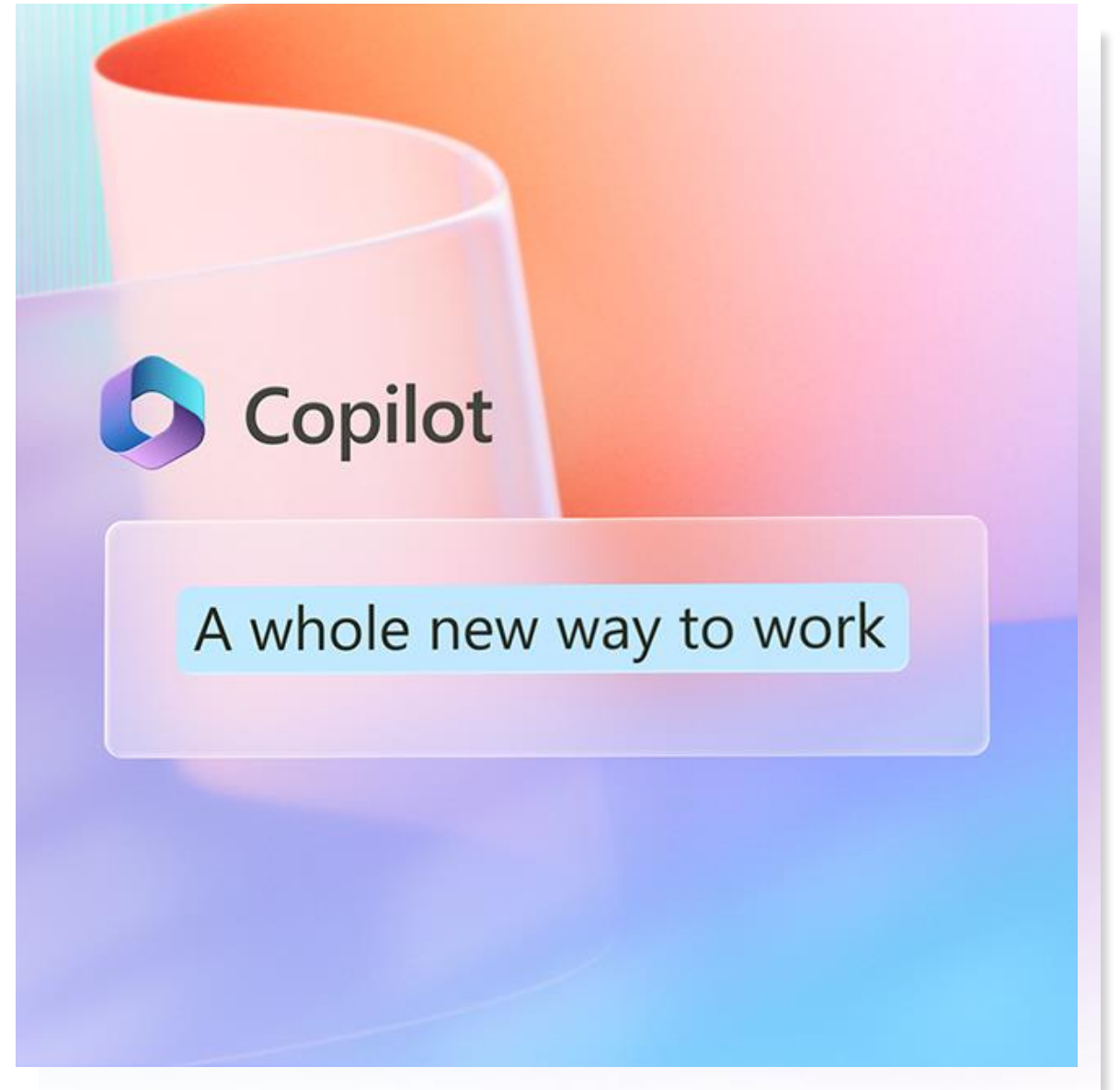




# Introducing Microsoft 365 Copilot



“Today marks the next major step in the evolution of how we interact with computing, which will fundamentally change the way we work and unlock a new wave of productivity growth.”

“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

# The age of AI

---

AI will break the world out of its stagnant productivity cycle – and set the stage for **a new era of innovation.**

# Microsoft is fueling AI innovation

Decades  
of research &  
development

Committed to  
advancing  
Responsible AI

Secure  
from  
the start

Reliability &  
performance at scale  
for large AI models

Trusted by  
AI leaders  
like OpenAI



**Microsoft 365 Copilot**

**“Autopilot”**

**“Copilot”**

# Build the future faster with Microsoft AI

Discover powerful foundational models and capable copilots accessible via natural language

## Limitless innovation & possibility

Write better code, faster in dozens of languages with **GitHub Copilot**.

## Unleashed creativity & productivity

Unleash creativity and unlock productivity with **Microsoft 365 Copilot**.

## Superior search on the web

Ask questions and get relevant answers with **AI-powered Bing**.

## Faster threat detection & response

Detect and respond to incidents faster with **Microsoft Security Copilot**.

## Intelligence for every line of business

Bring AI-powered, interactive assistance to CRM and ERP with **Dynamics 365 Copilot**.

## Access to timely data for accelerated sales

Spend more time selling and less time searching for customer data with **Microsoft Viva Sales**.

## Personalized & intelligent meetings

Make the meetings you attend more productive with **Microsoft Teams Premium**.

## No-code dev using everyday language

Build apps using natural language and no code with **Copilot in Power Platform**.



