Microsoft 365

Copilot for Microsoft 365

Your AI assistant at work

Viktor Kunst

Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language

Large Language Models + Microsoft Graph - Your Data - + Microsoft 365 Apps + The Web

Copilot for Microsoft 365 is transforming work

60%

of leaders say a lack of innovation or breakthrough ideas is a concern

64%

of people have struggled with finding time and energy to get their work done

70%

of people indicated they would delegate as much as possible to AI to lessen their workloads

68%

said Copilot improved the quality of their work

70%

said Copilot made them more productive

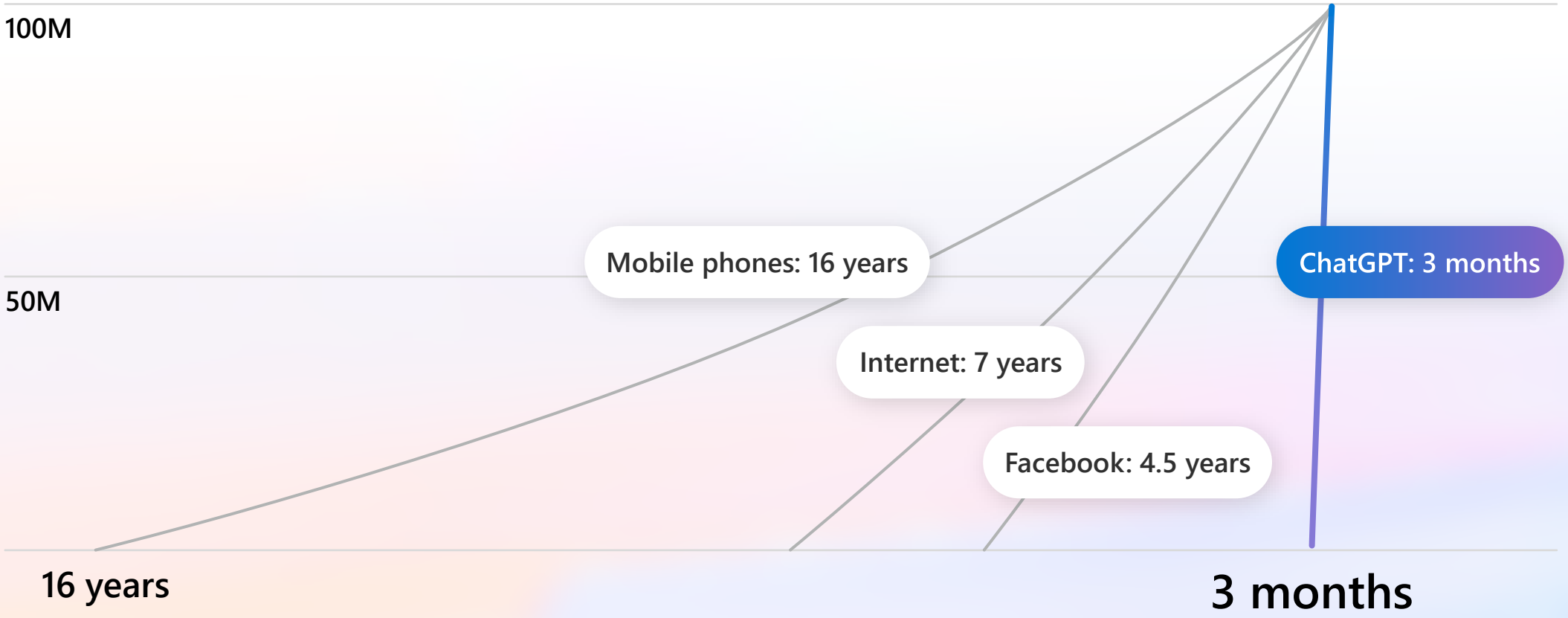
77%

said they didn't want to give Copilot up

Work trend Index Annual Report: Will AI Fix Work? Microsoft. 9 May 2023 | Microsoft Work Trend Index: What can Copilot's Earliest Users Teach Us About Generative AI at Work?: Microsoft. 15 November 2023

Generative AI technology is here

Time to reach 100M users



Source: Microsoft Research

Co je Copilot pro Microsoft365?

Otázka: Jak by mohl Microsoft Copilot vypadat jako LEGO stavebnice?

designer.microsoft.com

You

co je Copilot pro Microsoft 365?

