Microsoft Copilot for Microsoft 365

Agenda

Overview

Copilot integration with Graph and Microsoft 365 Apps

How does Microsoft Copilot for Microsoft 365 work?

Semantic Index

Availability

Additional resources

Integration with Graph and Microsoft 365 Apps

AI-powered productivity tool that coordinates LLMs, content in Microsoft Graph, and Microsoft 365 apps

- Provides real-time intelligent assistance

- Enhances creativity, productivity, and skills

Uses LLMs, a type of AI algorithm that uses deep learning techniques and vast data sets

- Includes pre-trained models such as GPT-4

Sophisticated processing and orchestration engine

- Coordinates LLMs, content in Microsoft Graph, and Microsoft 365 apps

Features of Microsoft 365 Apps: Word

Generate text with and without formatting in new or existing documents

- Word files can also be used for grounding data

Features of Microsoft 365 Apps: Chat

Create content

Generate new text based on your input

Summarize

Provide a concise summary of your document

Ask questions

Get answers to your questions about the document

Light commanding

Perform simple tasks via chat commands

Features of Microsoft 365 Apps: PowerPoint

Create a new presentation from a prompt or Word file

  Leverage enterprise templates

  PowerPoint files can also be used for grounding data

Chat Summary and Q&A

Light commanding

  Add slides, pictures, or make deck-wide formatting changes

Features of Microsoft 365 Apps: Excel

Get suggestions for formulas

Improve the accuracy and efficiency of your calculations

Get suggestions for chart types

Visualize your data in the most effective way

Get insights about data in your spreadsheet

Make informed decisions based on your data

Features of Microsoft 365 Apps: Loop

Loop: A platform for collaborative content creation

Allows for direct editing and refinement by Copilot

Features of Microsoft 365 Apps: Outlook

Outlook Coaching Tips

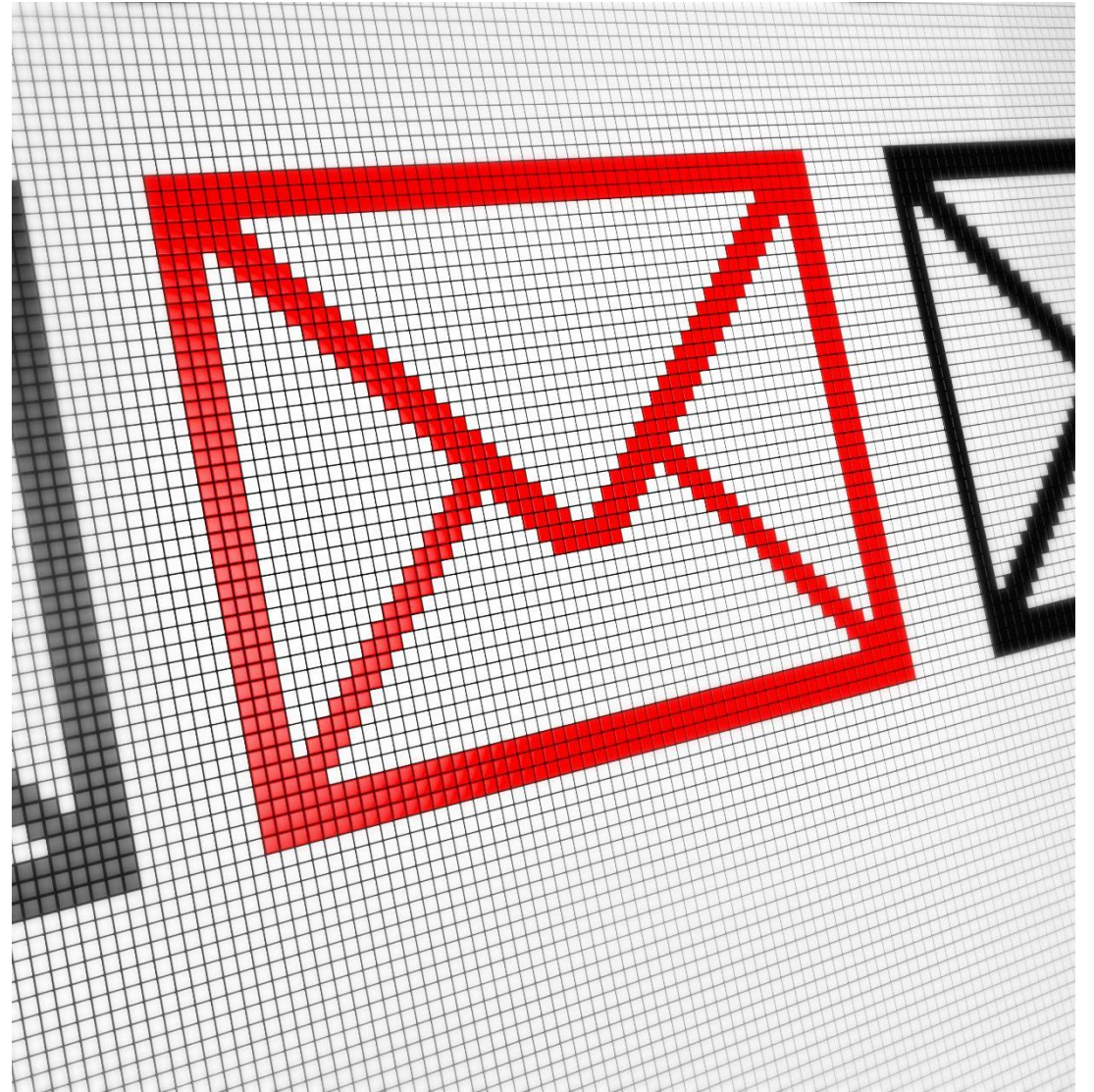Get coaching tips and suggestions on clarity, sentiment, and tone

