



# Copilot for Microsoft 365

Your AI assistant at work

# Copilot for Microsoft 365



**Your AI assistant at work**



# Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



+



+



+



Large Language  
Models

Microsoft Graph  
- Your Data -

Microsoft 365  
Apps

The  
Internet



# Copilot for Microsoft 365

Built on Microsoft's **comprehensive** approach



Security



Compliance



Privacy



Responsible AI

Introducing



# Copilot Studio

Connect to data

Create and orchestrate  
sophisticated logic

IT manageability  
& control

MICROSOFT 365

# Copilot Lab

## More prompts to try

Work Personal

Apps

Categories

### What's new?

What's the latest from  , organized by emails, messages, and files?



### Get key info

List key points from



### Summarize

Provide a summary of my recent e...



### Draft an FAQ

Create an FAQ based on



### Where was I mentioned?

Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender and categorizing by topic of th...



### Describe concisely

Summarize level overview [topic]



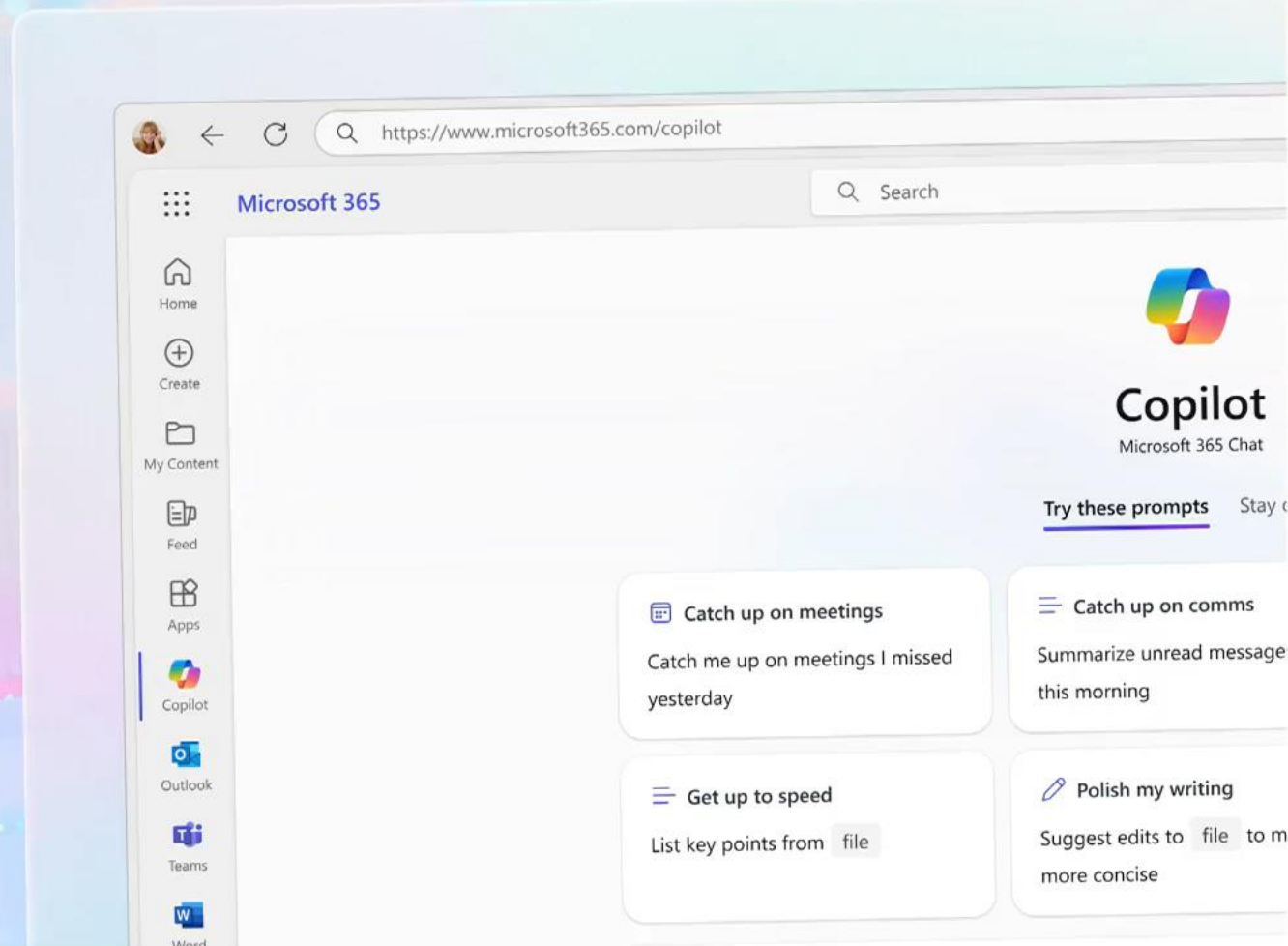
### Write an intro

### Prepare for a meeting

### How to

MICROSOFT 365

# Copilot in M365 Chat

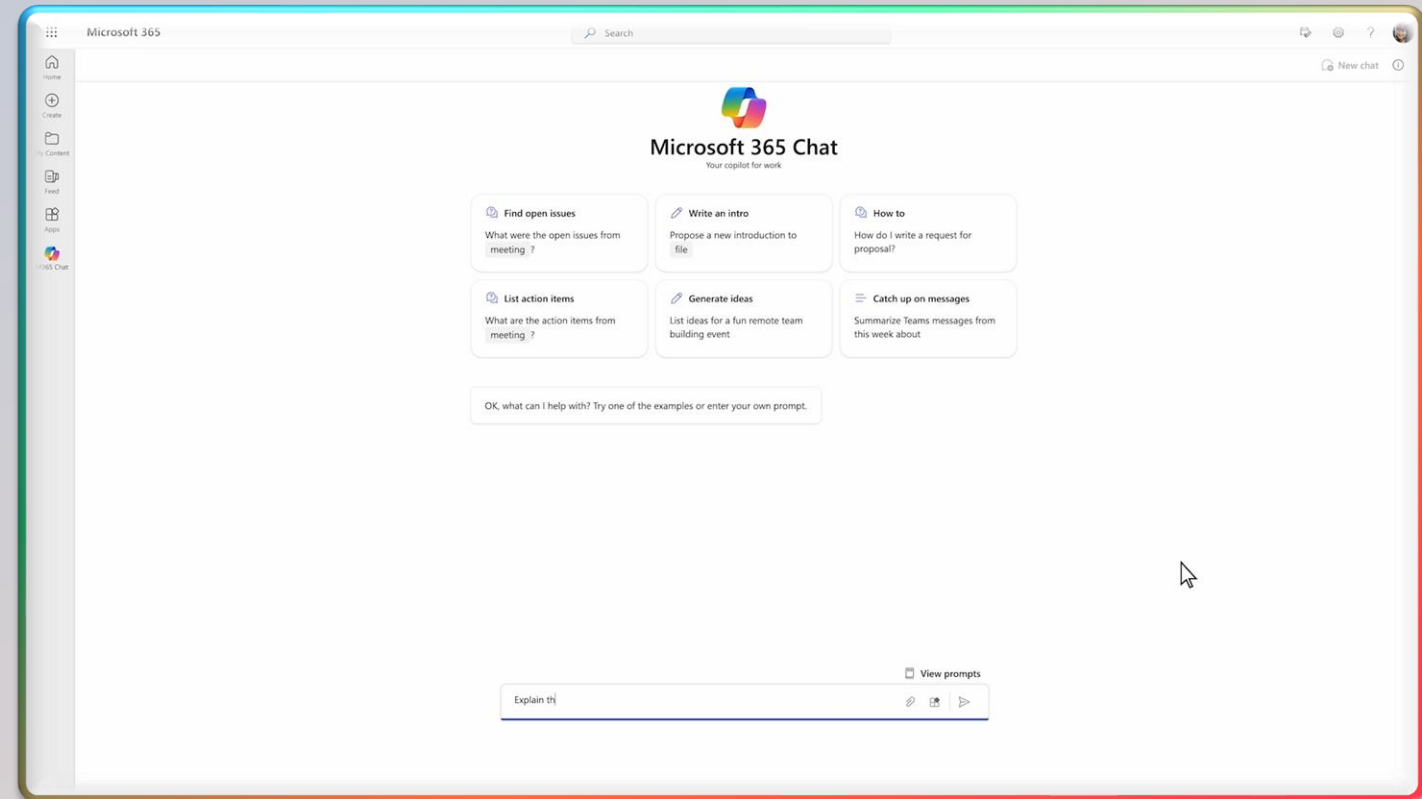




**Goes far beyond simple questions and answers to tame the complexity, eliminate the drudgery, and reclaim time at work.**

With **Copilot** now you can

- Comb across all your work data to solve the most complex problems at work.
- Find whatever you need in your files (even if you forgot they existed), connect the dots across your content.
