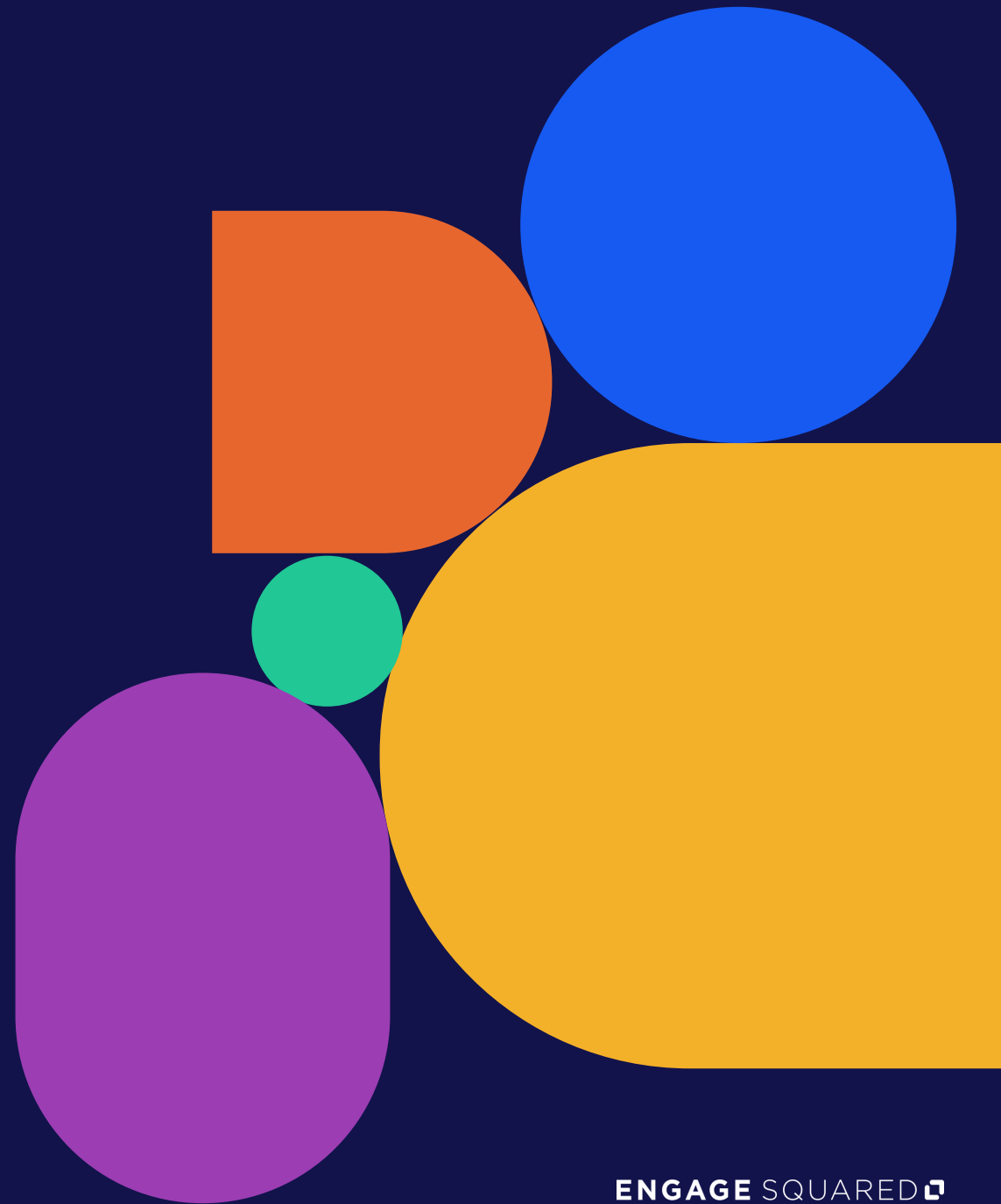


Services overview

# Optimise your environment for Microsoft 365 Copilot



## About us

# We are Engage Squared.

## Specialists in <people> friendly technology.

Our mission is to make work better. We empower employees to enjoy work more - using Microsoft tools to make work more productive, collaborative and connected.

