

Copilot Adoption as a Service

Copilot for Microsoft 365



Tech.
Change.
Today.

Achieving success with Copilot for Microsoft 365 on the long term



Copilot for M365 is constantly evolving and users should continuously stay updated and enhance skills to maximize usage, boost productivity, and increase business value.



Continuity is key.

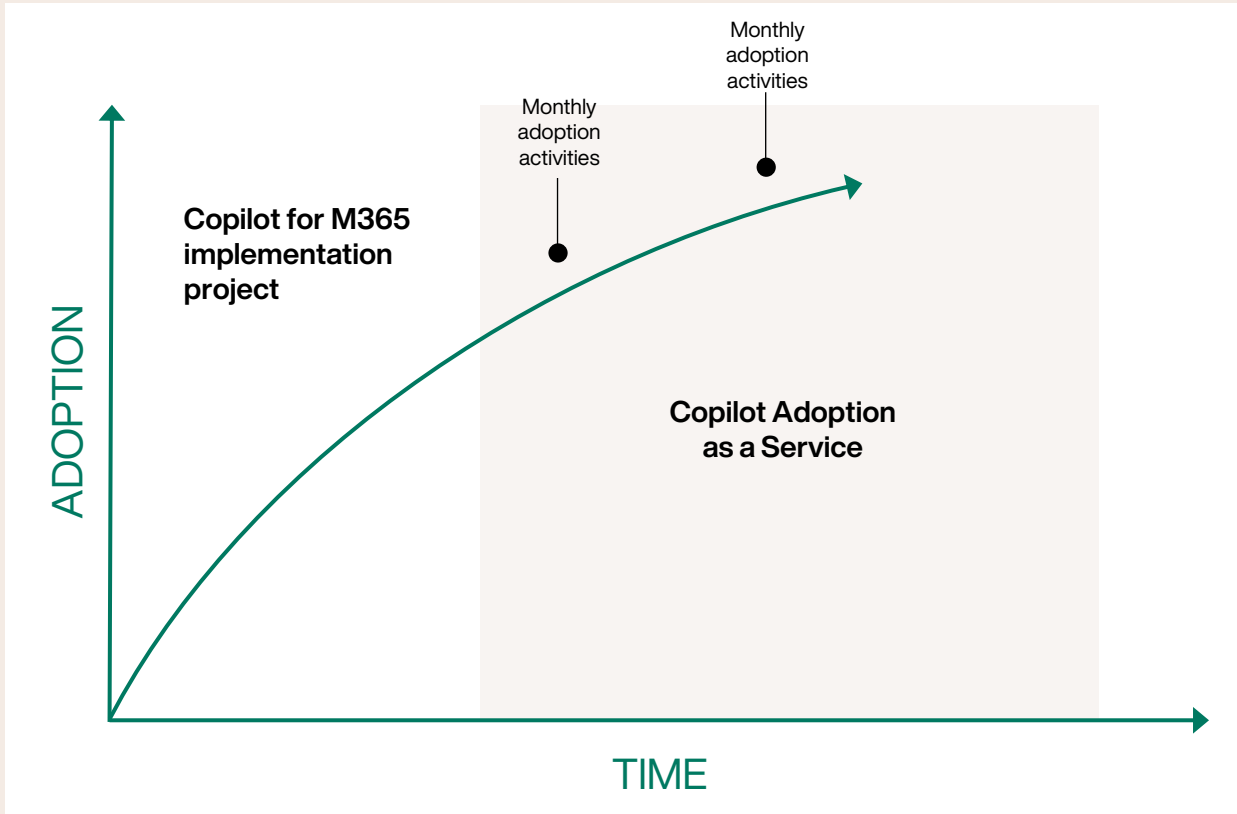


Keep up the engagement.

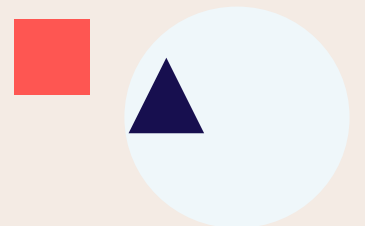


Adoption in the long term.

Increase business value through monthly adoption activities



Monthly adoption activities, to ensure continuous usage after the implementation project to increase business value through high adoption over time.





