



Microsoft 365 Copilot

Microsoft Copilots... an Incomplete List



M365 Copilot

Word



Better reading and writing assistance

Outlook



Better e-mail management

Excel



Better data analysis

PowerPoint



Better presentations

Teams



Better Meetings

M365 Chat



Better knowledge management

Copilots for Productivity

Copilot "Bing Chat"



Copilot for Personal Use

Dynamics Copilot



Better sales and customer support

Copilots for Business

Fabric Copilot



Better data analytics and business intelligence

Copilots for Analytics

Security Copilot



Better threat detection, identification, and mitigation

Copilot for Security

GitHub Copilot



Better code development

Copilot for Development

Power Platform Copilot



Better creation of apps, workflows, and agents

Copilot for Low/No Code Development



Copilot for Microsoft 365



Chat Assistant



Summarize
Draft
Coach



Meeting Recap
Action Items



Synthesize
Re-Write
Suggest



Interpret Data
Get Insights



Generate
Organize
Polish

Key Concepts



Your data is your data

Your data never leaves its secure service boundary, it does not go to the open internet, and it is never used for model training purposes by Microsoft.



M365 Rules Apply

M365 Copilot inherits your security, compliance, and privacy policies set up in Microsoft 365.



Copilot is not Autopilot

AI generated content does not absolve the user of editing responsibility. We believe a human should be in the loop.



Integrated into the apps you already use

M365 Copilot adds the power of generative AI to Word, Excel, Powerpoint, Outlook, Teams, and more.



Copilot for M365 Demo

User Persona:
Sean Waters
Procurement Officer

Job/Role Profile:

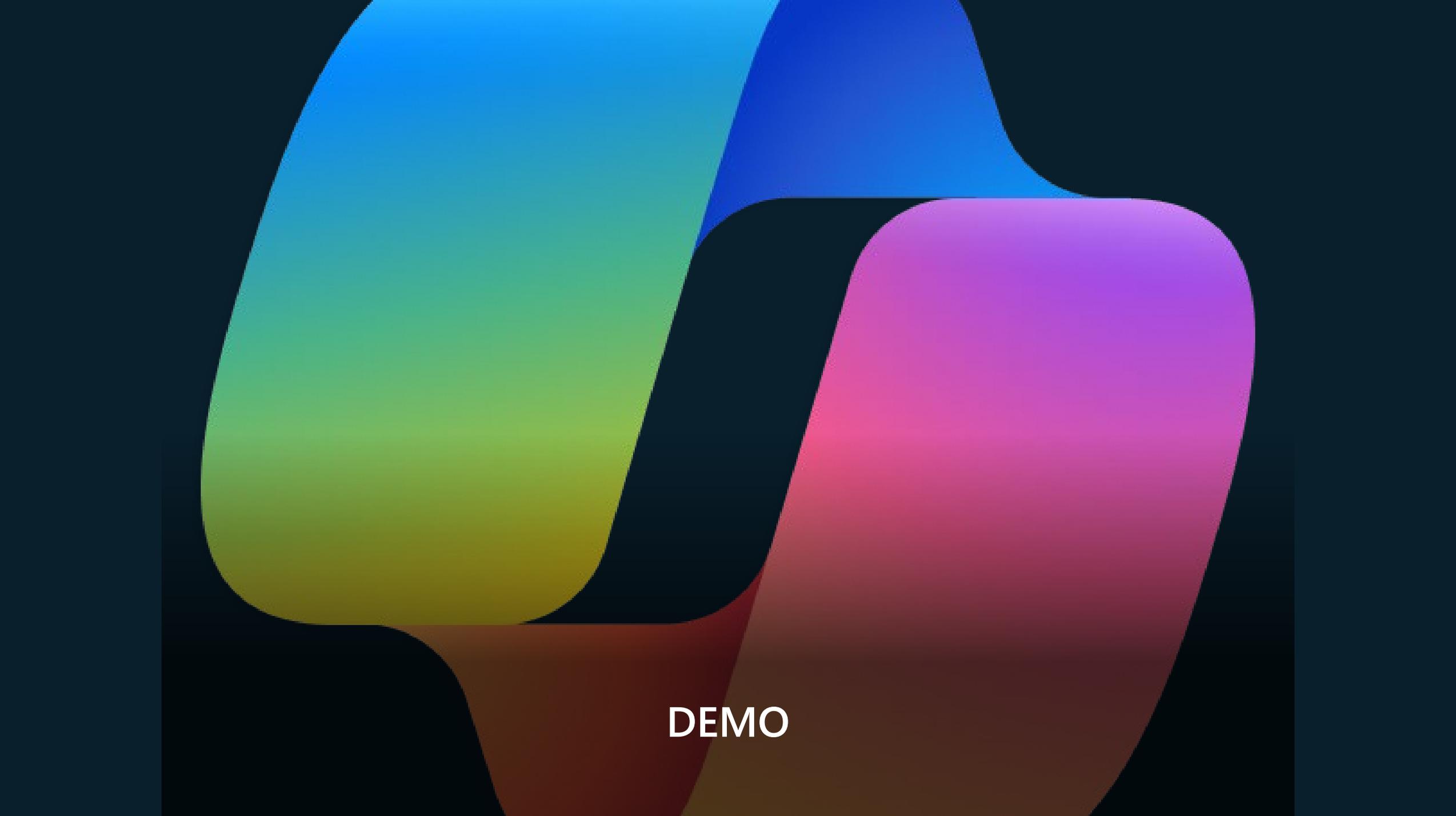
- Queen County Department of Transportation – Communications Manager
- Leads team in writing RFPs, press releases, website content, and any formal written comms
- Just returning from vacation in Japan!