# Microsoft 365 Copilot

Natural Language



Large Language  
Models

+



Microsoft Graph  
- Your Data -

+



Microsoft 365  
Apps





# Microsoft 365 Copilot

Embedded across Microsoft 365 apps





# Microsoft 365 Copilot

Access to your business **content** and **context**





# Microsoft 365 Copilot

Built on Microsoft's **comprehensive approach**



Security



Compliance



Privacy



Responsible AI

# Microsoft 365 Copilot



## Unleash creativity

Harness Copilot's power so you never start from scratch



## Unlock productivity

Let Copilot summarize actions for you, and optimize your time



## Uplevel skills

Be better at what you're good at and master what you've yet to learn

# Microsoft 365 Copilot



## Unleash creativity

Harness Copilot's power so you never start from scratch



## Unlock productivity

Let Copilot summarize actions for you, and optimize your time

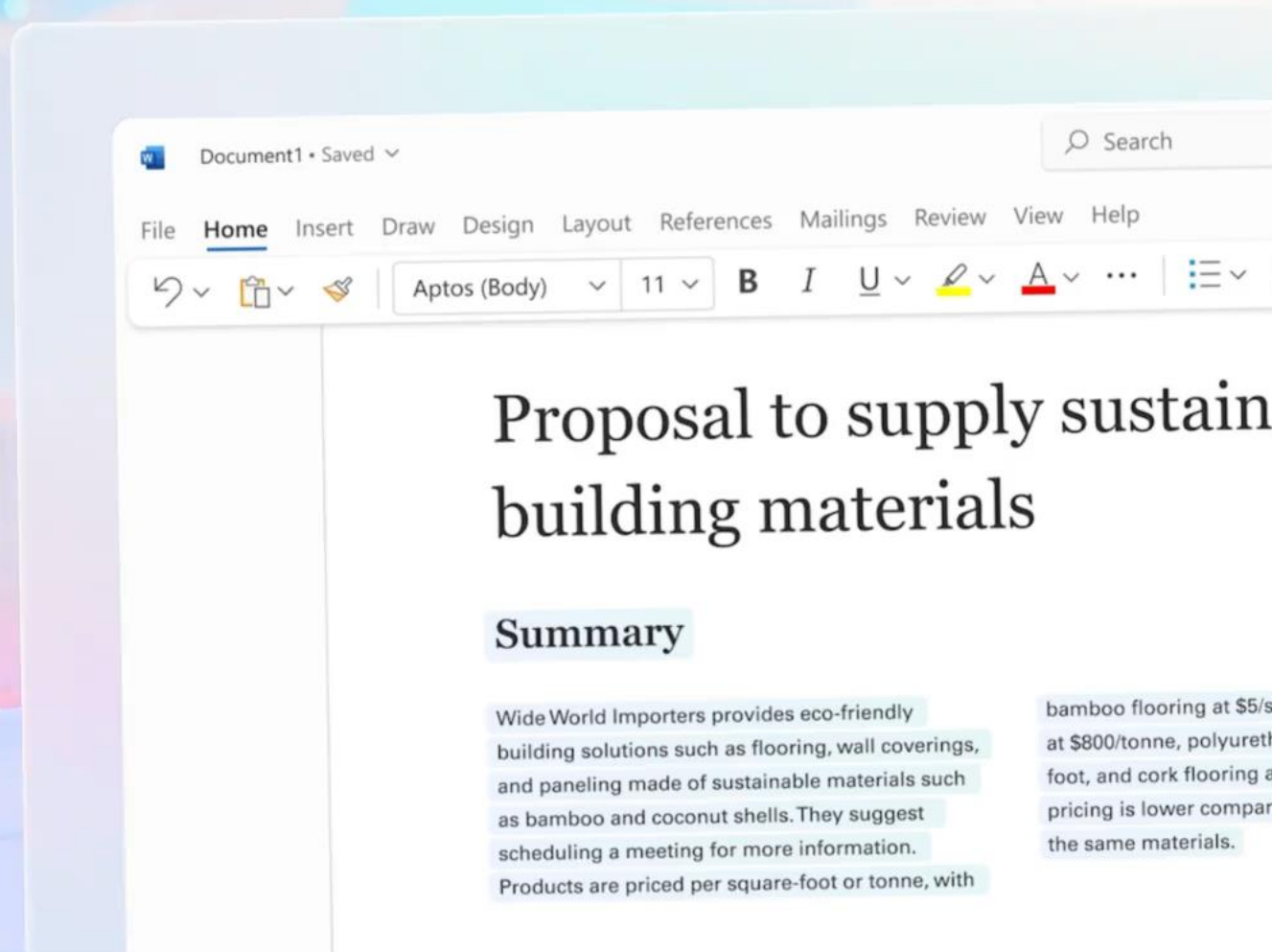


## Uplevel skills

Be better at what you're good at and master what you've yet to learn

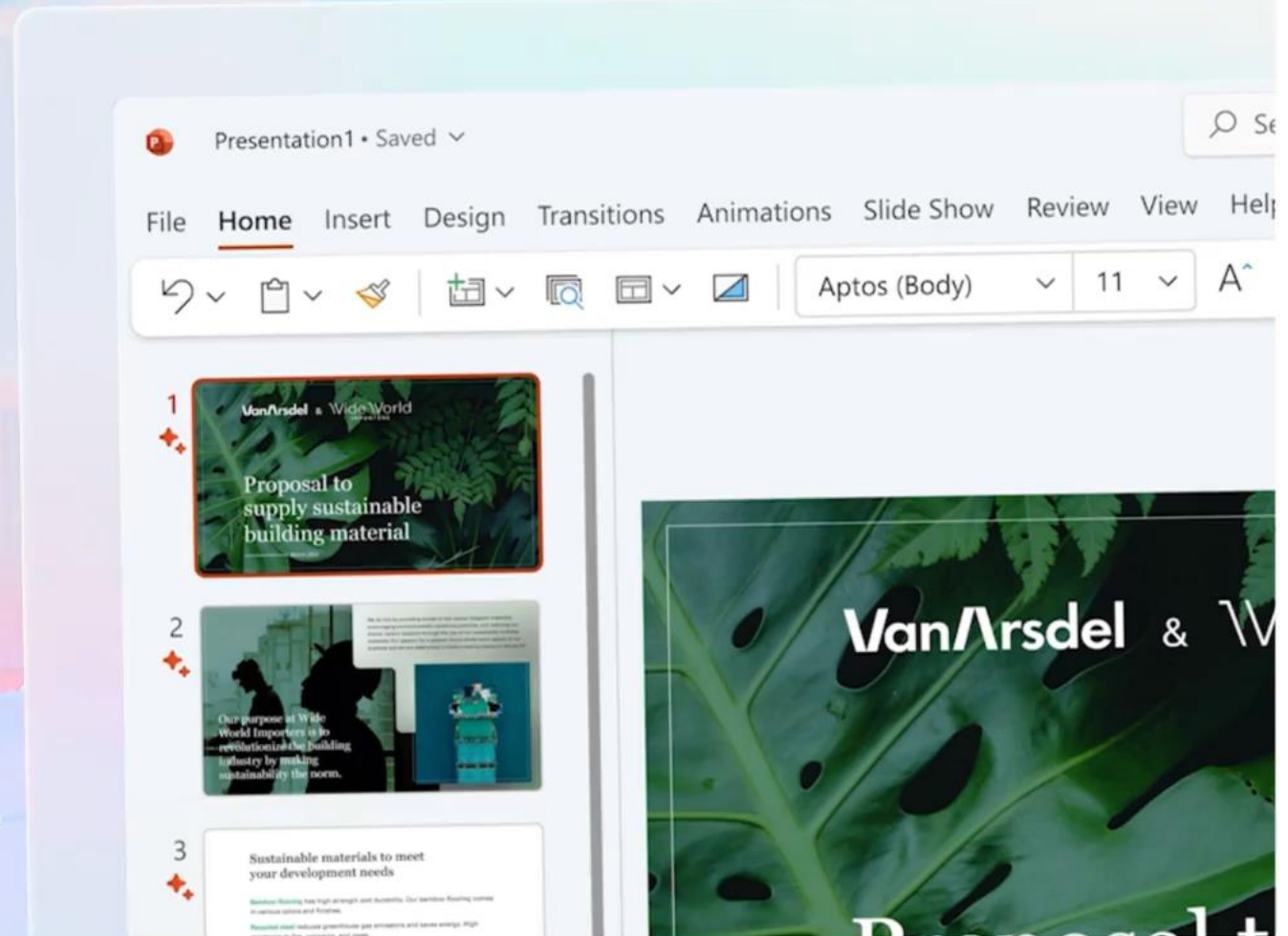
MICROSOFT 365

# Copilot in Word



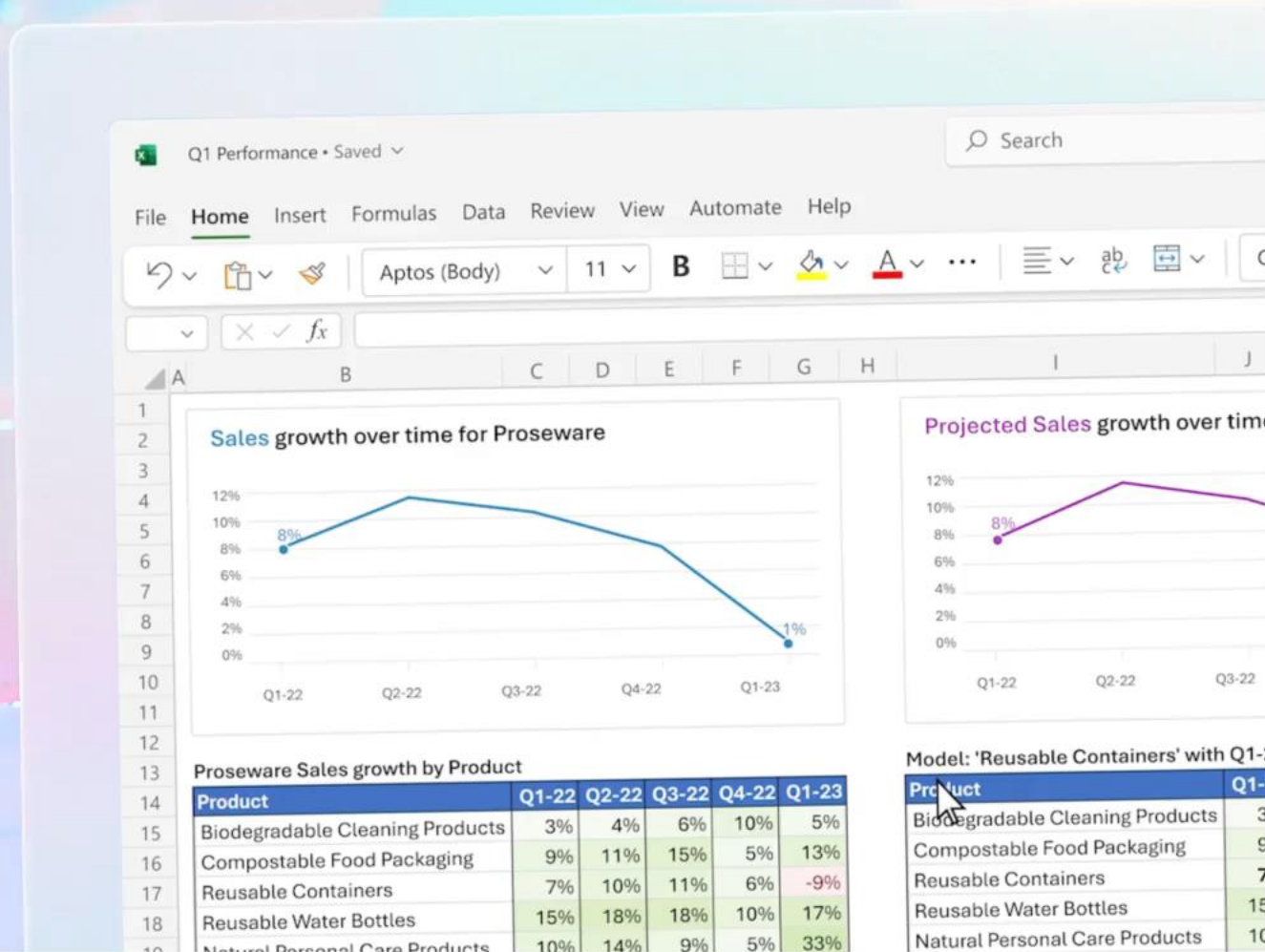
MICROSOFT 365

# Copilot in PowerPoint



MICROSOFT 365