Copilot

Microsoft Copilot pro Microsoft 365 je AI asistent, který vám pomáhá zvýšit produktivitu. Tento nástroj využívá velké jazykové modely a integruje vaše data s Microsoft Graph a Microsoft 365 Apps [1].

Copilot Pro je prémiová verze, která nabízí vylepšené funkce [2] [3]. S předplatným Copilot Pro získáte:

Copilot for Microsoft 365

1

Security foundation

2

AI at work

3

Culture shift

Copilot for Microsoft 365

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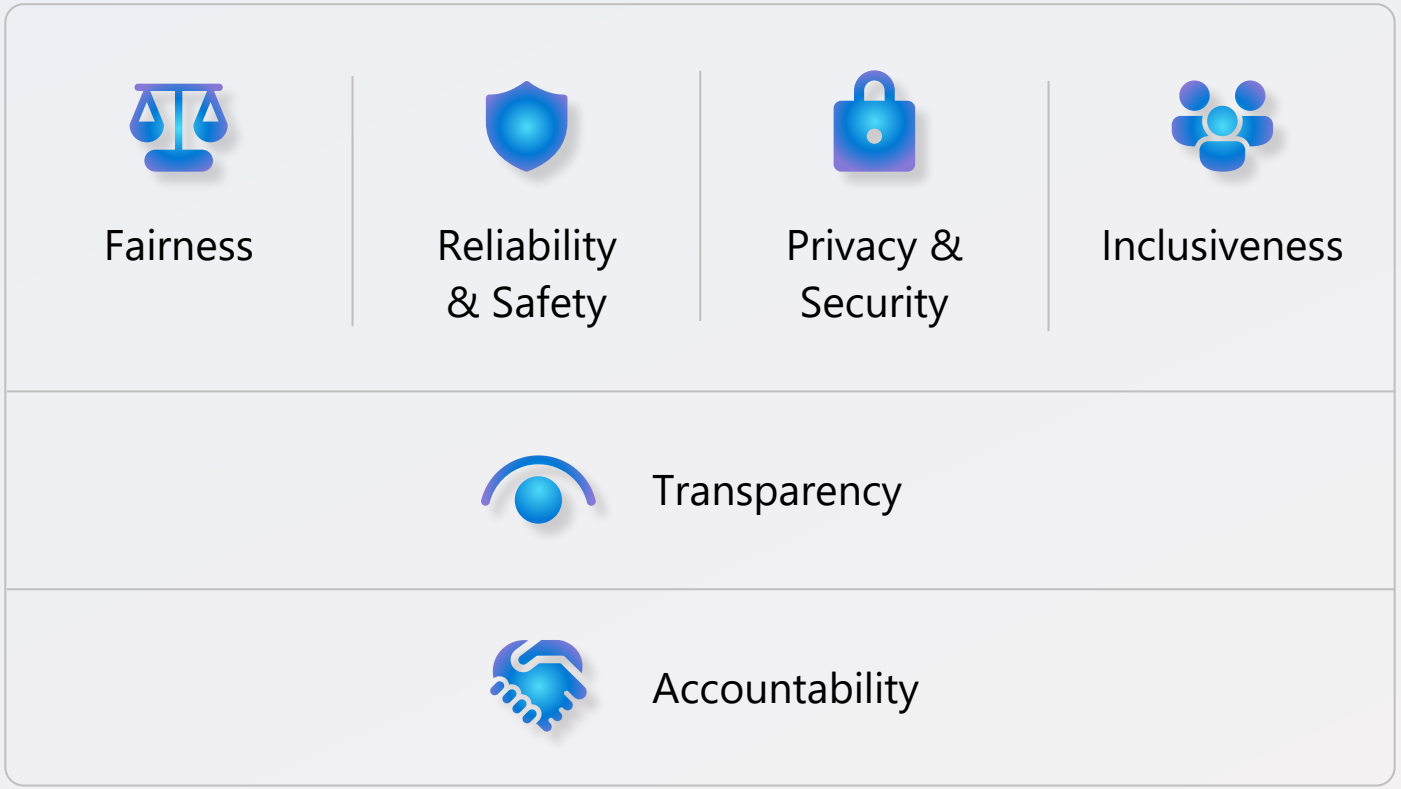
Common questions we hear from customers

- **How** do we know our data is secure?
- **When** will we be able to audit Copilot usage?
- **What** can I do to avoid overexposing our data?
- **Where** is my data processed?