We work with large organisations to:

- **enable teams and individuals** to adopt new ways of working through our organisational change and transformation campaigns;
- help leaders, communications, and HR teams to **uplift culture and engage staff** by building integrated digital workplaces that use the latest features in SharePoint Online and the Microsoft Viva suite;
- create a more **secure and compliant environment** to better manage, retain and protect their information landscape; and
- **boost productivity** with automation, digitization, and app modernisation (using all of the Microsoft 365 suite, including Teams, PowerApps and Power Automate on M365 and D365).

From design, to technical build, our team of experts use their broad range of skills across project delivery, cloud strategy, user experience design, governance, agile development, change management, and security to help our clients get the most of technology.

We take partnerships seriously and were proud to be named **Microsoft's Australian Partner of the Year**, their global **Employee Experience Partner of the Year**, and a finalist for global **Modern Workplace for Frontline Workers Partner of the Year**.

Microsoft  
Partner

2022 Partner of the Year  
Global Employee Experience Winner  
2021 Partner of the Year  
Australian Partner of the Year Winner  
Global Modern Workplace for Frontline  
Workers Finalist



Yammer  
Adoption  
Specialist



Microsoft Teams  
Collaboration  
Specialist



# Introducing Microsoft 365 Copilot

**Microsoft 365 Copilot** combines the power of large language models (LLMs) with data in the Microsoft Graph (your calendar, emails, chats, documents, meetings, and more) and the Microsoft 365 apps to turn your words into the most powerful productivity tool on the planet. And it does so within the existing commitments to data security and privacy in the enterprise.

Microsoft 365 Copilot is integrated into the apps you **already** use every day, freeing you to focus on the most important work and less on the busy work.

Working alongside you, Microsoft 365 Copilot helps you to unleash creativity, unlock productivity, and uplevel skills.

## Where can it help?



### Teams & Outlook

- Generate replies, pulling information from M365 tools such as Excel
- Summarise emails missed, or long email threads
- Generate meeting notes, identifying key points such as unanswered questions and participant sentiment
- *Follow* meetings you are not able to attend, generating meeting recaps



### Smart Assistance – Siri, Alexa, etc

- Make calls
- Viva Insights – schedule assistance
- Search functions
- Viva sales – connect to records in CRM from a conversation