Overall message assessment and suggestions for improvement

Summarize

Summarize an email thread to help the user quickly understand the discussion

Draft with Copilot

Pull from other emails or content across Microsoft 365 that the user already has access to

Features of Microsoft 365 Apps: Teams

Chat

    Summarize up to 30 days of chat content

    Uses only single chat thread as source content

    Clickable citations to relevant source content

Meetings

    Uses real-time transcript to answer questions

    Only answers questions related to meeting conversation

    Access after meeting ends on Recap page

Copilot

    Access data across Microsoft 365 Graph

Calls

Whiteboard

Features of Microsoft 365 Apps: OneNote

Use prompts to draft plans

Generate ideas and create lists

Organize information for easy access

Features of Microsoft 365 Apps: Forms

Use prompts to draft questions and suggestions

Effortlessly create surveys, polls, and other forms

How does Microsoft Copilot for Microsoft 365 work?

Microsoft 365 Apps: Copilot assists users in the context of their work

Example: Copilot in Word assists in creating, understanding, and editing documents

Graph-grounded chat: Bring work content and context to Copilot's chat capabilities
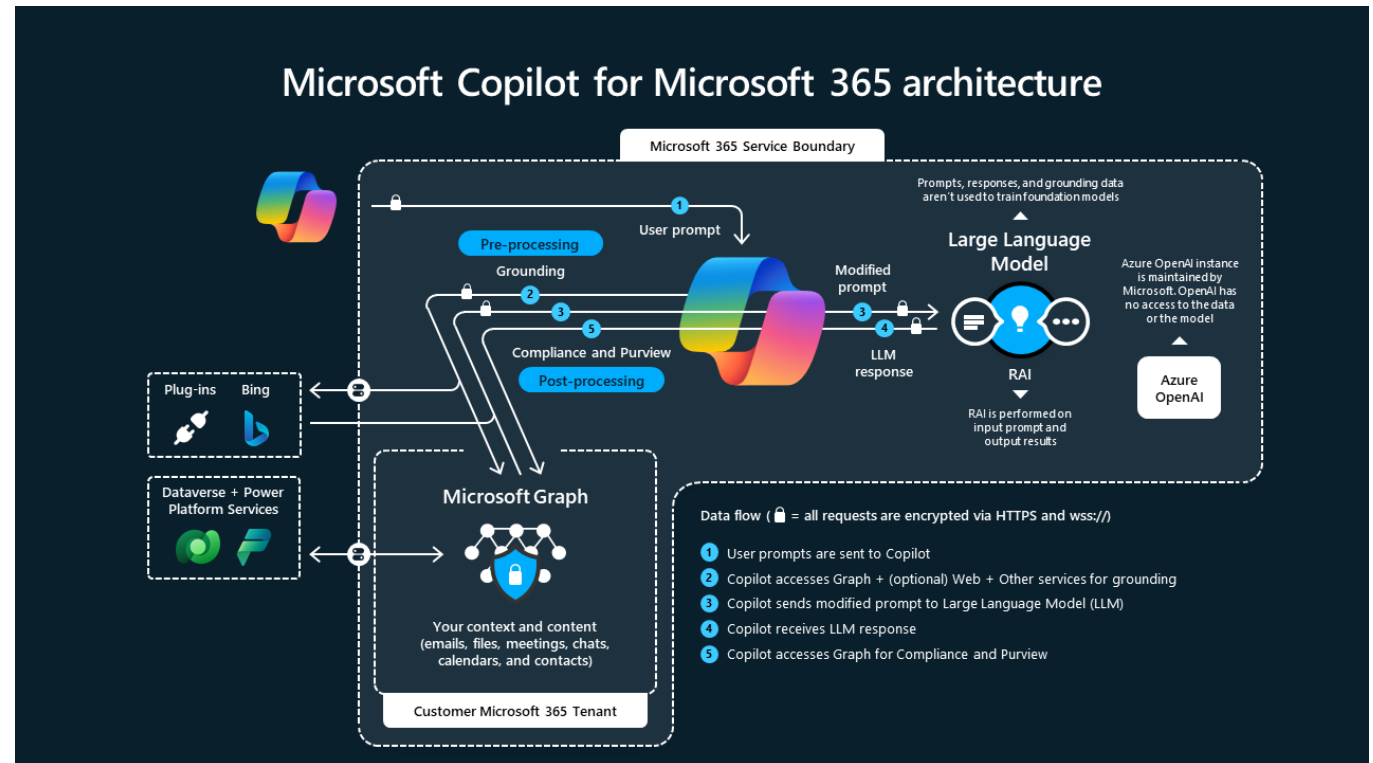
Example: Draft content, catch up on missed information, and get answers to questions

Microsoft Graph: Brings more context from customer signals into the prompt

Example: Information from emails, chats, documents, and meetings

Semantic Index: Interprets user queries and produces sophisticated, meaningful, and multilingual responses