# Copilot in Excel





# Microsoft 365 Copilot



## Unleash creativity

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## Unlock productivity

Copilot summarize actions for you, and optimize your time

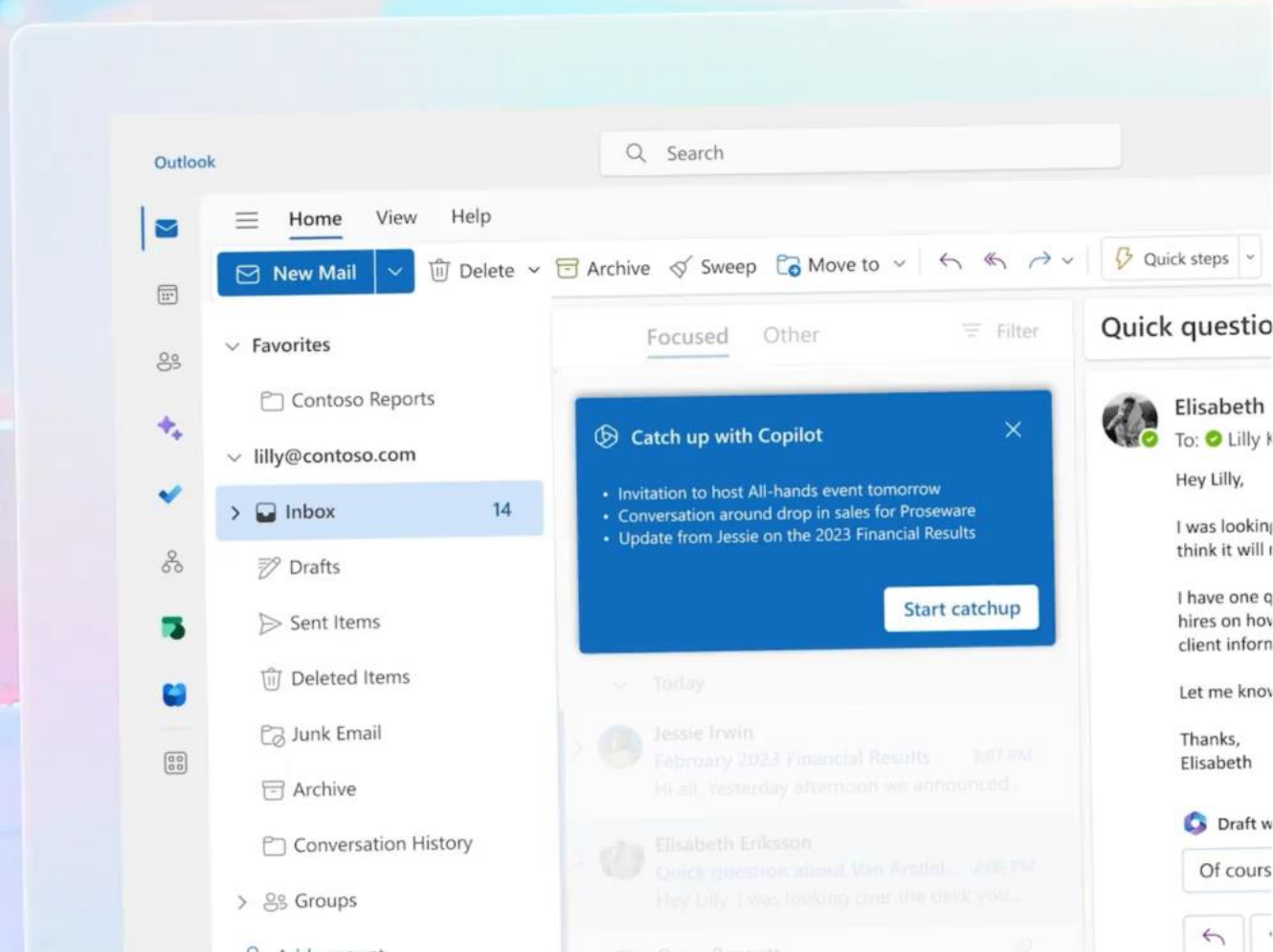


## Uplevel skills

Be better at what you're good at and master what you've yet to learn

MICROSOFT 365

# Copilot in Outlook



MICROSOFT 365

# Copilot in Teams Meetings

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes the Teams logo, navigation arrows, and a search bar. The meeting title is "Core accounts business review", with tabs for Chat, Details, Files, and Recap. The meeting time is "Mar 16, 10:00 AM" and there is an "Open in Stream" button. A sidebar on the left contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main content area shows "Shared content" with a file named "Proseware Proposal.pptx". Below this is a video player showing a hand pointing at a screen, with a play button and a duration of "48m 42s". Under the video are "Speakers" and "Topics" sections. The "Topics" section lists "Proseware negotiation strategy" and "Core accounts round table". On the right, there are buttons for "Notes", "@ Mentions", and "Transcript". The "Notes" section is expanded, 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 Account**

