

Microsoft 365 Copilot in Teams

Have more effective meetings, catch up on chats, and bring everything together in Teams using M365 Copilot.

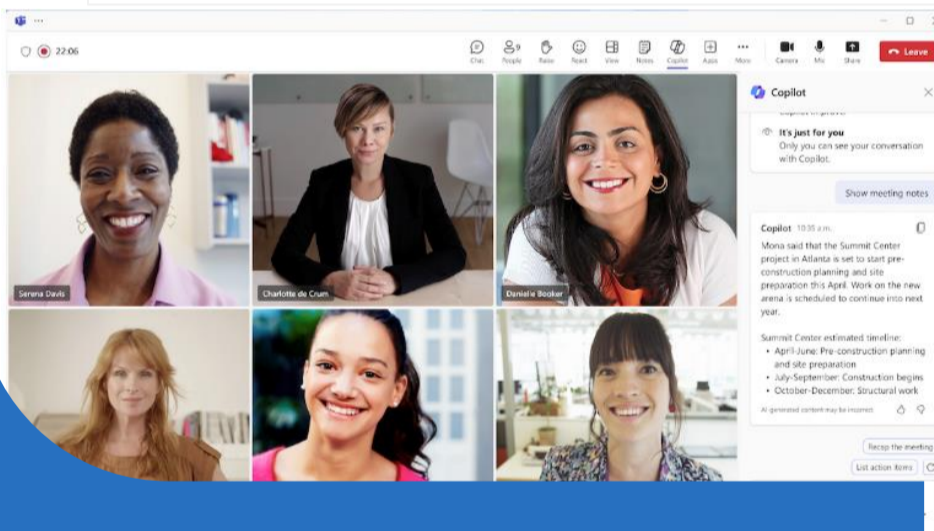


Training

- Our M365 Copilot in Teams training session is an up to 2 hours interactive workshop delivered remotely via Microsoft Teams.
- This engagement gives users a basic understanding of M365 Copilot in Teams and how to use this for collaboration and productivity within M365.
- Each session can be tailored to the requirements of the organization and will allocate time for Q&A.

Agenda:

- Accessing M365 Copilot in Teams
- How it works
- M365 Copilot Prompts in Teams
- Have more effective meetings
 - Meeting summary
 - Suggest action items
 - Meeting recap
 - Meeting prompts
- Copilot in Teams chat
 - Chat summary
 - Quick review
 - Action items
 - Response prompt
- Bring everything together in Teams
 - Content creation
 - M365 chat integration
- Q&A



Learning Outcomes

By the end of the session, attendees will be confident in the following:

- Navigating M365 Copilot in Teams
- Utilizing M365 Copilot in Teams during and post meetings
- Utilizing Copilot in Teams Chat
- Utilizing Copilot in Teams Channel
- Copilot Teams Prompt

Target audience	M365 Copilot users (new and existing)
Skills Level/Delivery/Pre-req	<ul style="list-style-type: none"> • Beginner/ Steady pace/ • No familiarity with Copilot required • Microsoft Teams familiarity desirable
Delivery	<ul style="list-style-type: none"> • Remote

Advaiya Solutions

<https://www.Advaiya.com>

connect@advaiya.com

+1-425-256-3123

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