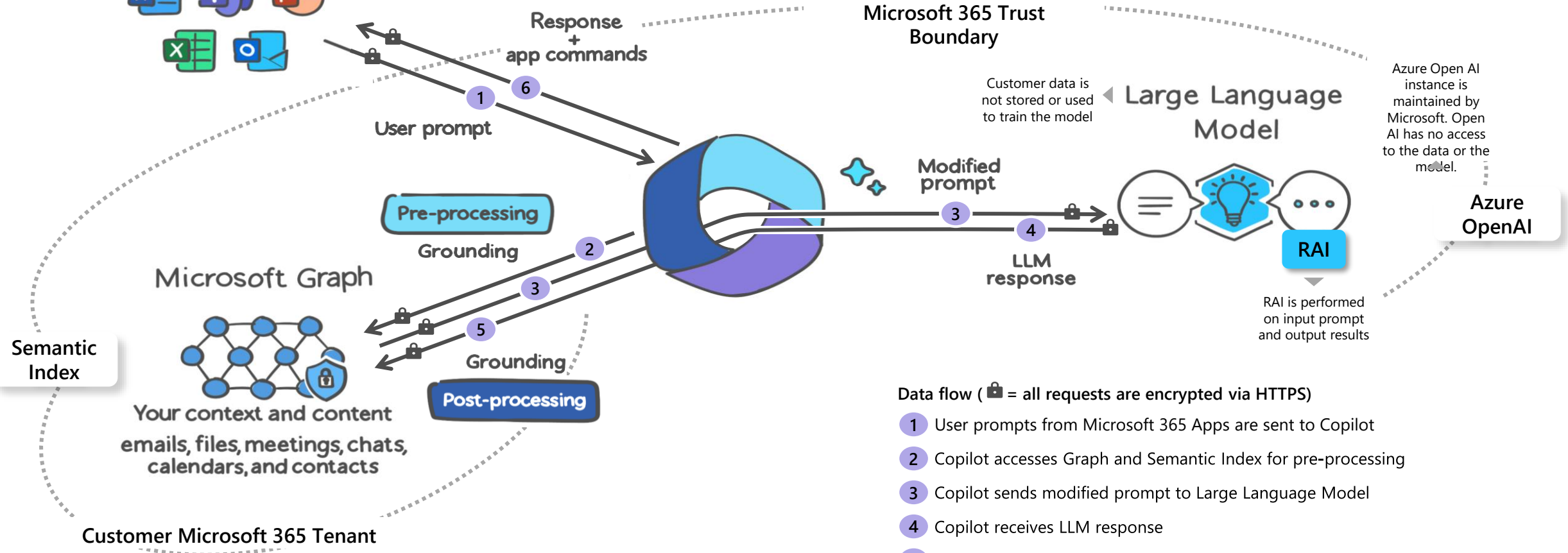


### Marketing – Comms, Prospects

- Microsoft Editor – writing assistance, spelling and style
- Producing typed communication (e.g. – job offers)
- Collecting emails/sending emails to relevant prospect clients

# Mechanics of M365 Copilot

Microsoft 365 Apps



Data flow (🔒 = all requests are encrypted via HTTPS)

- 1 User prompts from Microsoft 365 Apps are sent to Copilot
- 2 Copilot accesses Graph and Semantic Index for pre-processing
- 3 Copilot sends modified prompt to Large Language Model
- 4 Copilot receives LLM response
- 5 Copilot accesses Graph and Semantic Index for post-processing
- 6 Copilot sends the response, and app command back to Microsoft 365 Apps