Copilot for Microsoft 365

Built on Microsoft's comprehensive approach

Microsoft's AI principles



Microsoft Cloud — AI you can trust

Your data is **your** data.

Your data is **not** used to train the OpenAI foundation models without permission.

Your data is **protected** by the most comprehensive enterprise compliance and security controls.

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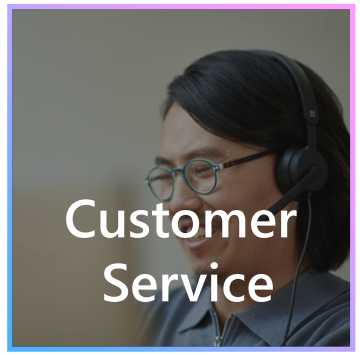
Microsoft Copilot empowers every end user

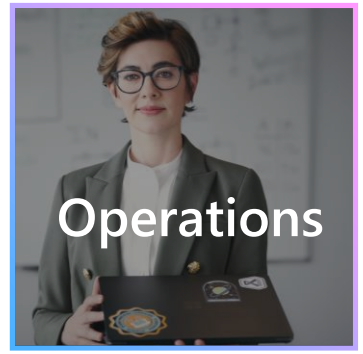
Jumpstart the creative process and generate ideas while writing

Stay focused on closing deals with an AI assistant for email



Stay coordinated as a team to resolve more customer issues

Quickly search across all your data to solve your most complex problems



Simplify quality reporting and data validation

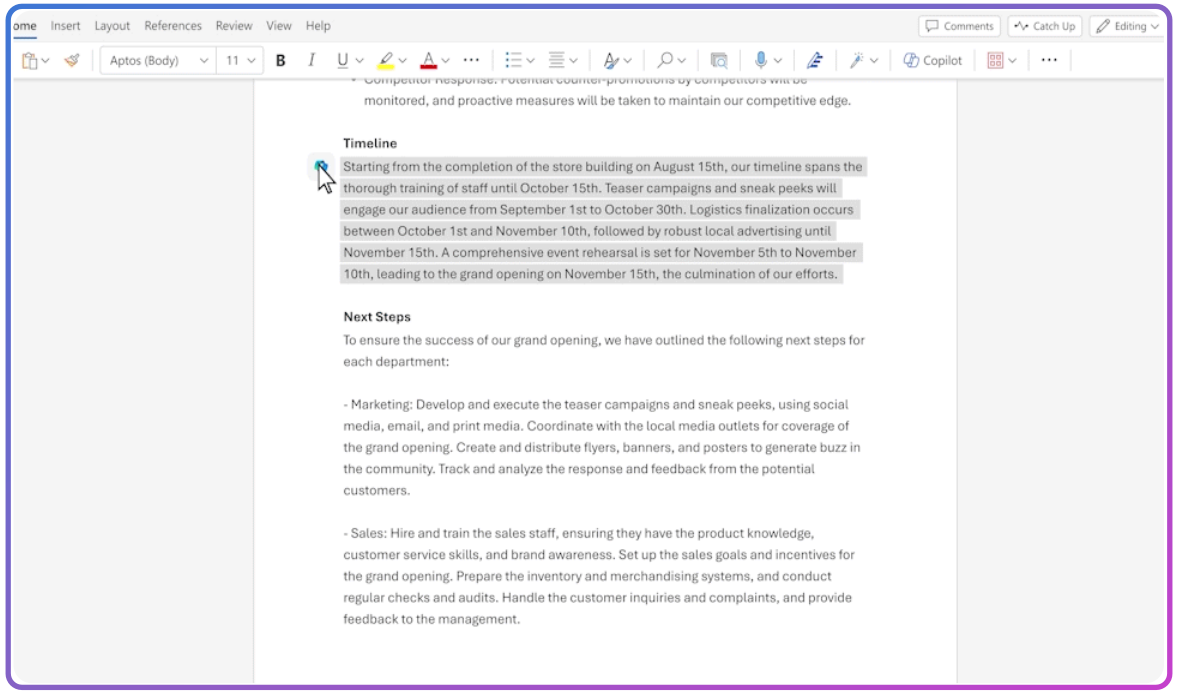
Effectively manage shared projects and track progress

Store, access, and prioritize notes in a fraction of the time

Jumpstart the creative process and generate ideas while writing

With Copilot in Word, transform writing with efficiency and creativity.