Monthly adoption activities to increase business value

1 BASIC PACKAGE

- Generic inspirational sessions:**
Demo, hands-on training incl. news
- Onboarding sessions of new employees:**
Intro to the basics incl. Q&A
- Copilot library monitoring:**
News in guidelines, FAQ, etc.
- MS dashboard set-up & support:**
Advice and support based on analytics
- License monitoring:**
Push notifications if licenses are not used

2 EXTENDED PACKAGE

- Generic inspirational sessions:**
Demo, hands-on training incl. news
- Onboarding sessions of new employees:**
Intro to the basics incl. Q&A
- Copilot library monitoring:**
News in guidelines, FAQ, etc.
- MS dashboard set-up & support:**
Advice and support based on analytics
- License monitoring:**
Push notifications if licenses are not used

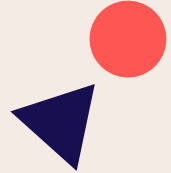
+

- Customized inspirational sessions:**
Demo, hands-on training based on use cases
- Copilot Champions:**
Ambassadors in diff. areas to knowledge share
- Prompt training workshops:**
Prompt training & library based on use cases
- Dedicated support & advice:**
Advise for the platform owner
- Viva Insight* set-up & support:**
Advice & support on set-up and data

Monthly generic activities on new features to ensure users are engaged and continuously upskilled.

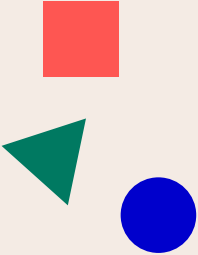
Basic package and customized activities based on knowledge from stakeholders to provide a user-based and supportive experience including strategic guidance.

*Prerequisite to have/get a Viva Insight license



Monthly adoption on minimum 3 months

<p>1</p> <p>BASIC PACKAGE</p> <ul style="list-style-type: none"> Generic inspirational sessions: Demo, hands-on training incl. news Onboarding sessions of new employees: Intro to the basics incl. Q&A Copilot library monitoring: News in guidelines, FAQ, etc. MS dashboard set-up & support: Advice and support based on analytics License monitoring: Push notifications if licenses are not used <p>MONTHLY COST 30.000,-</p>	+	<p>2</p> <p>EXTENDED PACKAGE</p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> Generic inspirational sessions: Demo, hands-on training incl. news Onboarding sessions of new employees: Intro to the basics incl. Q&A Copilot library monitoring: News in guidelines, FAQ, etc. MS dashboard set-up & support: Advice and support based on analytics License monitoring: Push notifications if licenses are not used </td> <td> <ul style="list-style-type: none"> Customized inspirational sessions: Demo, hands-on training based on use cases Copilot Champions: Ambassadors in diff. areas to knowledge share Prompt training workshops: Prompt training & library based on use cases Dedicated support & advice: Advise for the platform owner Viva Insight* set-up & support: Advice & support on set-up and data </td> </tr> </table> <p>MONTHLY COST 47.500,-</p>	<ul style="list-style-type: none"> Generic inspirational sessions: Demo, hands-on training incl. news Onboarding sessions of new employees: Intro to the basics incl. Q&A Copilot library monitoring: News in guidelines, FAQ, etc. MS dashboard set-up & support: Advice and support based on analytics License monitoring: Push notifications if licenses are not used 	<ul style="list-style-type: none"> Customized inspirational sessions: Demo, hands-on training based on use cases Copilot Champions: Ambassadors in diff. areas to knowledge share Prompt training workshops: Prompt training & library based on use cases Dedicated support & advice: Advise for the platform owner Viva Insight* set-up & support: Advice & support on set-up and data
<ul style="list-style-type: none"> Generic inspirational sessions: Demo, hands-on training incl. news Onboarding sessions of new employees: Intro to the basics incl. Q&A Copilot library monitoring: News in guidelines, FAQ, etc. MS dashboard set-up & support: Advice and support based on analytics License monitoring: Push notifications if licenses are not used 	<ul style="list-style-type: none"> Customized inspirational sessions: Demo, hands-on training based on use cases Copilot Champions: Ambassadors in diff. areas to knowledge share Prompt training workshops: Prompt training & library based on use cases Dedicated support & advice: Advise for the platform owner Viva Insight* set-up & support: Advice & support on set-up and data 			



Examples of deliverables

Monthly (generic) inspirational sessions

Zooming in on foundational skills in Copilot

- Recap a meeting**
 - let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.
 - Draft an email with notes and action items from meeting.
- Summarize and draft email**
 - get quickly caught up to a long, complex email thread.
 - personalize the tone and length.
 - Click on the Summarize icon.
- Help me write ...**
 - jumpstart creativity and write and edit like a pro by getting a first draft in seconds.
 - revise the content and turn into usable text and vary length.
 - Generate three ways to say X & rewrite.