- Integrate with the apps you use to run your business.





# Copilot in Teams Meetings

The screenshot displays a Microsoft Teams meeting interface for a meeting titled "Core accounts business review" held on March 16 at 10:00 AM. The interface includes a navigation sidebar on the left with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main content area shows a "Shared content" section with a file named "Proseware Proposal.pptx". Below this is a video player showing a hand pointing at a screen, with a duration of 48m 42s. A "Speakers" section is visible, and a "Topics" section lists "Proseware negotiation strategy" and "Core accounts round table". On the right side, there are tabs for "Notes", "Mentions", and "Transcript". The "Notes" tab is active, showing a summary of the meeting by "Core accounts.loop".

**Core accounts business review** Chat Details Files Recap +

Mar 16, 10:00 AM Open in Stream

Shared content

Proseware Proposal.pptx

48m 42s

Speakers Topics

Proseware negotiation strategy

Core accounts round table

Notes Mentions Transcript

Core accounts.loop

**Quarterly results and forecasts for Core Accour**

**Summary**

Based on what attendees said in the meeting

- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled n
- Account leads to propose discounting scenarios to lower i
- Proseware was discussed as a leading opportunity

**Notes**

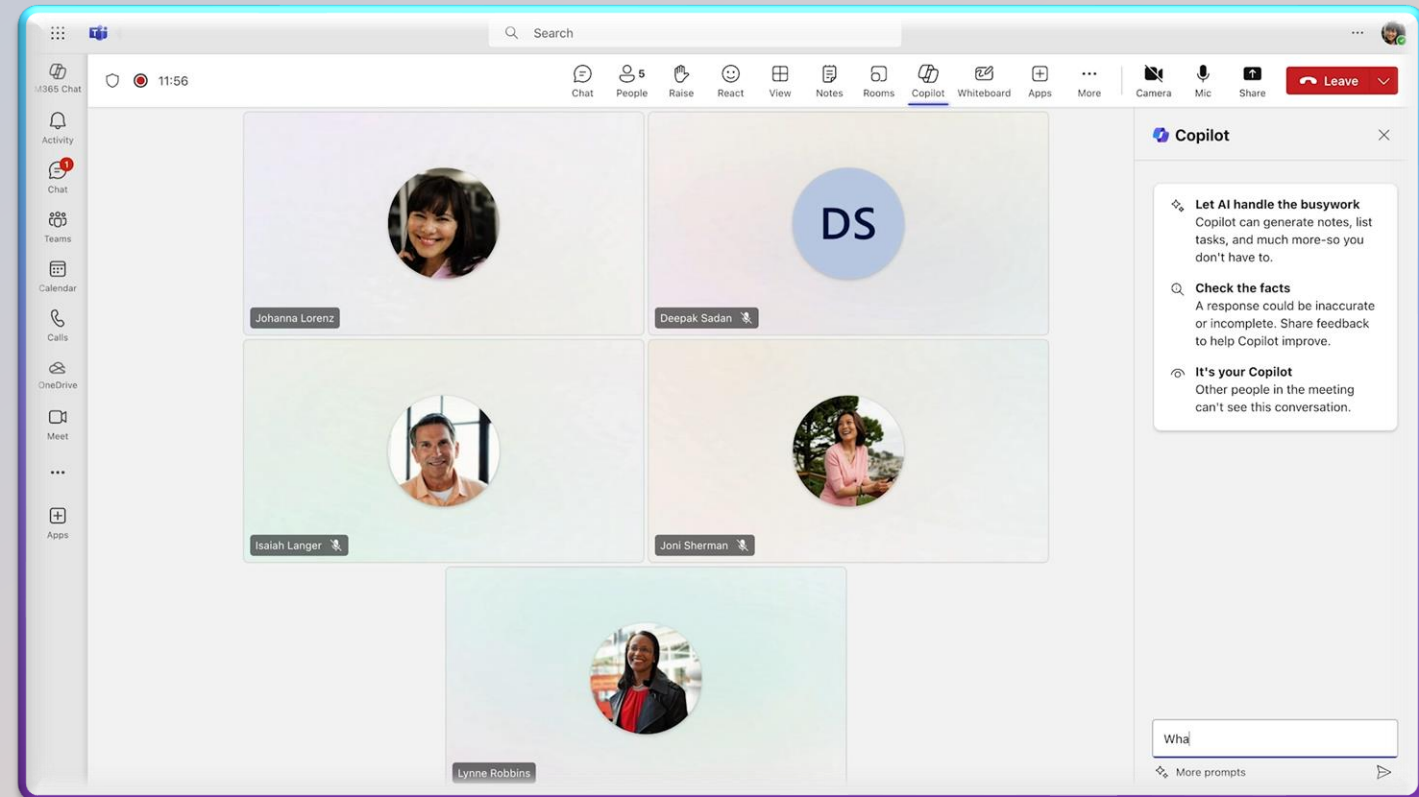
- Beth emphasized importance of Proseware negotiation st with offers - this is a must win deal.
- The team identified a new opportunity with Proseware th