Example: Search quickly through billions of vectors to connect with relevant and actionable information

Microsoft Copilot for Microsoft 365 architecture

Semantic Index

Enhanced interactions with individual and company data via the Microsoft Graph

Creation of a new index for improved search and Copilot experiences

Respects security and policies in the Microsoft Graph

Only content that a user has access to is returned

Learn more about the Semantic Index for Copilot

Availability

Microsoft Copilot for Microsoft 365 is available as an add-on plan with one of the following licensing prerequisites:

- Microsoft 365 E5
- Microsoft 365 E3
- Office 365 E3
- Office 365 E5
- Microsoft 365 Business Standard
- Microsoft 365 Business Premium
- Microsoft 365 A5 for faculty*
- Microsoft 365 A3 for faculty*

*Available via Enrollment for Education Solutions (EES) or Cloud Solution Provider only.

You can use the Microsoft Copilot for Microsoft 365 setup guide in the Microsoft 365 admin center to assign the required licenses to users.

For more information, see Assign licenses to users in the Microsoft 365 admin center and Microsoft Copilot for Microsoft 365 requirements.

Week 1: Project Initiation

Identify Technology Enablement Team Members

Participate in Art of the Possible Workshop

Week 2: User Experience and Readiness

Design User Experience Strategy

Complete Technical Readiness Work

Week 3: Training and Deployment

Select Early Adopters

Train Copilot Flight Crew
(Champions)

Week 4: Communication and Review

Schedule Learning Series Activities

Deploy Licenses

Review Adoption Score Reporting