**Summary**

Based on what attendees said in the meeting

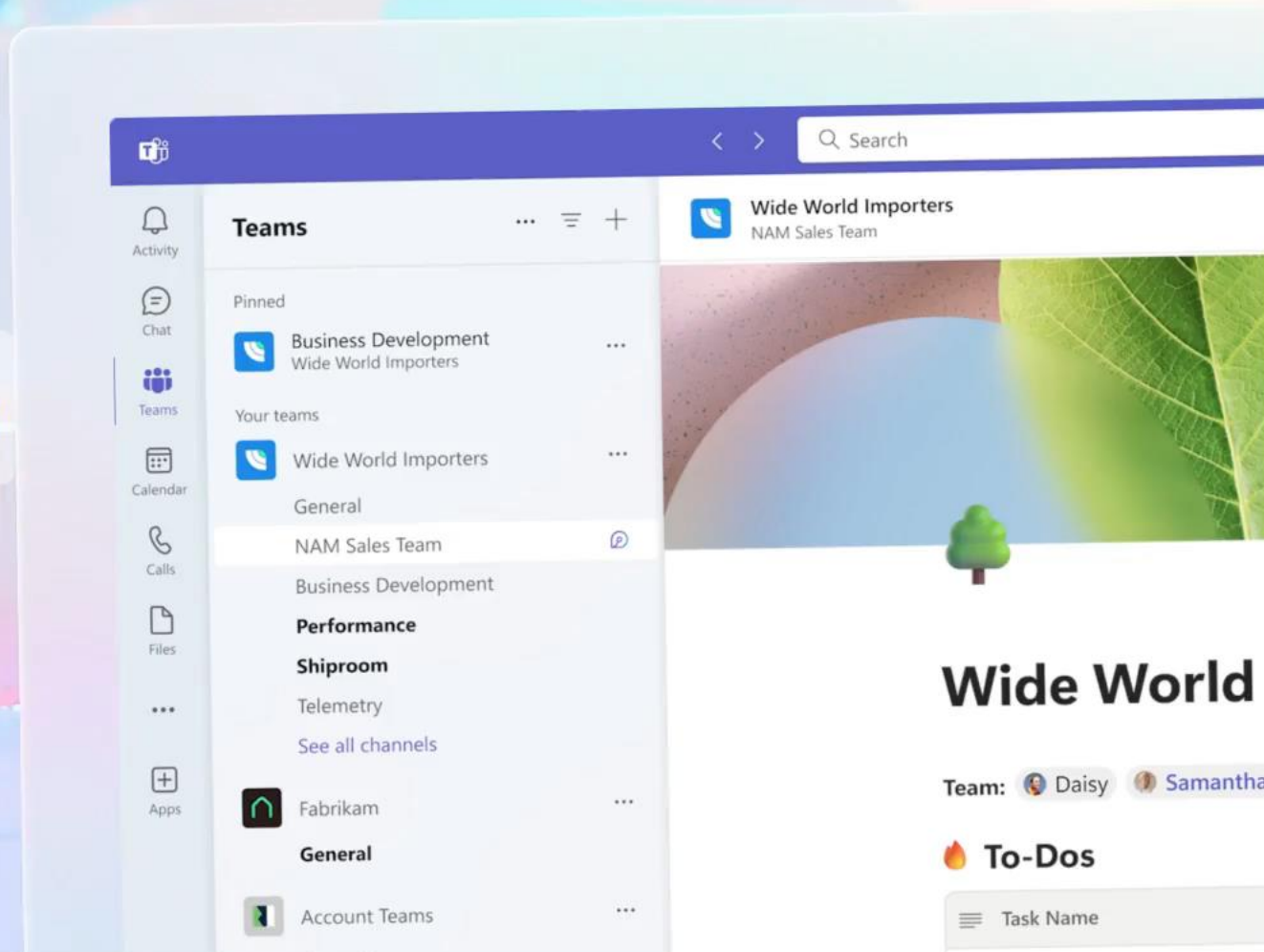
- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled materials)
- Account leads to propose discounting scenarios to lower inventory
- Proseware was discussed as a leading opportunity

**Notes**

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

MICROSOFT 365

# Copilot in Chat and Loop



MICROSOFT 365

# Copilot in Viva Sales

The screenshot displays the Outlook web interface. At the top, there is a search bar and navigation tabs for Home, View, and Help. Below this is a toolbar with options like New Mail, Delete, Archive, Sweep, and Move to. The main area shows a list of emails in the 'Focused' tab, categorized by 'Today' and 'Yesterday'. The selected email is from Maya Robinson with the subject '[EXTERNAL] Re: XL Recycled bottles'. To the right of the email list is a 'Conversation summary' section, which contains a bulleted list of key points from the conversation. A 'Close as won' button is visible below the summary. At the bottom right, the start of the email body is visible, showing the sender's name and the beginning of the message.

Outlook

Search

Home View Help

New Mail Delete Archive Sweep Move to

Focused Other

Today

MR Maya Robinson  
[External] Re: XL Recycled bottles 12:55 PM  
Hi, Thanks for your time, this is a great su...

AB Alberto Burgos, Kevin Smith..  
[External] Pricing Information 9:00 AM  
Hi all, according to our discussion yesterday

Yesterday

Wanda Howard  
[External] Urgent: Open cases are... 4:22 PM  
Can you share a link to the marketing do

Kristin Patterson (2)  
[External] Fw: Help with concerns... 3:07 PM  
+1 - This should be ASAP

[EXTERNAL] RE: XL Recycled bottles

Conversation summary

- Maya approved the deal
- Maya is looking for pricing for the XL product
- She requested pricing for 5000 and 10,000 Un 10 countries.
- The launch date for their new product is Marc