## Copilot in Teams

Copilot helps you run effective meetings, get up to speed, organize key discussion points, and summarize actions.

With **Copilot** now you can:

- Summarize what you've missed in a meeting.
- Create a table of pros and cons for *[topic]*.
- What decisions were made, and what are some suggested next steps?



# Intelligent recap in Copilot

- Built-in and automated
- Standardized
- Video, speaker, and chapter markers
- Available after meeting only

The screenshot displays a Microsoft Teams meeting interface. At the top, a purple callout box labeled 'Intelligent recap' points to the 'Recap' tab in the meeting header. The meeting title is 'Product roadmap discussion'. Below the header, there's a video player showing a 'Product Roadmap Discussion' with a timeline of speakers: Mona Kane, Babak Shammass, Daniela Mandera, Amanda Brady, and Bruno Zhao. To the right of the video, there's a 'Content' section with links to 'Product Roadmap...', 'Marketing budget...', and 'Marketing demo f...'. Below that, there's a 'Notes' section with 'AI notes', 'Mentions (3)', and 'Transcript' tabs. The 'AI notes' section contains text generated by AI, including meeting notes and follow-up tasks. A blue callout box labeled 'Copilot in Teams' points to the Copilot sidebar on the right. The Copilot sidebar shows a prompt: 'Create a table with pros and cons of option 1'. Below the prompt, there's a table with 'Pros' and 'Cons' columns. The table contains the following data:

Pros	Cons
Wider range of potential leads	Less persuasive
Simpler, faster sign-up process	Difficult to segment audience
Streamlines multiple campaigns	Less engaging

Below the table, there are buttons for 'Copy', 'Elaborate on each pro and con.', and 'List more options.'. At the bottom of the Copilot sidebar, there's a text input field with the placeholder 'Ask a question about this meeting' and a send button.

- On-demand
- Based on unique prompts
- Conversational interaction, with citations.
- Available real-time (during and after meeting)

Use **built-in meeting summaries** and **ask any question** about the meeting

\*Intelligent recap is also available in Teams Premium

MICROSOFT 365

# Copilot in Outlook

The screenshot displays the Outlook interface for a meeting recap. At the top, the Outlook logo and a search bar are visible. The meeting title is "Marketing Sync - meganb@contoso.com" with an event titled "Meeting recap". The specific meeting is "Profitable Projects Pitch & Plan" held on Wednesday 9/8/2023 from 11:00 AM to 12:00 PM. The meeting content includes a video feed with six participants and a "Content" section with a "Product Roadmap..." document. Below the video, there are "Notes" and "AI notes" tabs. A warning states "AI-generated content may be incorrect". The "Meeting notes" section lists key points: Daniela highlighted the effectiveness of before-and-after images, Seren's suggestion was added to the team, and Babak suggested conducting a prosperous home improvement project.

Outlook

Marketing Sync - meganb@contoso.com

Event [Meeting recap](#)

Profitable Projects Pitch & Plan | Wednesday 9/8/2023, from 11:00 AM to 12:00 PM

Content

Product Roadmap...

Notes AI notes

AI-generated content may be incorrect

Meeting notes

- > Daniela highlighted the s before-and-after images i their effectiveness. Seren: suggestion into the team'
- > Babak suggested conduc prosperous home improv

