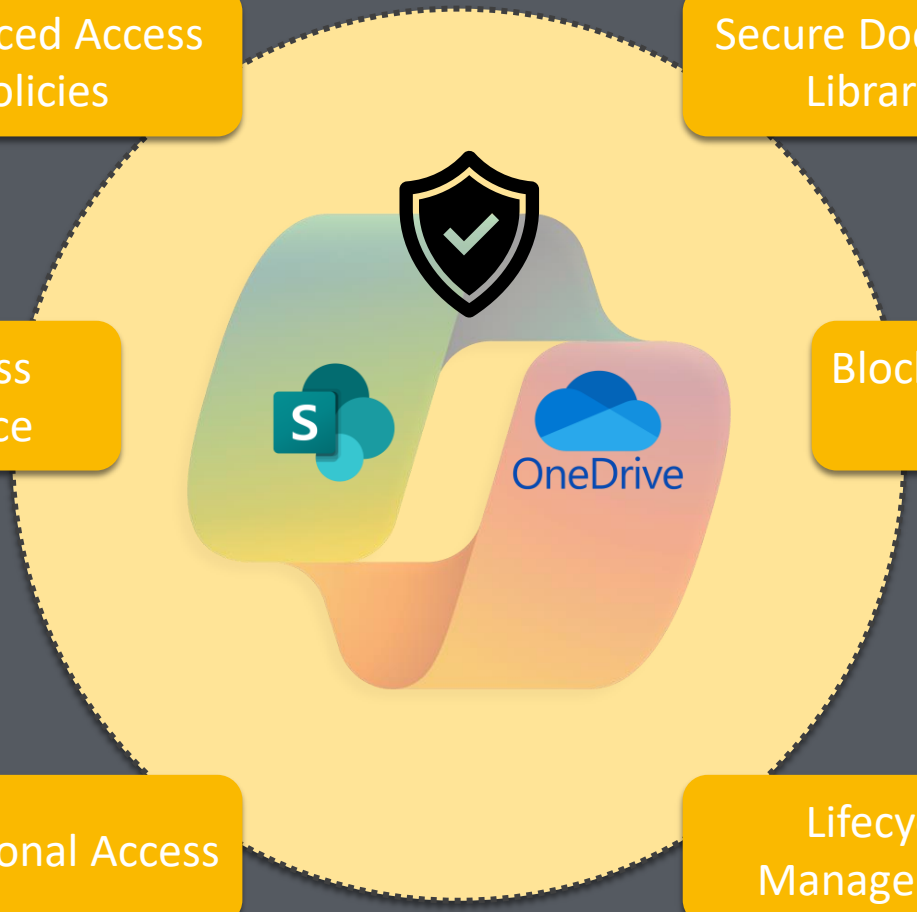
+ **Bonus activity**: Manage and govern your data on SharePoint & OneDrive

Leverage ***SharePoint Advanced Management (SAM)*** and safeguard your organization's data and content, by providing a secure, compliant, and efficient environment for your Copilot endeavors.



Advanced Access Policies

Implement policies to restrict access to SharePoint sites and OneDrive to authorized groups only

Secure Document Libraries

Configure sensitivity labels for document libraries to ensure that all content is appropriately classified and protected

Data Access Governance

Utilize reports to discover sites with potentially overshared or sensitive content and apply appropriate security policies

Block Downloading Policy

Implement policies to block the download of files from SharePoint and OneDrive, providing browser-only access to sensitive information

Conditional Access

Enforce stringent access conditions with Microsoft Entra authentication contexts for sensitive SharePoint sites

Lifecycle Management

Apply lifecycle management policies for inactive sites to prevent data sprawl and maintain a clean digital estate

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Uni Systems is a Trusted Microsoft Partner for Modern Work and Copilot

Modern Work: As a Solutions Partner for Modern Work, Uni Systems demonstrates broad capability to help customers boost their productivity and make the shift to hybrid work using Microsoft 365.