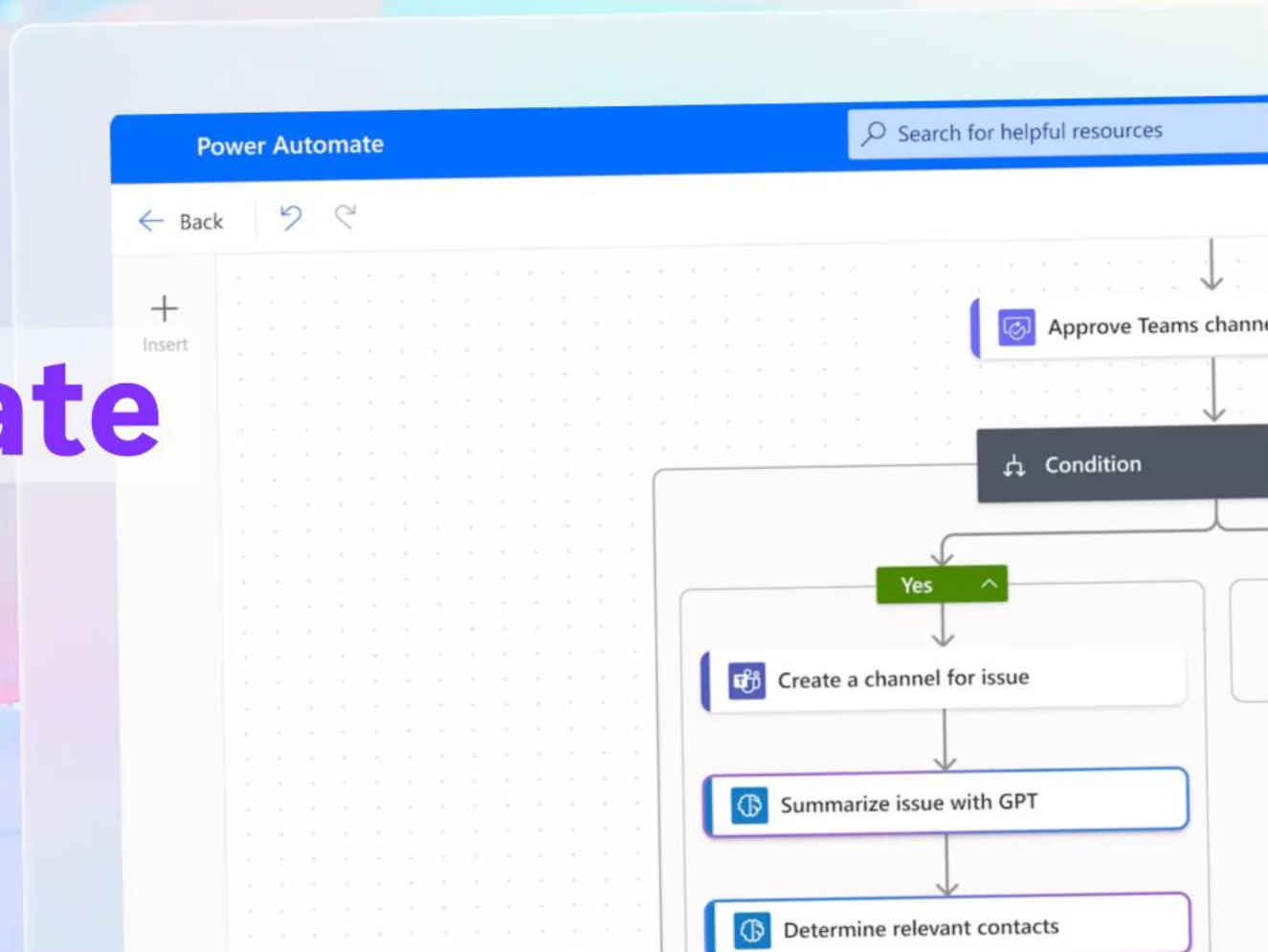
Close as won

3 references

MR Maya Robinson  
To: Samantha Cantrell  
Hi,  
Thanks for your time, this is a great summary of

MICROSOFT 365

# Copilot in Power Automate



# Microsoft 365 Copilot



## Unleash creativity

Harness Copilot's power so you never start from scratch



## Unlock productivity

Let Copilot summarize actions for you, and optimize your time

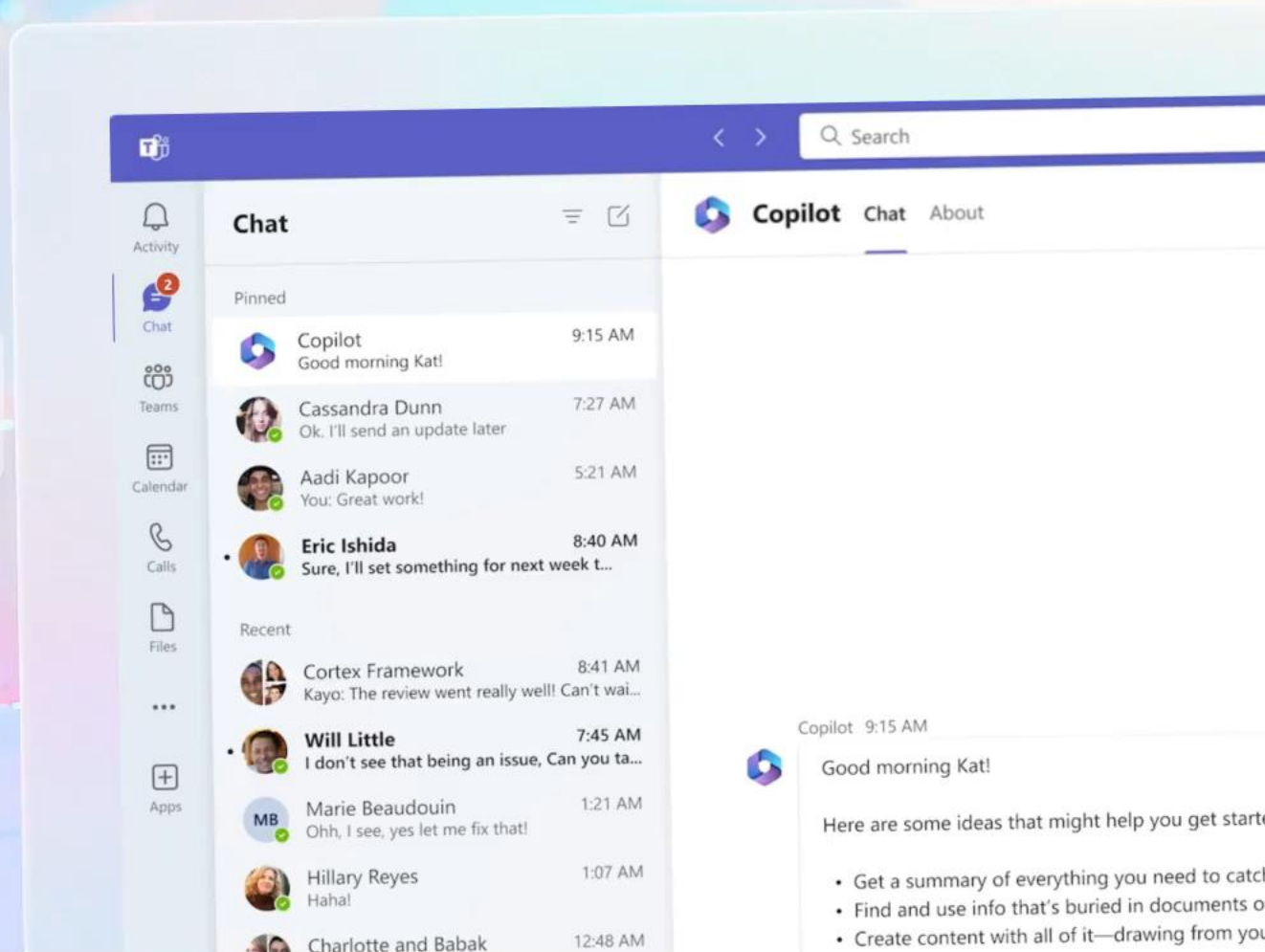


## Uplevel skills

Be better at what you're good at and master what you've yet to learn

MICROSOFT 365

# Client Meeting in Business Chat



The screenshot displays the Microsoft Business Chat interface. On the left is a navigation sidebar with icons for Activity, Chat (with a '2' notification), Teams, Calendar, Calls, Files, and Apps. The main area is titled 'Chat' and contains a list of conversations. The 'Pinned' section includes:

- Copilot** (9:15 AM): Good morning Kat!
- Cassandra Dunn** (7:27 AM): Ok. I'll send an update later
- Aadi Kapoor** (5:21 AM): You: Great work!
- Eric Ishida** (8:40 AM): Sure, I'll set something for next week t...