Speakers Topics Chapters

Serena Davis

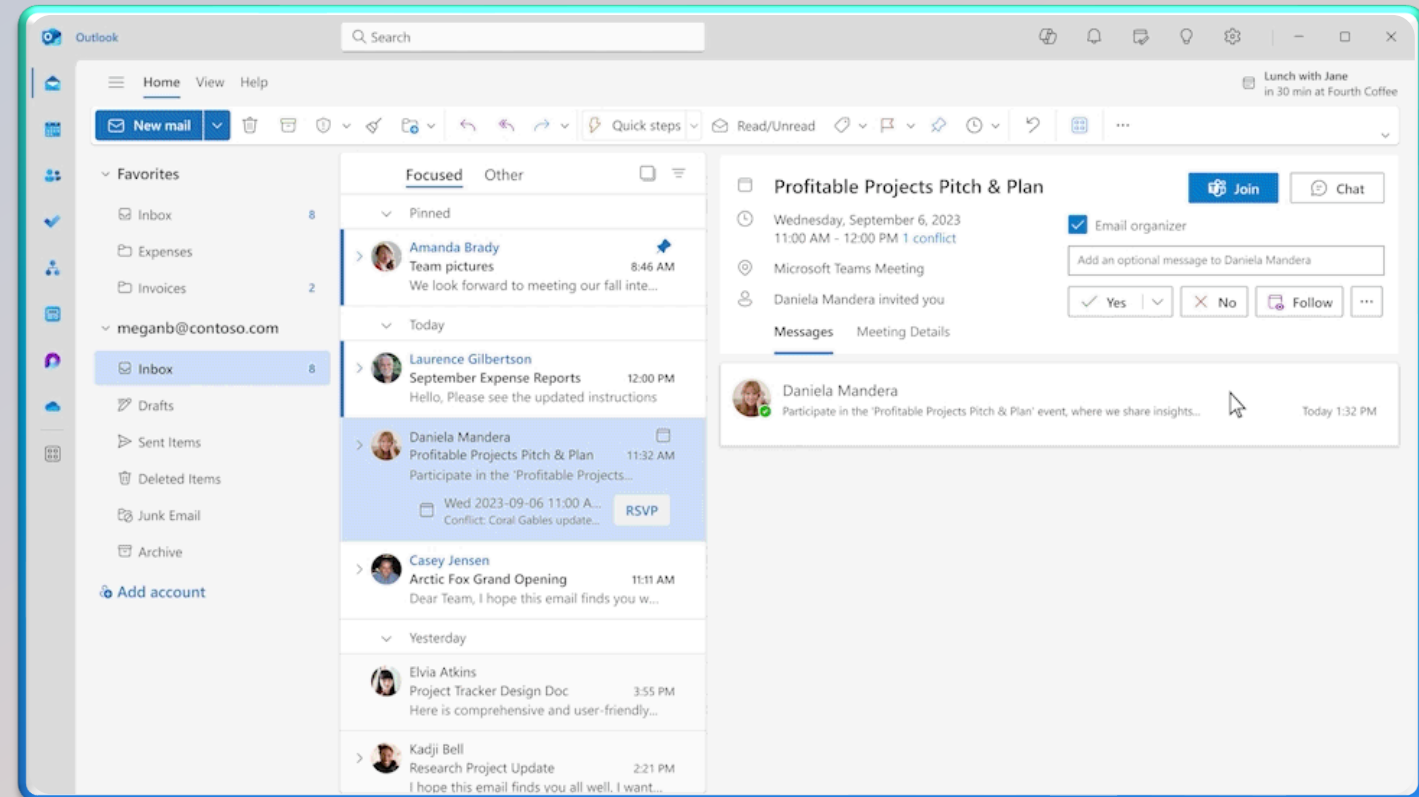


# Copilot in Outlook

Helps you stay on top of your inbox and create impactful communication in a fraction of the time.

With **Copilot** now you can:

- Summarize an email thread and suggest action items, replies, and follow-up me
- Choose “Sounds like me” to match your unique writing style and voice.
- Follow along with a Teams meeting right from Outlook. Organizer will be notified to record it and Copilot will notify you when the recording is ready.



# Copilot in Word

The screenshot shows a Microsoft Word document with a Copilot suggestion. The original text is: "Our target audience encompasses three key segments: the enthusiasts, contractors and builders seeking quality support at large. By catering to these distinct groups, we aim to establish a hub for all home improvement needs in Maricopa." The Copilot suggestion, titled "Rewrite with Copilot", offers a more detailed and professional version: "We plan to base our grand opening messaging on three key products, and a strong commitment to the staff will be highlighted as experts who can provide valuable advice to make informed choices. We will also showcase our extensive product brands, to demonstrate that we are a one-stop-shop for all home improvement needs. Moreover, we will emphasize our dedication to the local community through collaborative partnerships and initiatives." The Copilot interface includes a "Preview" button and a page indicator "1 of 3".

https://onedrive.live.com/:w:/t/EaCKkPs6AchlJwULn3060f4Bvb8jylAFWrkt2bSC8LiaZw?e=CMgqn1

Go to Market Plan - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Aptos (Body) 11 B I U

Our target audience encompasses three key segments: the enthusiasts, contractors and builders seeking quality support at large. By catering to these distinct groups, we aim to establish a hub for all home improvement needs in Maricopa.

**Messaging and Value Proposition**

Our grand opening messaging will be built upon three fundamental pillars: product guidance, an extensive product selection, and unwavering customer support. We will spotlight our proficient staff who are poised to provide expert advice to help our customers make well-informed decisions. The wide range of premium brands, will be showcased as a testament to our commitment to providing a comprehensive solution for home improvement. Moreover, we will emphasize our dedication to the local community through collaborative partnerships and initiatives.