- Create first draft by referencing up to three documents
- Rewrite sections or an entire document, or change the tone to refine existing documents
- Receive suggestions to strengthen arguments, smooth inconsistencies
- Save time and summarize text in lengthy documents
- Discover information—for example, ask if there is a call to action

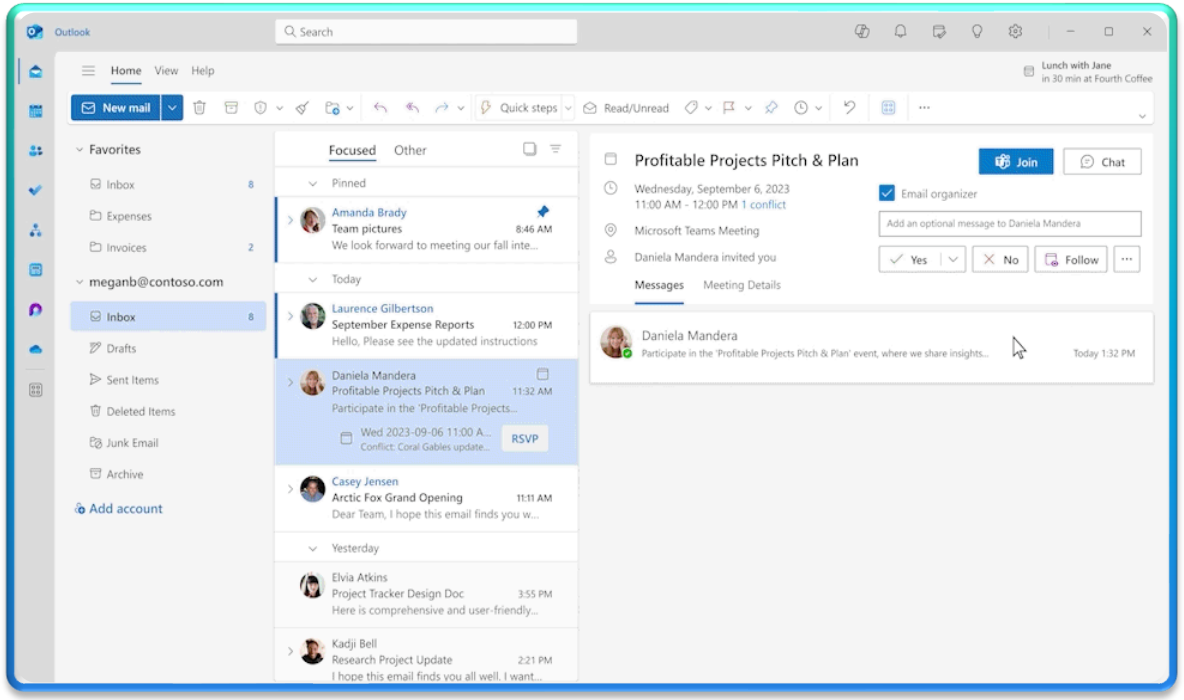


Copilot in Word

Stay focused on closing deals with an AI assistant for email

With Copilot in Outlook, stay on top of your inbox, manage meeting follow-ups, and create impactful communication in a fraction of the time.

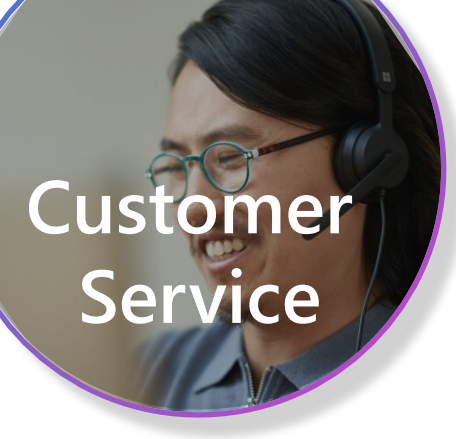
- Customize an email prompt with options for length and tone
- Include people's viewpoints in conversation summaries
- Summarize email threads to catch up quickly