The 'Recent' section includes:

- Cortex Framework** (8:41 AM): Kayo: The review went really well! Can't wai...
- Will Little** (7:45 AM): I don't see that being an issue, Can you ta...
- Marie Beaudouin** (1:21 AM): Ohh, I see, yes let me fix that!
- Hillary Reyes** (1:07 AM): Haha!
- Charlotte and Babak** (12:48 AM)

On the right, a Copilot chat window is open, showing the Copilot icon and the text: 'Good morning Kat!' followed by 'Here are some ideas that might help you get starte' and a bulleted list:

- Get a summary of everything you need to catch
- Find and use info that's buried in documents or
- Create content with all of it—drawing from you



MICROSOFT 365

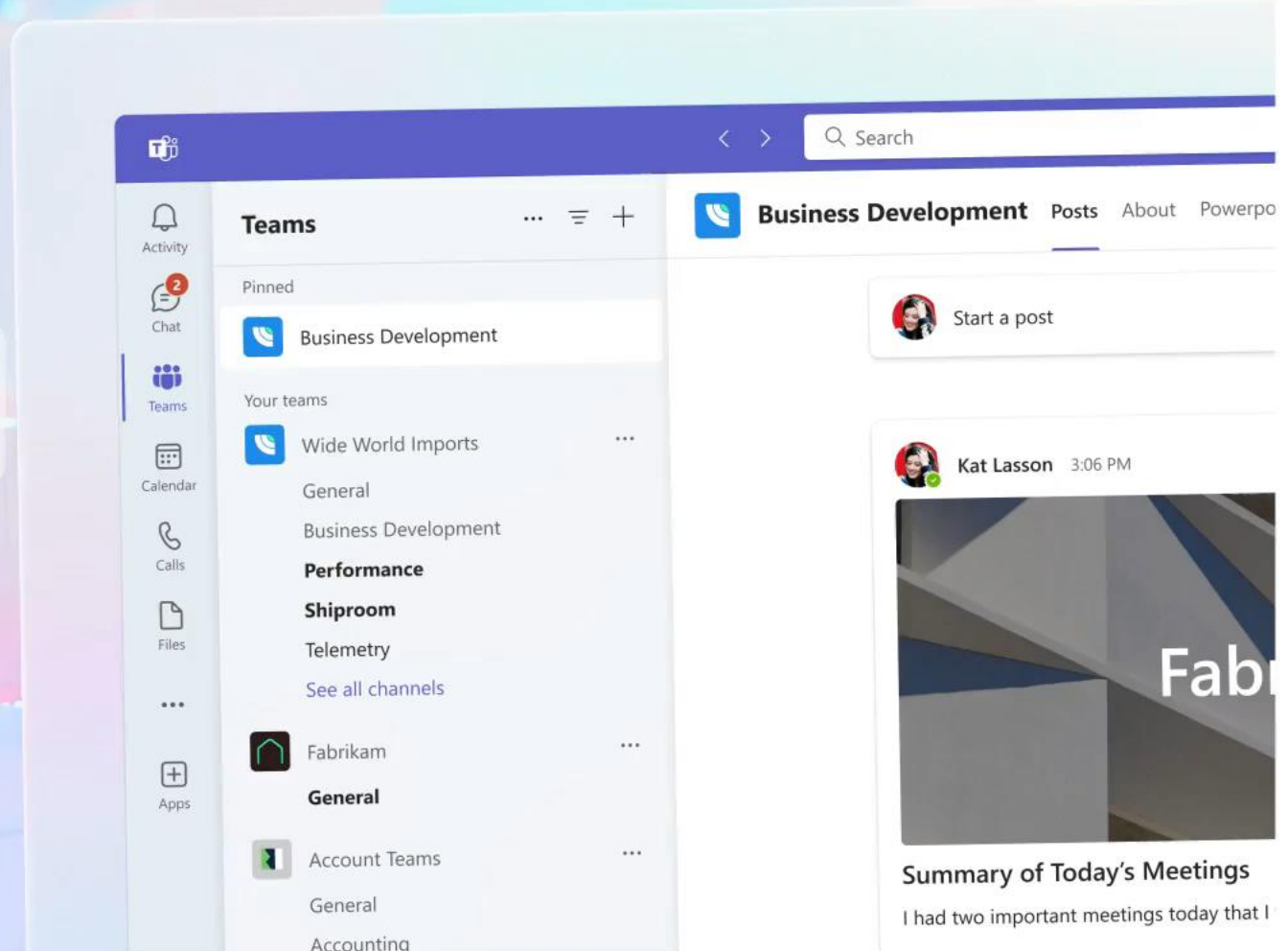
# Strategy in Business Chat

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area shows a chat window with a search bar at the top. The chat header includes the Copilot logo and labels for 'Copilot', 'Chat', and 'About'. The chat history is divided into 'Pinned' and 'Recent' sections. The 'Pinned' section shows a message from Copilot at 11:18 AM: 'I added that slide to Exec\_review...'. Below it are messages from Cassandra Dunn (7:27 AM), Aadi Kapoor (11:00 AM), and Eric Ishida (10:40 AM). The 'Recent' section shows messages from Cortex Framework (10:49 AM), Will Little (10:45 AM), Marie Beaudouin (10:27 AM), Hillary Reyes (10:21 AM), and Charlotte and Babak (10:8 AM). A Copilot window is open in the bottom right, showing a slide titled 'SWOT Analysis' with the following content:

Strengths	Weaknesses
<ul style="list-style-type: none"><li>Office sustainable building materials, a growing market</li><li>Good reputation for quality products</li><li>Strong gross profit margin of 32% (2023)</li></ul>	<ul style="list-style-type: none"><li>Lead time = 4 to 6 weeks</li><li>Production and supply chain issues</li><li>Inefficient cost management</li><li>Quality control problems</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>Align inventory with financial metrics</li><li>Reduce overall costs</li><li>Growing demand for sustainable building materials</li><li>Expansion of product line</li><li>Investment in supply chain efficiency</li></ul>	<ul style="list-style-type: none"><li>Unstable demand</li><li>Fluctuations in raw material prices</li><li>Changes in government policies or regulations</li><li>Competition lead time = 2 to 4 weeks</li></ul>

MICROSOFT 365

# Status Update in Business Chat



# Retrieval Augmented Generation

How it works



# Microsoft 365 Copilot

Natural Language



Large Language  
Models

+



Microsoft Graph  
- Your Data -

+



Microsoft 365  
Apps



Microsoft 365 Copilot

# Data access and permissions

How it works

# Prompts and turns

How it works



# Microsoft 365 Copilot

How to get ready



# Microsoft Graph and search

Just enough access



able



Meet the team!



Launching new product innovation



Ideas and innovation at Green Energy

12:39

54

Navigation icons: globe, list, and tree symbols.