Tasks:

- Catch up from PTO, despite jet lag
- Complete Fleet Expansion RFP Document by adding in ferry information to RFP
- Incorporate Ferry fleet data from Excel into RFP
- Present on RFP to leadership at 3pm



Image credit: Copilot Designer with DALL-E (Please excuse spelling errors)



DEMO

M365 Copilot gives time back!

Time Savings



• M365 Copilot Chat

- Digital assistant
- Identify open action items
- Update on day and schedule

15
min



• Outlook

- Summarize long email threads
- Draft emails & use coaching suggestions

15
min



• Teams Meetings

- Recap meeting topics (during and after)
- List action items (during and after)
- Ask questions about meeting content

15
min



• Word

- Synthesize long documents
- Suggest ideas to improve document
- Re-write paragraphs / sentences

60
min



• Excel

- Analyze data
- Create charts and tables

15
min



• PowerPoint

- Generate Presentation from file
- Organize presentation and add speaker notes
- Use natural language to edit slides, add images, etc

60
min

In one day of work,
Copilot has saved 3 hours,

And the organization has
captured an
ROI of 156%

on the monthly cost of a
M365 Copilot License

= 3 hours of time savings

M365 Copilot enables an accessible workforce



Microsoft 365 Copilot

Inclusively embedded within Microsoft 365 Apps

Dyslexia

Summarize a document or webpage

Writing an email reply

Inspire me in Word

Rewrite the following text in plain language

Neurodiversity

Change the tone of my email

Summarize past projects, stakeholders, and resources

Teams meeting chat interrogation

Mobility

Teams meeting recap

Create first draft of a document or presentation

Search for conversations - email, Teams chat, documents

Access companywide information

Vision

Summarize an inaccessible document

Summarize a whiteboard

Create a first draft of a document or presentation

This is my Copilot. How can yours help you?

[This is my Copilot - YouTube](#)



THANK YOU!



Copilot for Microsoft 365



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Summarize
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Meeting Recap
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Synthesize
Re-Write
Suggest