Copilot in Outlook

Copilot for Sales

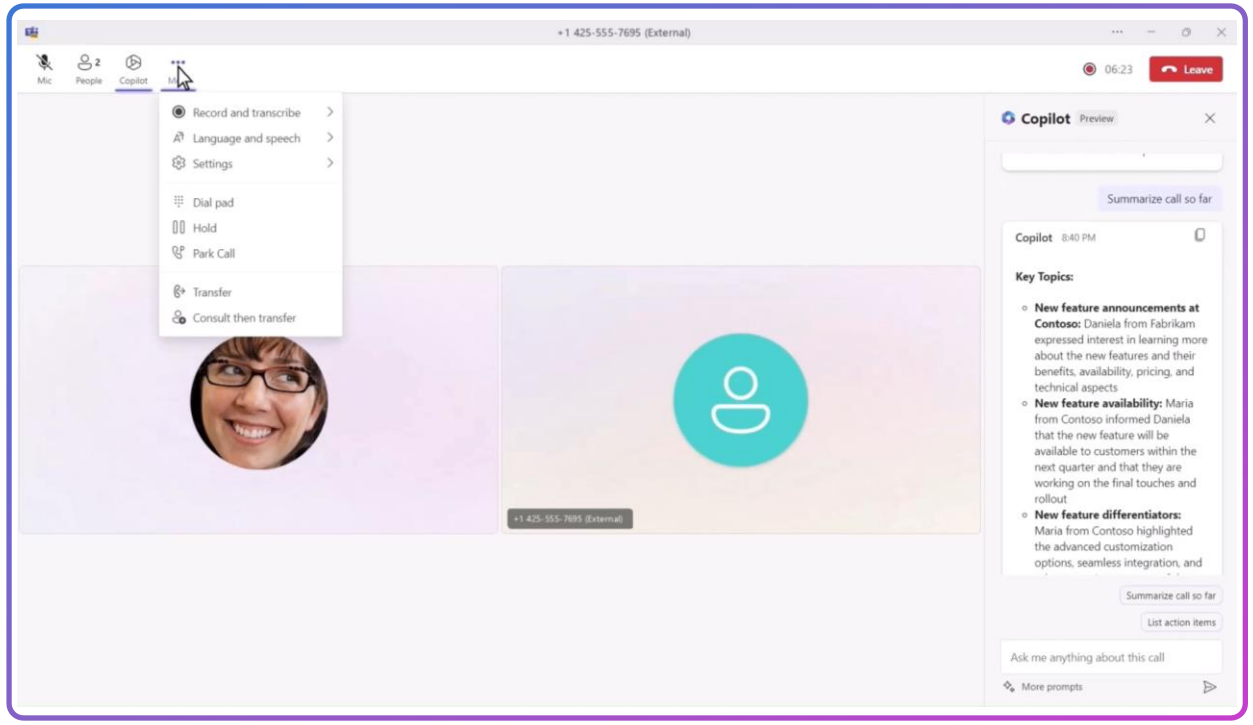
+ Enhance Copilot for Microsoft 365 with CRM platform connectivity to provide sales-specific insights and recommendations, sales content generation, and CRM record updates in the flow of work.



Stay coordinated as a team to resolve more customer issues

With Copilot in Teams, stay organized and on top of all your chats, meetings, and calls.

- Create new messages, meeting notes, table of ideas
- Build agendas based on chat history transcripts from other meetings or calls
- Discover answers to specific questions—such as what decisions were made—from chats or meetings



Copilot in Teams

Copilot for Service

+ Enhance Copilot for Microsoft 365 with CRM and knowledge source connectivity to provide case and conversation summaries, draft personalized emails and chats, and CRM record updates in the flow of work—including agent desktops.

Ignite 2023

New features coming to Copilot for Microsoft 365

Teams

- Ask for more specific notes like "Capture what Beth said as a quote"
- Generate summaries, action items, or ask any specific questions about the conversation after a call has finished with Copilot in Teams Phone

Available early CY2024.

Outlook

- Generate a detailed summary of upcoming meetings
- Schedule a follow-up meeting from an email summary

Available early CY2024.

Word

- Catch up and comprehend what others have changed in a document

Available early CY2024.

Excel

- Unlock Python in Excel capabilities using natural language

Preview late CY2023.

Whiteboard

- Turn meeting participants' spoken ideas and topics into a visual collaboration space in Whiteboard
- Suggest more ideas to add to Whiteboard as the meeting conversation happens

Available mid CY2024.

Viva

- Better understand team health Copilot in Viva Insights
- Get help generating and refining goals Copilot in Viva Goals
- Inspire leaders to post to conversations using AI-created starters and prompts Copilot in Viva Engage
- Enable joint Viva and SAP SuccessFactors customers to use AI Copilot in Viva Learning
- Easily explore survey feedback Copilot in Viva Glint

Private preview early CY2024; requires both Microsoft 365 and the Viva suite.