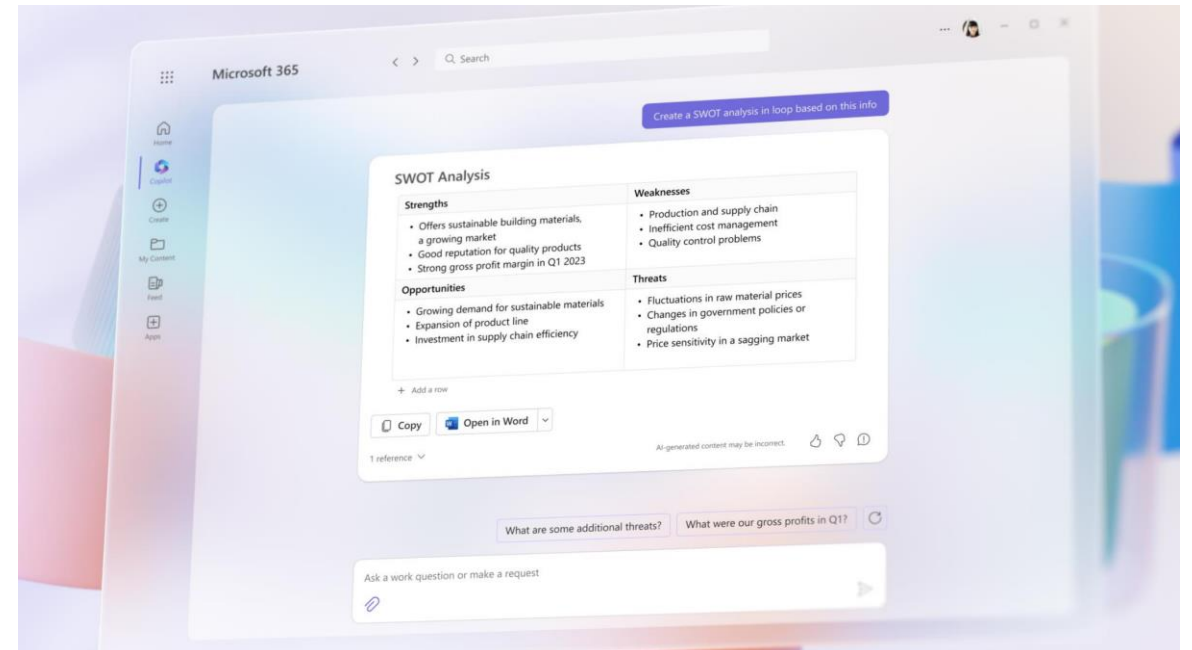
# Challenges of AI in the workplace

Confidential company data

Everchanging AI landscape

Job loss anxiety

Oversharing of documents



# AI in the modern workplace

## How can artificial intelligence help in a workplace?

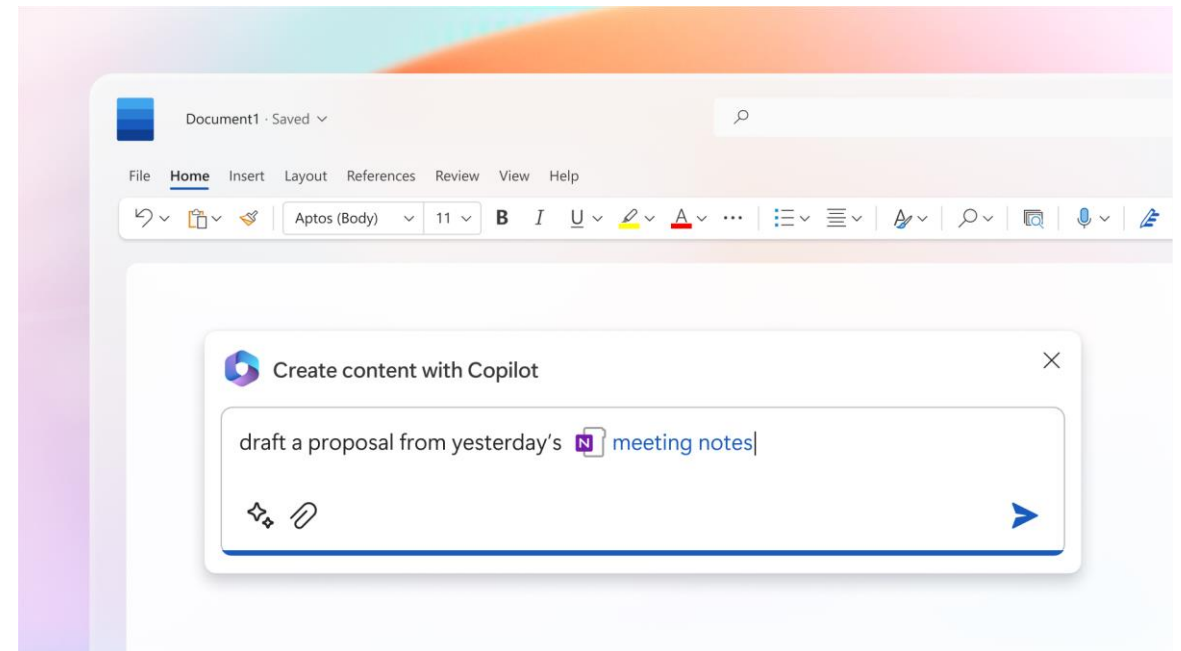
- Artificial intelligence can increase productivity and reduce the amount of shallow work
- It will help understand complex data and increase cost savings
- AI-powered data analytics can provide valuable insights to support better decision making

## How does artificial intelligence affect employment?

- AI will not remove people from the workplace, but it will automate manual and repetitive tasks and free up time to do more complex operations
- AI will enhance the effectiveness of employees in the workplace
- It will help enrich existing jobs with new skills and create new jobs related to AI management and operation

*"With our new Copilot for work, we're giving people more agency and making technology more accessible through the most universal interface – natural language."*

**– Satya Nadella, Chairman and CEO Microsoft.**





# Our approach: Optimise your environment

Not preparing your organisation and using AI tools that aren't built for the enterprise inadvertently puts sensitive business data at risk. As your organisation adopts AI, you want to be confident that your data is secure.

## Currently:

- Copilot inherits your existing Microsoft 365 security, privacy, identity and compliance policies
- Your data is logically isolated and protected within your Microsoft 365 tenant, and always within your control
- At the tenant level, Copilot respects individual and group permission policies

To ensure that you unlock the most value from your pilot and to bring secure and compliant AI into the flow of your work, your security and information must be up-to-date and visible to Copilot. We recommend the below activities:

### Plan your migration

Copilot will only work with data that is in the cloud. We'll map out your current on prem and/or legacy systems and design a pathway to migrate your data and information.