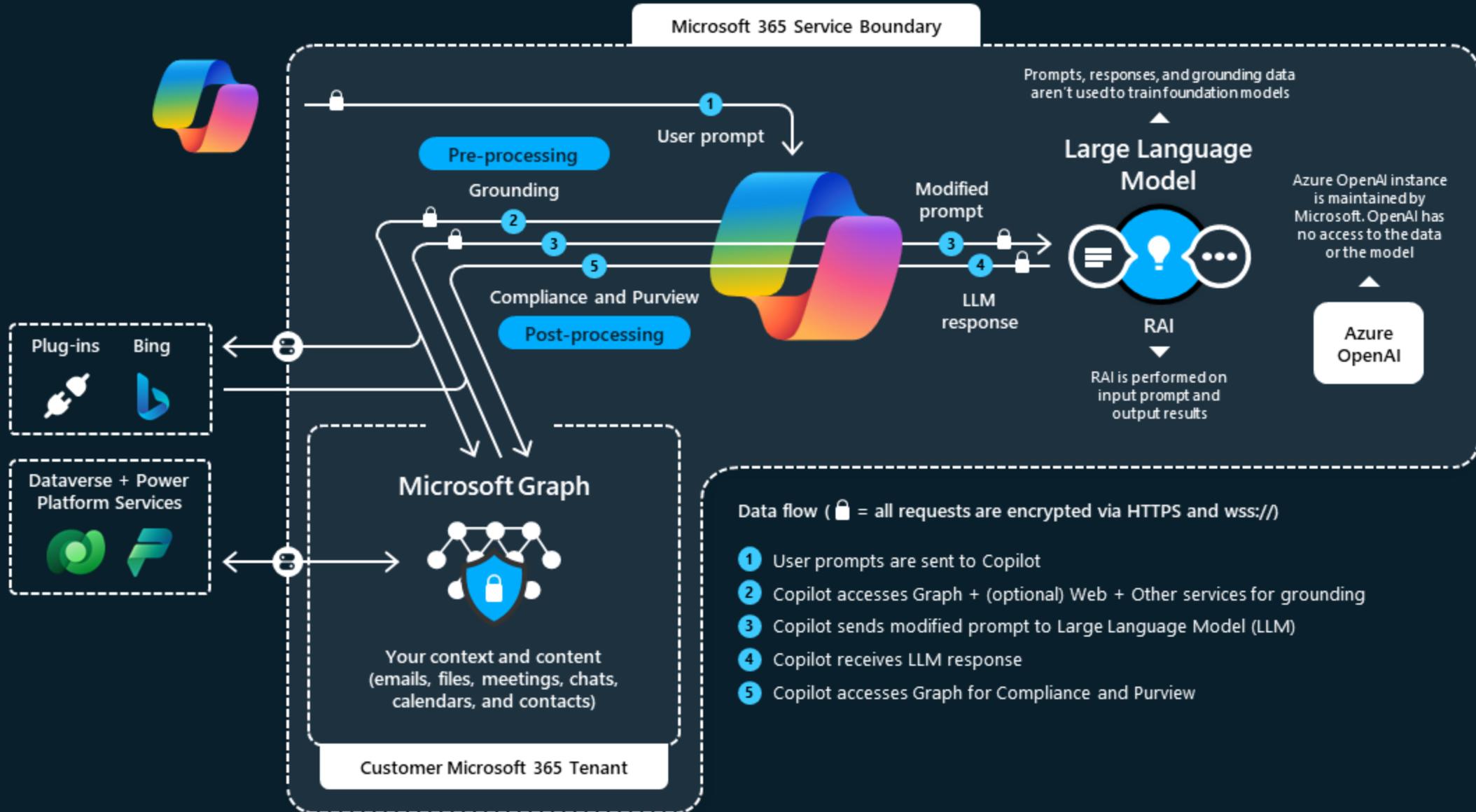


Interpret Data
Get Insights



Generate
Organize
Polish

Microsoft Copilot for Microsoft 365 architecture



"Custom" Copilot Paths



OpenAI Service / AI Studio



Copilot Studio



Microsoft 365 Copilot

Microsoft Solution Area	Azure	Business Applications (D365 & Power Platform)	Modern Work (M365)
Description	Use Azure AI services to build your own custom-trained Copilot across a variety of data sources. Use service from within browser or pin to Teams.	Create, manage, and publish plugins and GPTs from Copilot Studio for usage within M365 products (Teams mainly).	Utilize existing M365 Chat Copilot feature in Teams to perform natural language queries over M365 data, and 3P data you have ingested via Graph API.
Customize-ability	Highly customizable	Somewhat customizable	Minimal Customization
Technologies Used	Azure Open AI, Azure Services, AI Studio	Power Virtual Agent, Power Automate, Power Apps	Teams, M365 Graph
Licensing / Payment Model	Usage Pricing (Azure Consumption Bill)	Multiple licensing models: one example: \$200 for 25k messages / month	\$30 Per User Per Month License
GCC Availability	Available (but N/A)	Available	Not available (October 2024)
Documentation	LINK	LINK LINK	LINK



Copilot (Consumer)



Microsoft 365 Copilot

Microsoft Product Area	Bing Search	Modern Work (M365)
Description	Public, consumer product for an enhanced search and web experience using the power of LLMs	Utilize existing M365 Chat Copilot feature in Teams to perform natural language queries over M365 data, and 3P data you have ingested via Graph API.
Example Use Case	Helping plan a vacation or collect recipes for dinner	AI-enhanced workplace productivity: summarize and generate emails, presentations, and meetings
Customize-ability	Not customizable	Extensible to other data with Graph API, and to other applications with Copilot Studio
Technologies Used	Accessed via bing.com/chat , copilot.microsoft.com , browser, Edge, and Windows OS	Teams, M365 Apps, M365 Graph
Licensing / Payment Model	Free, Consumer Product	\$30 Per User Per Month License
GCC Availability	N/A (available as consumer product)	Not available (Summer 2024)
Terms and Conditions	Bing Ts & Cs : Microsoft Services Agreement Microsoft Privacy Statement	Enterprise Agreement Terms: Microsoft Product Terms Online Services Agreement (Same as any M365 Product)