Rewrite with Copilot Preview < 1 of 3 >

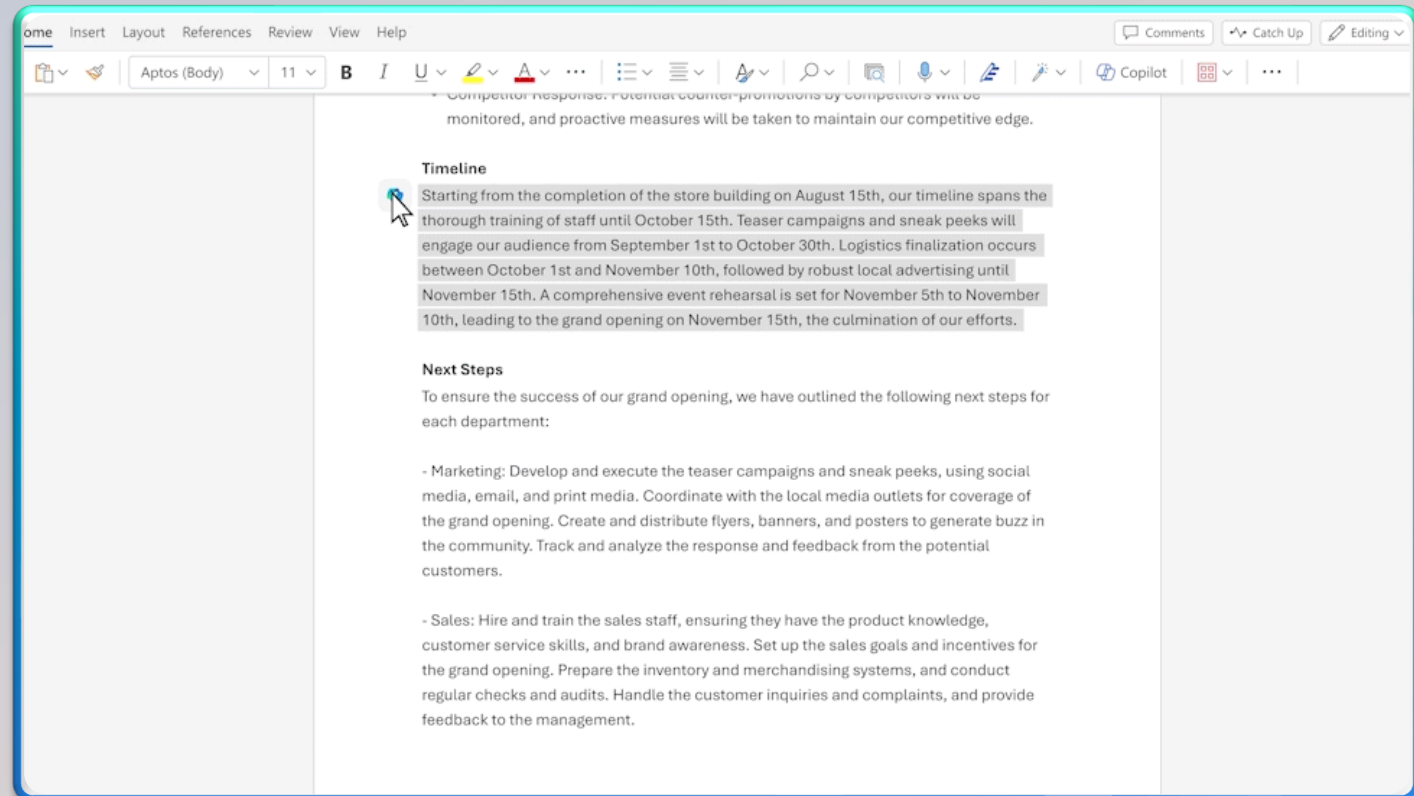
We plan to base our grand opening messaging on three key products, and a strong commitment to the staff will be highlighted as experts who can provide valuable advice to make informed choices. We will also showcase our extensive product brands, to demonstrate that we are a one-stop-shop for all home improvement needs. Moreover, we will emphasize our dedication to the local community through collaborative partnerships and initiatives.

# Copilot in Word

Transforms the writing process to make you more creative and efficient.

With **Copilot** now you can:




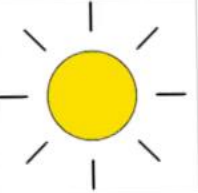
- Create a summary of any document to share as a recap or quickly get up to speed.
- “Rewrite” a paragraph or save time on formatting by asking Copilot to generate a table from your copy.
- Create custom graphics right in the document with Microsoft Designer, which will pull from stock images, or your own uploads in the chat.



# Copilot in Excel

The screenshot shows the Excel interface with Copilot-generated Python code in the formula bar. The code creates a DataFrame for a 5-day weather forecast. Below the code, a table displays the forecast results, including weather icons and labels for each day.

```
File Home Insert Formulas Data Review View
B7 PY # Create a DataFrame of the weather forecast results
forecast_df = pd.DataFrame({
    'Weekday': [(datetime.now() + timedelta(days=day)).strftime('%A') for day in range(len(predicted_weather_forecast))],
    'Weather Forecast': predicted_weather_conditions
})
```

	A	B	C	D	E
1	<b>5 Day Weather Forecast</b>				
2	<i>Generates a forecast (sunny, rainy, cloudy), based on historical data for temperature, humidity and</i>				
3					
4	<b>Historical Data</b>	◇ DataFrame			
5	<b>Weather Labels</b>	◇ DataFrame			
6	<b>Model</b>	◇ DecisionTreeClassifier			
7	<b>Full Forecast</b>	◇ DataFrame			
8					
9					
10	<b>Weekday</b>	Wednesday	Thursday	Friday	Saturday
11	<b>Weather Forecast</b>	cloudy	cloudy	rainy	sunny