Public Preview

Copilot Studio

In Copilot for Microsoft 365

Make Copilot work for you

Connect Copilot to your data everywhere

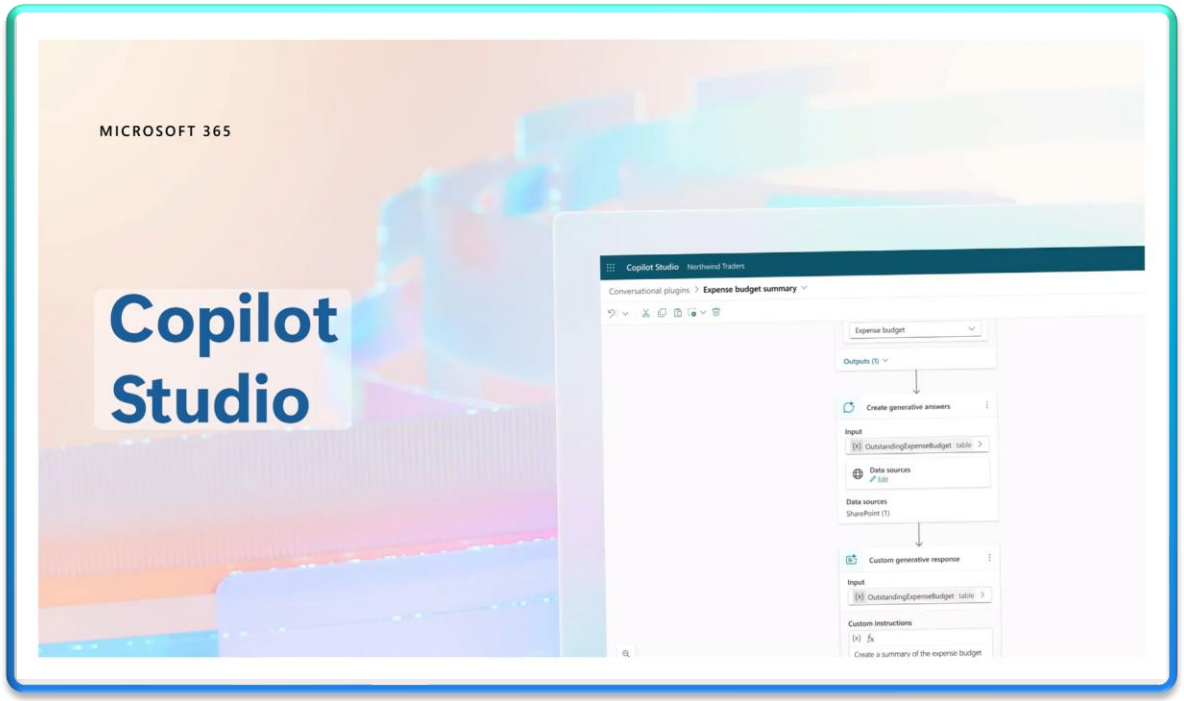
Customize copilot to your business needs and processes

Control & manage customizations centrally

Customize Copilot for your unique business needs

With Copilot Studio in Copilot for Microsoft 365, you can extend and customize Copilot to work the way you need.

- **Connect Copilot to your data** in CRM, ERP, finance systems and more, using 1200+ standard and premium connectors.
- **Incorporate your business processes** into Copilot
- **Configure Copilot responses** to specific questions on topics like compliance, HR policies and more.
- **Publish and manage copilot customizations** in one central place



Build your own Copilot

+ **With Copilot Studio** (*available standalone*), quickly and easily create your own conversational copilots for customers or employees with an intuitive low-code tool.

