

Copilot for M365 - Starter Series

Copilot Use Cases for IT

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**Last in our first Starter Series....
Planning already started for June
launch of next round**

Agenda

- What it is
- What it isn't
- Discussion and Demo of Use Case(s)
- Quick Overview of Tech/Security
- Open QA
- Next Steps and Resources

The age of Copilots
has arrived.

How Copilot for Microsoft 365 Can Benefit IT

• Copilot for Microsoft 365 is a powerful tool that can help Information Technology professionals to improve their productivity, efficiency, and quality of work. Copilot for Microsoft 365 can assist with tasks such as:

- Writing documents, emails, presentations, and reports with natural language generation and suggestions.
- Creating and managing workflows, automations, and integrations with Microsoft Power Platform and other services.
- Analyzing and visualizing data, insights, and trends with Microsoft Power BI and Excel.
- Collaborating and communicating with colleagues and clients with Microsoft Teams and Outlook.

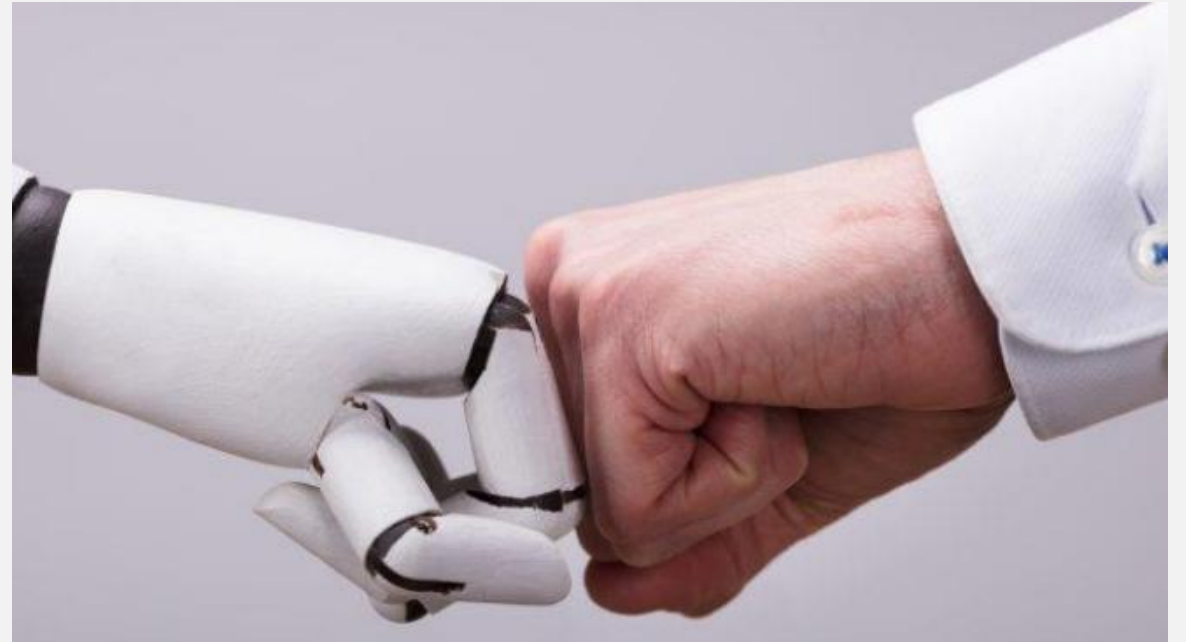


Copilot for Microsoft 365 is a user assistant that works at the user's behest

What Copilot for Microsoft 365 is NOT

Copilot is NOT an Autopilot

Copilot is NOT a replacement of your judgement!





Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



Large Language
Models

+



Microsoft Graph
- Your Data -

+



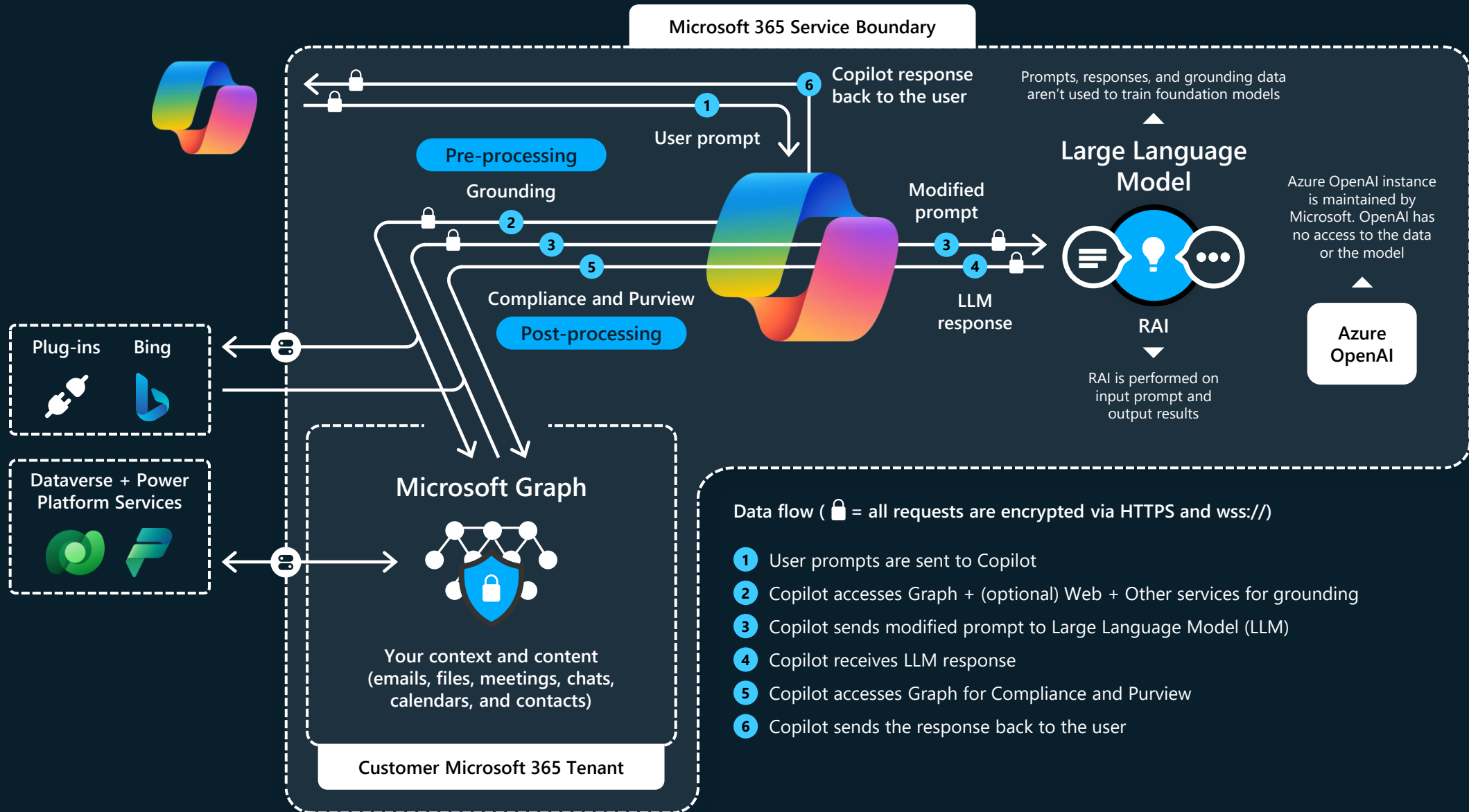
Microsoft 365
Apps

+



The
Web

Microsoft Copilot for Microsoft 365 architecture



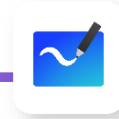
Driving Product Adoption with Copilot for Microsoft 365



Summarize a project plan

From the Teams apps prompt Microsoft Copilot with Graph-grounded chat

Summarize the information in [Power BI Adoption Plan](#)



Brainstorm risks

After collecting all of the ideas Click on Summarize in Copilot in Whiteboard

Visualize in Whiteboard.