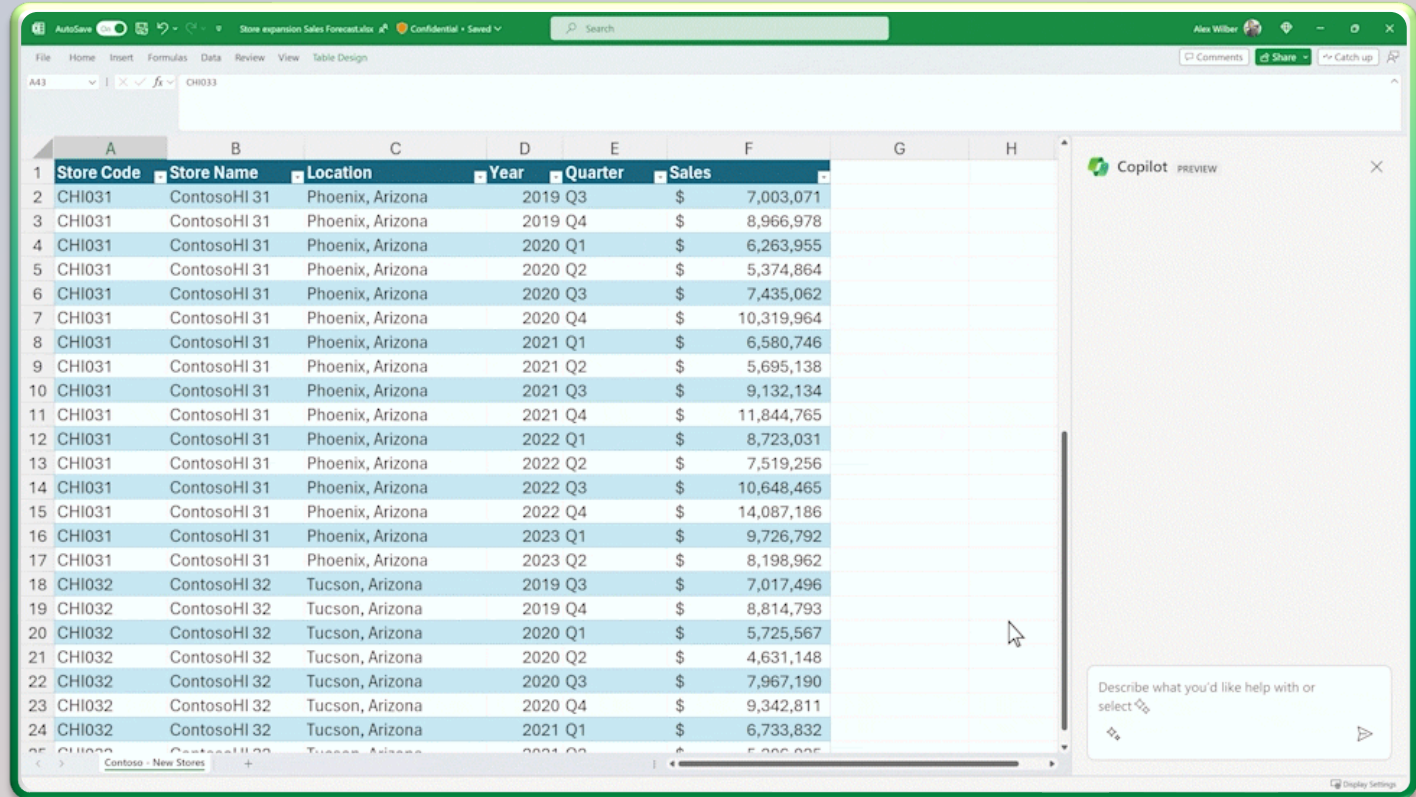


# Copilot in Excel

Enables anyone to analyze and visualize data like a data analyst.

With **Copilot** now you can:

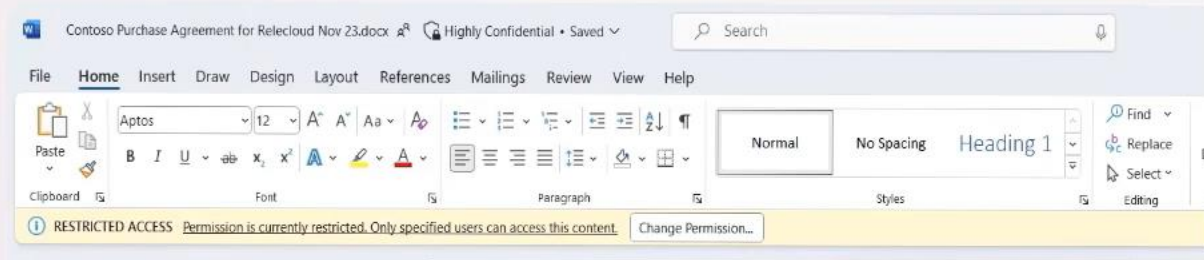
- Create powerful, professional visualizations, generate forecasts, and save time sorting through data with Python in Excel.
- Prompt: "make all cells red where the value is under 1000," filter and sort your data
- Ask questions about your data to instantly uncover key insights.



The screenshot shows the Microsoft Excel interface with a data table. The table has columns for Store Code, Store Name, Location, Year, Quarter, and Sales. The data is organized by store code and location, with sales figures for each quarter from 2019 to 2023. A Copilot sidebar is visible on the right side of the screen, with a prompt input field at the bottom.

Store Code	Store Name	Location	Year	Quarter	Sales
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q3	\$ 7,003,071
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q4	\$ 8,966,978
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q1	\$ 6,263,955
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q2	\$ 5,374,864
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q3	\$ 7,435,062
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q4	\$ 10,319,964
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q1	\$ 6,580,746
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q2	\$ 5,695,138
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q3	\$ 9,132,134
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q4	\$ 11,844,765
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q1	\$ 8,723,031
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q2	\$ 7,519,256
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q3	\$ 10,648,465
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q4	\$ 14,087,186
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q1	\$ 9,726,792
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q2	\$ 8,198,962
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q3	\$ 7,017,496
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q4	\$ 8,814,793
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q1	\$ 5,725,567
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q2	\$ 4,631,148
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q3	\$ 7,967,190
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q4	\$ 9,342,811
CHI032	ContosoHI 32	Tucson, Arizona	2021	Q1	\$ 6,733,832

# Copilot with Data security



## Purchase Agreement

This purchase agreement ("Agreement") is made as of the date of signature by and between Contoso Electronics, a company incorporated under the laws of California, with its principal place of business at 123 Main Street, Los Angeles, CA 90001 ("Seller"), and the undersigned buyer ("Buyer").

### 1. Product and Price

Seller agrees to sell and Buyer agrees to buy 1500 Mark 8 quadcopters ("Product") at a price of \$120 per quadcopter, for a total of \$180,000 ("Purchase Price"), subject to the terms and conditions of this Agreement.