### Security uplift

Review your information security settings and sensitive data controls. Identify gaps and provide recommendations for an uplift to your information security before it's exposed to AI.

### Content governance

Review existing content and governance controls, create content governance plan/strategy.

### 3<sup>rd</sup> party integration

Explore making data in 3<sup>rd</sup> party systems visible to Copilot by integrating using M365 Graph Connectors (e.g. ServiceNow, Confluence etc.)

**Outcome:** We'll develop, in collaboration with your team, a report detailing recommendations for you chosen modules

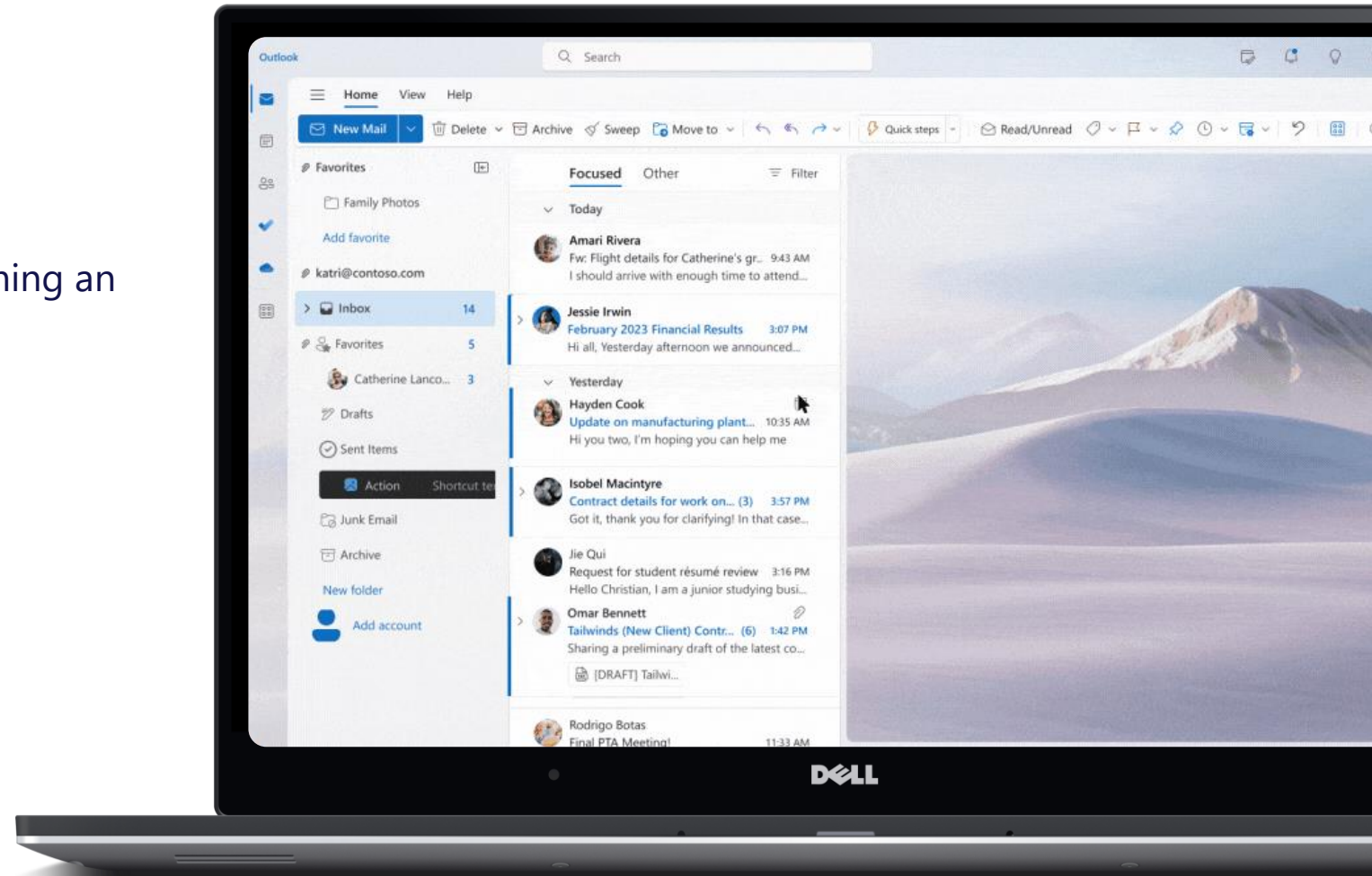
# Get in touch

**Start preparing your business today.**

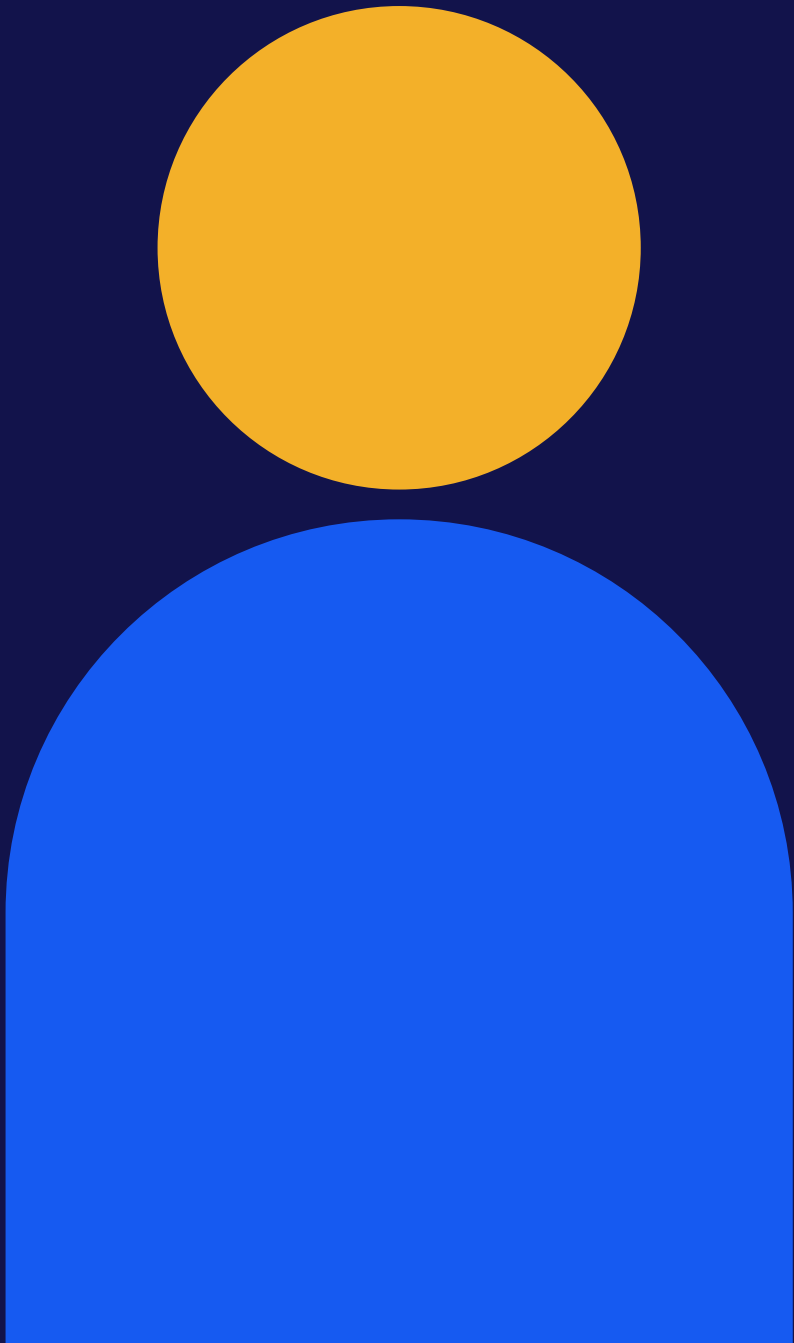
Contact us to kick-start your journey to becoming an AI-powered organisation.

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[engagesq.com/copilot](https://engagesq.com/copilot)







<people>  
friendly  
technology

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