Copilot is rapidly maturing

The maturity of Copilot refers to its development and capabilities as an AI. However, like any AI, it's not perfect and may occasionally require improvement.

- Improved meeting recap including chat messages from meetings
- Classic Outlook Summarize, coaching, and drafting
- Create and consume Word documents including local files
- Danish language Prompting, content creation

Monthly onboarding sessions

Meet your everyday companion, bringing a touch of curiosity to your day

You can access Copilot through several channels

- Microsoft Edge sidebar
- Microsoft Edge app on mobile
- Bing.com/chat
- #Indows
- Copilot.Microsoft.com

Monitor Copilot for M365 library

Help me write ... in Word

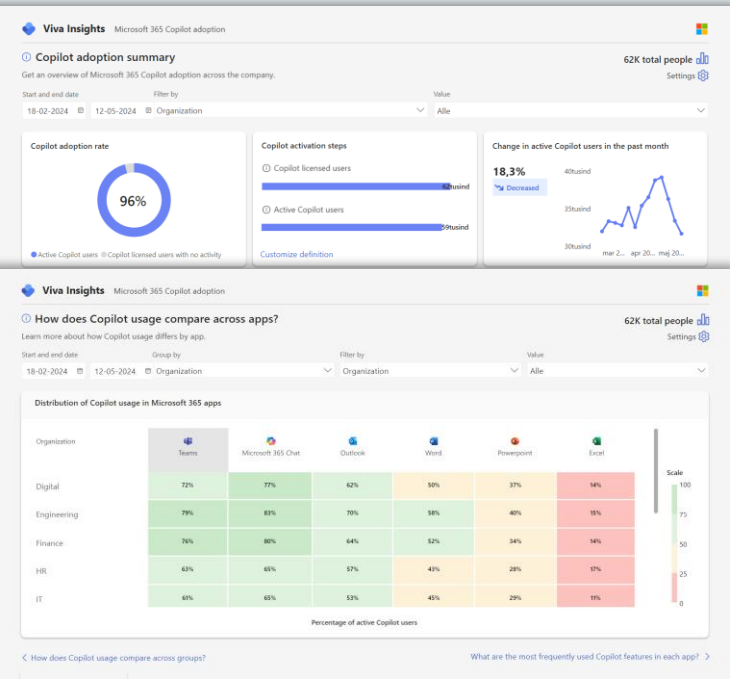
- Recap a meeting**
 - let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.
 - Draft an email with notes and action items from meeting.
- Summarize and draft email**
 - get quickly caught up to a long, complex email thread.
 - personalize the tone and length.
 - Click on the Summarize icon.
- Help me write ...**
 - jumpstart creativity and write and edit like a pro by getting a first draft in seconds.
 - revise the content and turn into usable text and vary length.
 - Generate three ways to say X & rewrite.

How to use: Copilot in Outlook

- Have Copilot create a draft on a new topic or an existing thread.
- Get suggestions from Copilot to improve your email.
- At the top of each email, Generate a summary of the email or thread.

Examples of deliverables

MS dashboard set-up incl. advice



License monitoring

Notification if you haven't used your license

VENZO_

Hi ...

We have noticed in our data that you have not used your Microsoft Copilot 365 license in the past month. Since we pay for all our licenses, we want to ensure they are used effectively. If you do not use your license within the next month, we will reassign it to someone else.

If you need more inspiration on how to use your license and how Copilot can streamline your daily tasks, please visit this page, where we constantly update with sessions and news.

Prompt workshops

Yes, it actually matters!

“ It's not that your AI chatbot feels appreciative when you say please and thank you. But using basic etiquette when interacting with AI, helps generate respectful, collaborative outputs. ”

How do you prompt efficiently?

If you are writing a prompt, it's important to focus on some of the key elements below to get the best response from Copilot.

- Goal**: What response do you want from Copilot?
- Context**: Why do you need it and who is involved?
- Source**: Which information sources or samples should Copilot use?
- Expectations**: How should Copilot respond to best meet your expectations?

Generate 3-5 bullet points to prepare me for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.