### 2. Delivery

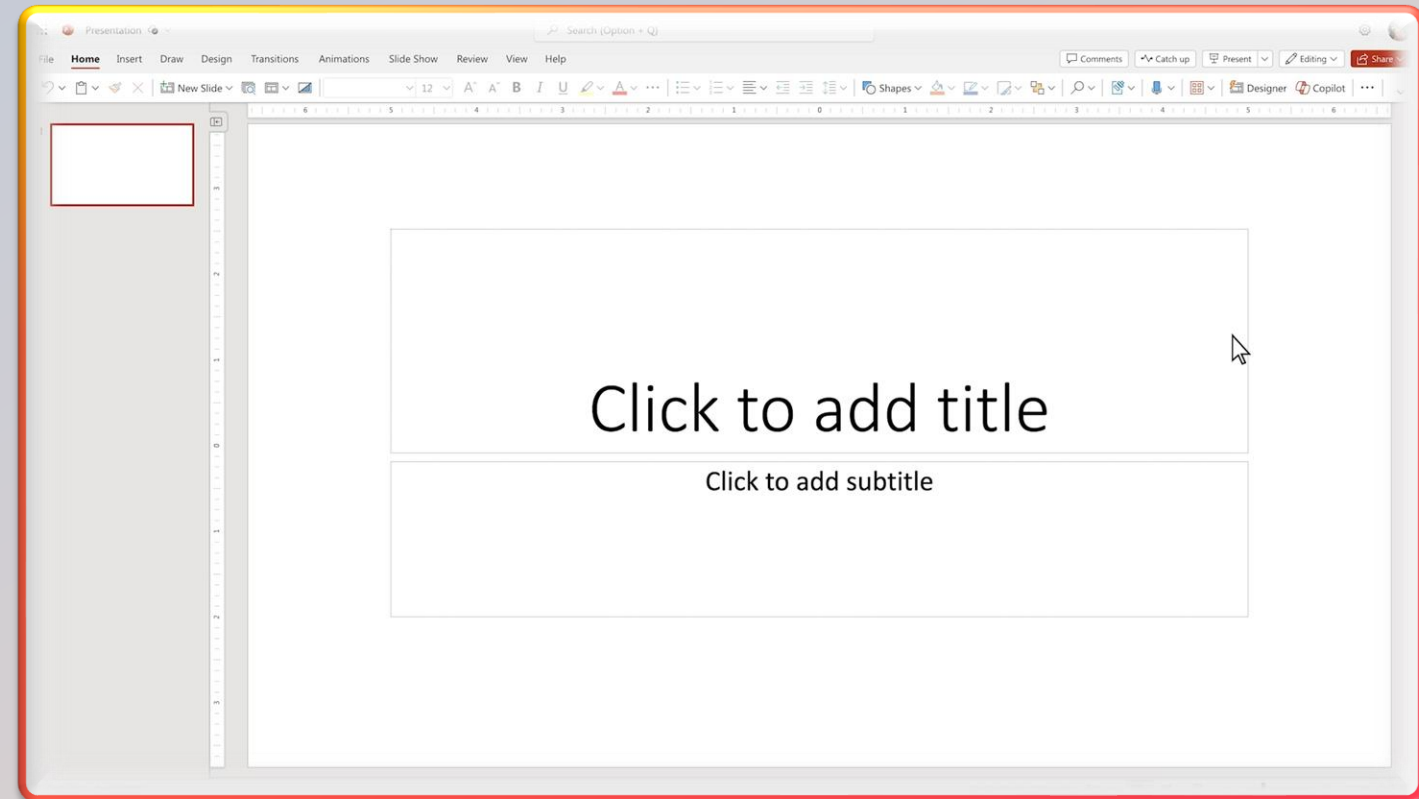
Seller will deliver the Product to Buyer's designated address, as indicated below, no later than November 15, 2023 ("Delivery Date"). Seller will bear the risk of loss or damage to the Product until delivery to Buyer. Buyer will inspect the Product upon delivery and notify Seller of any defects or non-conformities within 10 days of delivery. If Buyer fails to notify Seller within such period, Buyer will be deemed to have accepted the Product as delivered.

# Copilot in PowerPoint

Copilot helps you turn your ideas into stunning presentations.

With **Copilot** now you can:

- Create a five-slide presentation based on a Word document, include relevant stock photos.
- Consolidate this presentation into a three-slide summary.
- Reformat these three bullets into three columns, each with a picture.

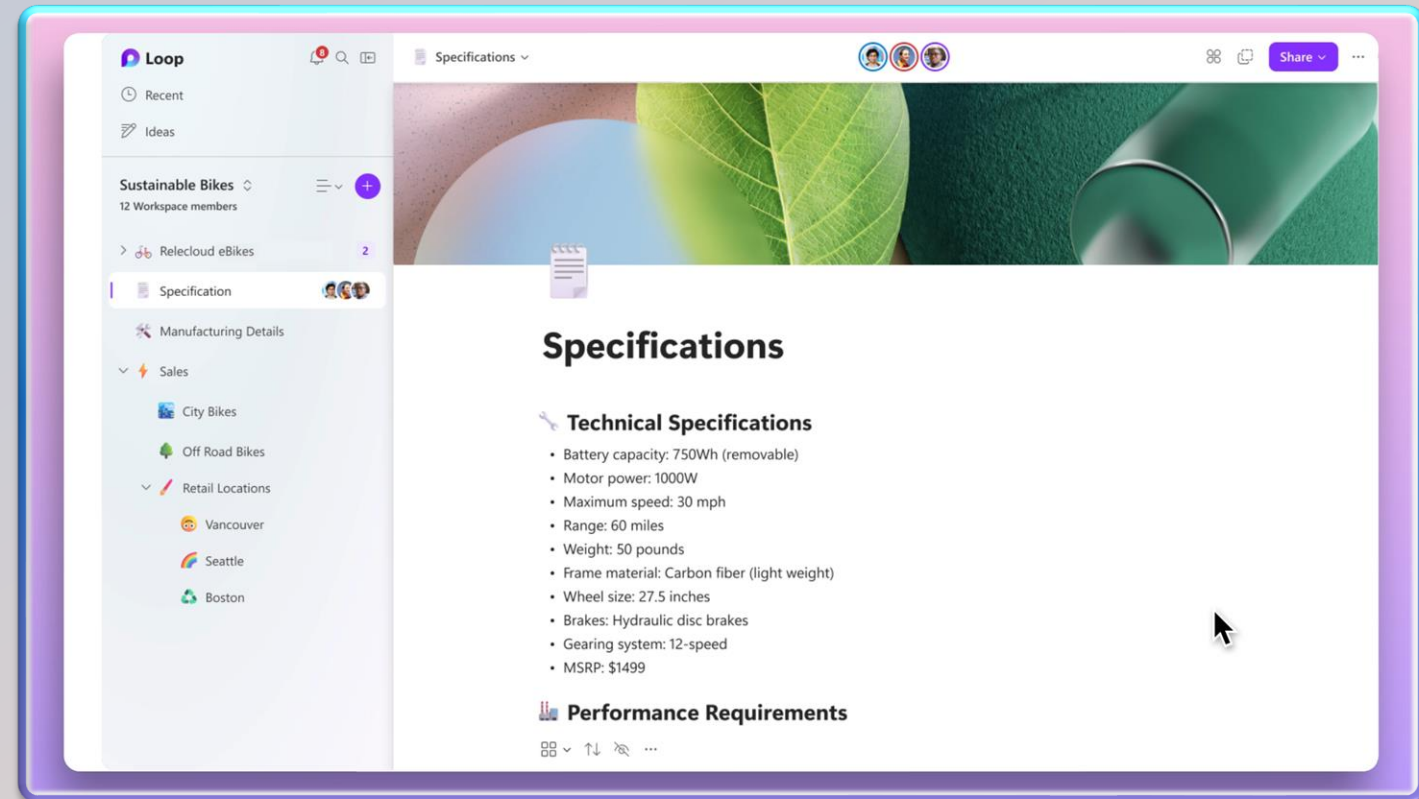


# Copilot in Loop

Unlocks the power of shared thinking, helps cocreate, stay up to date, and pick up where others left off.