Copilot Studio in Copilot for Microsoft 365

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Three-phase approach to business progress

01 Phase

Readiness

- Review your security and data settings
- Be intentional with seat assignments
- Create an AI council
- Prepare employees for a new way of working

02 Phase

Adoption

- Create a Copilot user community
- Identify Copilot champions and early adopters
- Make ongoing training a standard

03 Phase

Measurement

- Quantify impact with the Microsoft Copilot Dashboard
- Meet with your AI council regularly
- Publicly celebrate successes

Microsoft Viva

Accelerate Copilot adoption and measurement

Communications

Communicate Copilot rollout across multiple channels

Identify champions and set goals to assist in Copilot adoption

Share knowledge and expertise via communities

Skilling

Identify knowledge gaps and opportunities for upskilling

Target learning experiences with academies, learning paths, and collections

Create a Copilot knowledge base

Measurement

Understand readiness, usage and adoption metrics

Capture user sentiment and perception

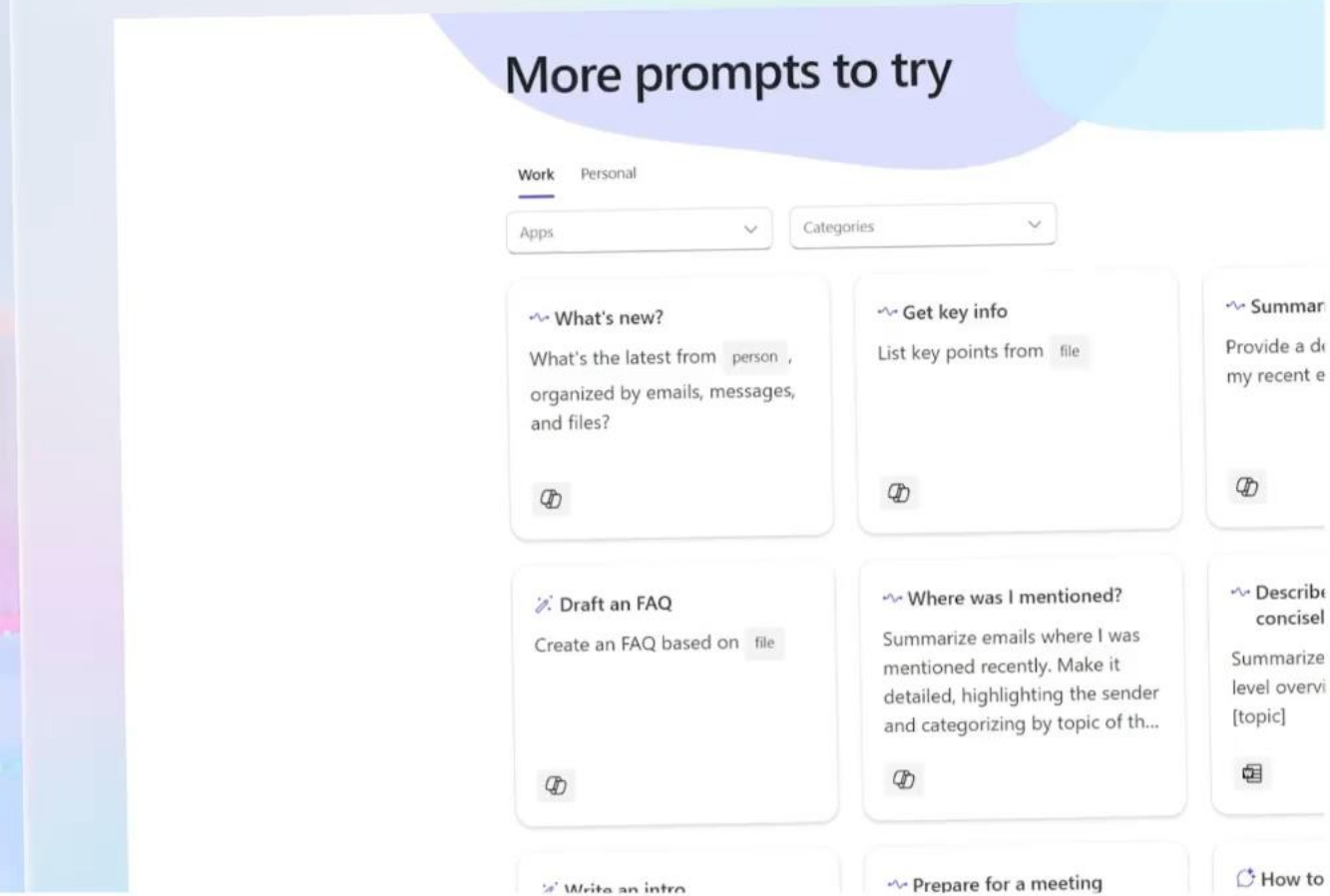
Gather feedback from employees on Copilot

Adoption

Measurement

MICROSOFT 365

Copilot Lab



Microsoft 365

Thank you