**Just enough access**

**Tool recommendations**

- Home
- Sites
  - Active sites
  - Deleted sites
- Policies
- Settings
- Content services
- Migration
- Reports
- More features
- Customize navigation
- Show all

## Active sites

Use this page to sort and filter sites and change site settings.  
[Learn more about managing sites](#)

1.43 TB available of 1.46 TB

+ Create   ↓ Export   ↗ Track view

🕒 Your recent actions

☰ Sites connected to Teams \* ▾

Site name ↑ ▾	URL ▾	External sharing ▾	Sensitivity ▾	Storage used (GB) ▾	Primary admin ▾	Files v
Communications	.../sites/Communications	On	General	0.00	👤 Group owners	0
Contoso	.../sites/Contoso	On	General	0.00	👤 Group owners	0
Contoso marketing	.../sites/Contosomarketing	On	General	0.00	👤 Group owners	0
Design	.../sites/Design	Off	Confidential	0.01	👤 Group owners	0
Digital Initiative Public Relations	.../sites/DigitalInitiativePublicRelations	Off	Confidential	0.23	👤 Group owners	0
Mark 8 Project Team	.../sites/Mark8ProjectTeam	Off	Highly Confidential	0.26	👤 Group owners	0
Remote living	.../sites/Remoteliving	On	General	0.01	👤 Group owners	0
Retail	.../sites/Retail	On	General	0.04	👤 Group owners	0
Sales and Marketing	.../sites/SalesAndMarketing	Off	Confidential	0.04	👤 Group owners	0
SOC Team	.../sites/SOCTeam	Off	Highly Confidential	0.00	👤 Group owners	0

🔄

💬

- Home
  - Compliance Manager
  - Data classification
  - Data connectors
  - Alerts
  - Policies
  - Roles & scopes
  - Trials
- 
- Solutions
- Catalog
  - Audit
  - Content search
  - Communication compliance
  - Data loss prevention
  - eDiscovery
  - Data lifecycle management
  - Information protection
  - Information barriers
  - Insider risk management

Communication compliance ...

## Minimize communication risks

Quickly setup policies to monitor user communications across channels for inappropriate and sensitive content so they can be examined by designated reviewers.  
[Learn more about communication compliance](#)

### Recently detected

Communications containing	Instances
New Zealand Social Welfare ...	14
Portugal Tax Identification N...	9
Polish REGON Number	8
New Zealand Inland Revenu...	8
Credit Card Number	5

[Get started](#)

Active alerts

Adaptive Protection ...

## Automatically mitigate potential risks with Adaptive Protection

Adaptive Protection combines data loss prevention (DLP) & insider risk management capabilities and to help minimize risky activity early.

- Define risk priorities for your org
- Dynamically enforce DLP actions for riskiest users
- Automated risk-adaption balances security and productivity

### What's set up when you turn on Adaptive Protection

- Insider risk management policy
- Built-in risk levels for Adaptive Protection
- DLP policy in test mode

Turn on Adaptive Protection now to test it out before activating.

[Turn on Adaptive Protection](#) [Learn more](#)

Microsoft Purview Insider Risk Mana ...



## Did you know businesses are spending \$500,000 per breach?

Source: Communication Compliance Microsoft Market Research, May 2021

Start identifying insider risks within your organization with Microsoft Purview Insider Risk Management today.

[Get started](#)

Compliance Manager ...

- Home
- Compliance Manager
- Data classification
  - Overview
  - Classifiers**
  - Content explorer
  - Activity explorer
- Data connectors
- Alerts
- Policies
- Roles & scopes
- Trials
- Solutions
  - Catalog
  - Audit
  - Content search
  - Communication compliance
  - Data loss prevention
  - eDiscovery
  - Data lifecycle management

# Classifiers

Trainable classifiers Sensitive info types EDM classifiers

Use built-in or custom classifiers to identify specific categories of content based on existing items in your organization. Once created, classifiers can be used in several compliance solutions to detect related content and classify it, protect it, retain it, and more. [Learn more](#)

*i* To set you up for creating trainable classifiers, we're currently scanning your content locations to generate analytics that will help us learn what type of content is in your organization. This process will take 7 to 14 days to complete. [Learn about trainable classifiers](#)

+ Create trainable classifier Refresh 93 items Group

Filters: Language: Any Type: Any Name: Any Status: Any Filters

	Name	Accuracy	Status	Type	Language	Created by	Last modified	Last mod
	Published (93)							
<input type="checkbox"/>	Agreements	-	Ready to use	Built-In	English	Microsoft	5/24/2023	Microsof
<input type="checkbox"/>	Bank statement	-	Ready to use	Built-In	English	Microsoft	5/18/2023	Microsof
<input type="checkbox"/>	Budget	-	Ready to use	Built-In	English	Microsoft	5/18/2023	Microsof
<input type="checkbox"/>	Business plan	-	Ready to use	Built-In	English	Microsoft	12/31/0000	
<input type="checkbox"/>	Completion Certificates	-	Ready to use	Built-In	English	Microsoft	6/7/2023	
<input type="checkbox"/>	Construction specifications	-	Ready to use	Built-In	English	Microsoft	6/7/2023	
<input type="checkbox"/>	Corporate Sabotage	-	Ready to use	Built-In	English	Microsoft	4/6/2023	Microsof
<input type="checkbox"/>	Customer Complaints	-	Ready to use	Built-In	English	Microsoft	3/21/2023	Microsof



Trials

Solutions

Catalog

Audit

Content search

Communication compliance

Data loss prevention

eDiscovery

Data lifecycle management

Information protection

Overview

**Labels**

Label policies

Auto-labeling

Information barriers

Insider risk management

Records management

Privacy risk management

Subject rights requests

# Labels

Sensitivity labels are used to classify email messages, documents, sites, and more. When a label is applied (automatically or by the user), the content or site is protected based on the settings you choose. For example, you can create labels that encrypt files, add content marking, and control user access to specific sites. [Learn more about sensitivity labels](#)

[+](#) Create a label
 [🗨️](#) Publish labels
 [↓](#) Export
 [🔄](#) Refresh

6 items

<input type="checkbox"/>		Name		Order	Scope	Created by	Last modified
<input type="checkbox"/>		Personal		0 - lowest	File, Email		Mar 24, 2023 8:59:36 AM
<input type="checkbox"/>		Public		1	File, Email		Mar 24, 2023 8:59:37 AM
<input type="checkbox"/>	>	General		2	File, Email		Mar 24, 2023 8:59:38 AM
<input type="checkbox"/>	>	Confidential		5	File, Email		Mar 24, 2023 8:59:39 AM
<input type="checkbox"/>		Confidential - Finance		7	File, Email	Megan Bowen	Mar 24, 2023 1:59:04 PM
<input type="checkbox"/>	>	Highly Confidential		8	File, Email	Megan Bowen	Mar 24, 2023 1:59:06 PM

- Home
  - Compliance Manager
  - Data classification
  - Data connectors
  - Alerts
  - Policies
  - Roles & scopes
  - Trials
- 
- Solutions**
- Catalog
  - Audit
  - Content search
  - Communication compliance
  - Data loss prevention
    - Overview
    - Policies**
    - Alerts
    - Endpoint DLP settings
    - Activity explorer
  - eDiscovery

# Policies

Use data loss prevention (DLP) policies to help identify and protect your organization's sensitive info. For example you can set up policies to help make sure information in email and docs isn't shared with the wrong people. [Learn more about DLP](#)

+ Create policy   ↓ Export   ↻ Refresh   4 items  

<input type="checkbox"/> Name	Order	Last modified	Status
<input type="checkbox"/> U.S. Financial Data	⋮ 0	Mar 24, 2023 2:26 AM	On
<input type="checkbox"/> General Data Protection Regulation (GDPR)	⋮ 1	Mar 24, 2023 2:26 AM	On
<input type="checkbox"/> Default policy for Teams	⋮ 2	Mar 24, 2023 8:58 AM	On
<input type="checkbox"/> Default policy for devices	⋮ 3	Mar 24, 2023 8:59 AM	On



- Name
- Admin units (preview)
- Locations**
- Advanced DLP rules
- Policy mode
- Finish

## Choose locations to apply the policy

We'll apply the policy to data that's stored in the locations you choose.