With **Copilot** now you can

- Create a summary of any document to share as a recap or quickly get up to speed.
- “Rewrite” a paragraph or save time on formatting by asking Copilot to generate a table from your copy.
- Create custom graphics right in the document with Microsoft Designer, which will pull from stock images, or your own uploads in the chat.



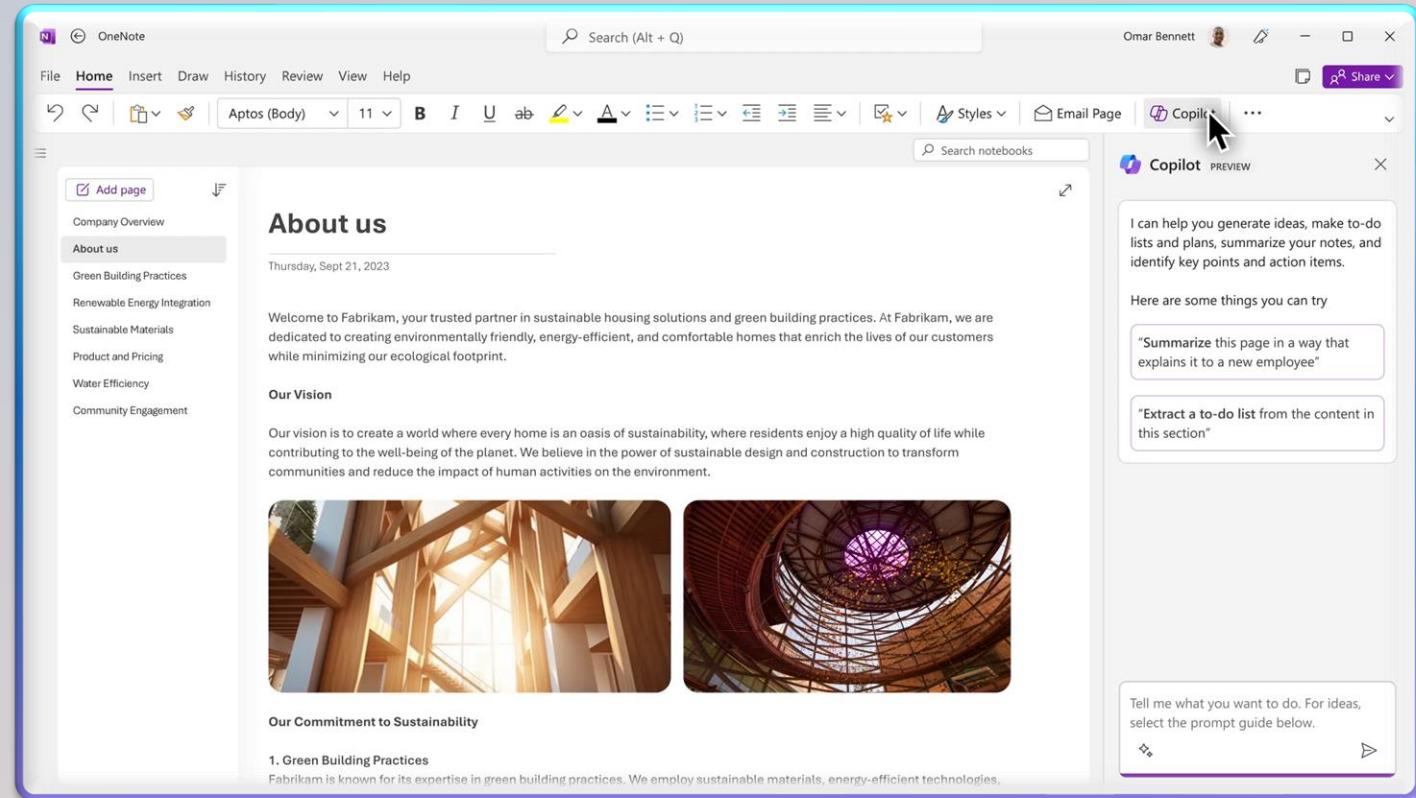


# Copilot in OneNote

Helps you find all the insights and information you need.

With **Copilot** now you can

- Ask open-ended questions related to an individual file or get a summary of the content, without ever opening a file across OneDrive and SharePoint.



The screenshot displays the OneNote application interface. The main content area shows a page titled "About us" with a date of "Thursday, Sept 21, 2023". The page content includes a welcome message for Fabrikam, a section for "Our Vision", and a section for "Our Commitment to Sustainability" with a sub-section for "1. Green Building Practices". The Copilot sidebar is open on the right, showing a preview of the page and several prompts: "Summarize this page in a way that explains it to a new employee", "Extract a to-do list from the content in this section", and "Tell me what you want to do. For ideas, select the prompt guide below." The Copilot icon in the top right corner of the OneNote window is highlighted with a mouse cursor.



Microsoft 365 Copilot  
Security and Privacy

# Microsoft's AI principles



Fairness



Reliability  
& Safety



Privacy &  
Security



Inclusiveness



Transparency



Accountability

## 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.

# Customer Copyright Commitment

Use Copilot services with confidence

We stand behind  
our Copilot  
customers

We are sensitive  
to the concerns  
of authors

Copyright  
guardrails are built  
into the product



**Available today**



# Microsoft Copilot Dashboard

# Teams Premium and Microsoft 365 Copilot

## Accelerate your AI journey

- Brings together advanced capabilities **across Microsoft Teams** to make collaboration more secure, intelligent and engaging
- Enhance your **teamwork**
- **Built-in** generative AI to get you started

- Your AI assistant at work that works alongside you **within the Microsoft 365 apps** and in a **standalone experience** to help you navigate any task
- Enhance **individual productivity**
- Generative AI **based on your unique prompts**

Teams Premium

Microsoft 365 Copilot

**Thank you**