Discuss the plan

From the meeting recap prompt Copilot in Teams

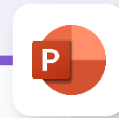
Summarize the meeting and list the action items discussed and their current status.



Deliver the updates

Starting from a new email select Draft with Copilot

Draft a detailed email from the file [Power BI Adoption Plan](#). Make the tone friendly.



Create an executive update

Starting in a new presentation

Create a presentation from [Word document link to Power BI Adoption Plan.docx]



Revise support procedures

On a new line of the procedure document click on the Draft with Copilot icon

Insert a paragraph stating that the preceding Power BI Adoption Plan is subject to change.

M365 Copilot Demo

Demo



A day in the life of an IT administrator

7:30 AM

Mike arrives at the office and commands Copilot to check his emails and chats.



Microsoft Copilot with Graph-grounded chat

Summarize my mails, teams messages and channel messages from the last work week.

8:00 AM

He attends the daily standup to discuss priorities for the day. During the meeting Mike uses Copilot to check for unanswered questions.



Copilot in Teams

Tell me if there are any unanswered questions and make some suggestions for questions that should be asked.

9:00 AM

With no system issues to work on at the moment Mike is able to start producing a new plan for reviewing of Azure AD Accounts following merger between Contoso and Fabrikan.



Copilot in Word

Create a document on a plan for review of Azure AD accounts

4:00 PM

At the end of the day Mike has some time to research new devices for the next laptop upgrade. He commands Copilot to produce a report on the best laptops for business users.



Microsoft Copilot

What are the most popular laptops for enterprise organizations this year?

3:00 PM

Mike returns to Teams to catch up on a meeting he missed when he had to troubleshoot a server issue. He checks out the recap and asks for the key points and action items.



Copilot in Forms

Survey IT professional on work/life balance and effects in the workplace

1:30 AM

Mike revises his presentation for a meeting with HR on his recommendations for a new employee experience solution that HR has requested. He uses Microsoft Copilot to generate a PowerPoint slide deck that discusses the benefit of Viva for an organization.



Copilot in PowerPoint

create a deck from scratch



Mike is an IT administrator at Contoso

M365 Copilot Demo

Demo

Prompting

- **Prompt Buddy by Erik Olsson and Stuart Ridout**

- Prompt Buddy is a free Microsoft Teams Power App using Dataverse for Teams. It is a space where your team can share their favourite AI prompts and upvote prompts from others. It is preloaded with Copilot categories but others can be added.
- Download/Update your Prompt Buddy: <https://aka.ms/GetPromptBuddy>

Prompt Buddy

Demo

Open Q&A

Questions?

Next Steps and Resources

- Contact your Microsoft account team to see how Microsoft can help your org on your Copilot for Microsoft 365 journey
 - [Copilot for Microsoft 365 – Microsoft Adoption](#)
 - [Copilot Success Kit – Microsoft Adoption](#)
 - [Copilot in Word help & learning \(microsoft.com\)](#)
 - [Copilot in PowerPoint help & learning \(microsoft.com\)](#)
 - [Copilot in OneNote help & learning \(microsoft.com\)](#)
 - [Copilot in Outlook help & learning \(microsoft.com\)](#)
 - [Copilot in Excel help & learning \(microsoft.com\)](#)
 - [Copilot in Microsoft Teams help & learning](#)
 - [Microsoft Copilot grounded in your work data](#)
 - [Copilot in Microsoft Loop help & learning](#)
 - [Welcome to Copilot in Windows - Microsoft Support](#)
 - [Copilot in Whiteboard help & learning \(microsoft.com\)](#)
 - [Welcome to Copilot in Forms - Microsoft Support](#)
 - [Learn about Copilot prompts - Microsoft Support](#)
 - [Copilot prompts Toolkit](#)
 - [Data, Privacy, and Security for Microsoft Copilot for Microsoft 365 | Microsoft Learn](#)

Thank you