Status	Location	Included	Excluded
<input checked="" type="checkbox"/> On	Exchange email	All <a href="#">Choose distribution group</a>	None <a href="#">Exclude distribution group</a>
<input checked="" type="checkbox"/> On	SharePoint sites (including Microsoft Teams files)	All <a href="#">Choose sites</a>	None <a href="#">Exclude sites</a>
<input checked="" type="checkbox"/> On	OneDrive accounts	All <a href="#">Choose account or distribution group</a>	None <a href="#">Exclude account or distribution group</a>
<input checked="" type="checkbox"/> On	Teams chat and channel messages	All <a href="#">Choose account or distribution group</a>	None <a href="#">Exclude account or distribution group</a>
<input checked="" type="checkbox"/> On	Devices	All <a href="#">Choose user or group</a>	None <a href="#">Exclude user or group</a>
<input checked="" type="checkbox"/> On	Microsoft Defender for Cloud Apps	All <a href="#">Choose instance</a>	None <a href="#">Exclude instance</a>
<input checked="" type="checkbox"/> On	On-premises repositories	All <a href="#">Choose repositories</a>	None <a href="#">Exclude repositories</a>

- ✓ Name
- ✓ Admin units (preview)
- ✓ Locations
- Advanced DLP rules**
- Policy mode
- Finish

## Edit rule

### Conditions

Define the conditions that must be met for this policy to be applied. Include specific content, senders, and recipients that you want the rule to detect. For more complex rules, create groups to exclude or include items. [Learn how the condition builder works](#)

Quick summary

Content is shared from Microsoft 365 **only with people inside my organization**

And

Content contains any of these sensitive info types: **Credit Card Number, U.S. Bank Account Number, ABA Routing Number**

### Actions

Use actions to protect content when the conditions are met.

#### Restrict access or encrypt the content in Microsoft 365 locations

- Block users from receiving email or accessing shared SharePoint, OneDrive, and Teams files.  
By default, users are blocked from sending Teams chats and channel messages that contain the type of content you're protecting. But you can choose who is blocked from receiving emails or accessing files shared from SharePoint, OneDrive, and Teams.
  - Block everyone. ⓘ
  - Block only people outside your organization. ⓘ

+ Add an action

### User notifications

Use notifications to inform your users and help educate them on the proper use of sensitive info.

On

**Save** Cancel

New Mail Delete

Inbox Filter

johndavis@outlook.com

Inbox 14

- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Archive
- Conversation History
- Groups
- Add account

- Microsoft**  
**Collab insights for the week** 9:00 AM  
 Weekly digest for SharePoint collaboration
- Yesterday**
- Colin Ballinger**  
 Re: Upcoming Trip Tue 13:45  
 I found these restaurants near our hotel, what ...
  - Elvia Atkins**  
 New Hires Tue 11:01  
 I'd like to introduce some new people joining ...
  - Kristen Patterson**  
 Fw: Volunteers Needed Tue 10:44  
 Hey, We're looking for volunteers for ...
  - Elvia Atkins**  
 Growth mindset Mon 11:01  
 This is nothing new, but we want to remind you...
  - Kristen Patterson**  
 Projections Mon 10:44  
 Hi team, our research team has been working...
  - Microsoft 365 Admin Center**  
 Security essentials Fri 13:45  
 Find out what security measures are included...

Collab insights for the week

**Microsoft**  
 Sat 2022-10-01 10:00 AM  
 To: John



Your collaboration insights for this week

Top collaborative user

Display name	Files viewed or edited	Total file interaction
Megan Bowen	156	210

Top collaborative site

Site	URL	Number of times shared externally
Project Apollo	/site/projectapollo	138

Top collaborative OneDrive

Username	Files shared internally	Files shared externally
----------	-------------------------	-------------------------



# Microsoft 365 Copilot

Admin setup guide

- Home
- Users
- Groups
- Billing
- Setup
- Edit navigation pane
- Show all

Home > Setup

# Setup

Discover, learn about, and set up services, solutions, and add-ins available with your <Subscription Name> subscription.

## Featured collections

Lists of related actions to help you manage a scenario or meet a goal.

**Healthcare basics**  
Actions to help healthcare organizations run more smoothly while following industry regulations.

**Viva**  
Actions to help you migrate email, data, and content to Microsoft 365.

**Advanced deployment guides & assistance**  
Detailed guides to help larger organizations with complex deployment tasks.

**Remote v**  
Actions to help you improve productivity.

**Migration**  
Actions to help you migrate email, data, and content to Microsoft 365.

## Sign-in and security

Name ↓	Status	Description
Add or sync users to your Microsoft account	<input type="radio"/> Not started yet	Your journey to the cloud starts with your users and getting their accounts into Microsoft 365.
Configure multifactor authentication (MFA)	<input type="radio"/> Not started yet	Provide an additional level of security for sign-ins using multifactor authentication (MFA) to access company resources.
Get your custom domain set up	<input type="radio"/> Not started yet	Connecting a domain will allow users in your organization to send and receive email from a custom domain name.
Limit admins to the access they need	<input type="radio"/> Not started yet	Limit risk to your organization by reassigning some global admins to more limited admin roles, removing access to critical features that they don't need.
Set passwords to never expire	<input checked="" type="radio"/> Complete	Setting passwords to never expire is more secure and leads to fewer work stoppages.

- ✓ Overview
- ✓ Readiness
- Licenses**
- Email announcement
- Finish

## License your Microsoft 365 Copilot users

Make sure your users have been assigned the correct license. Your organization must have a Microsoft 365 E3 or E5 subscription that includes Microsoft 365 Apps for Enterprise.

### Assign licenses to your users or groups:

+ Assign group license

3 items

Name ↑	Available licenses
Microsoft 365 Copilot	20
Microsoft 365 E3	159
Microsoft 365 E5	46

### Learn more

[Microsoft AI help & learning](#)

Back

Next

Cancel

- ✓ Overview
- ✓ Readiness
- ✓ Licenses
- Email announcement**
- Finish

## Promote Microsoft 365 Copilot features to your users

Now that you've prepared and configured your environment for Microsoft 365 Copilot services, we've provided an email announcement to send to your users.

To have Microsoft send emails to your users, set your organization's preferences in [Microsoft communication to users](#).

Send email to the following recipients (optional)

### Preview


















- Home
- Users
- Active users
- Contacts
- Guest users
- Deleted users
- Devices
- Teams & groups
- Billing
- Setup

Home > Active users

# Active users

[Add a user](#)
[Multi-factor authentication](#)
[Refresh](#)
[Delete user](#)
[Reset password](#)

<input type="checkbox"/>	Display name ↑		Username
<input checked="" type="checkbox"/>	Adele Vance	 	AdeleV@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Alex Wilber		AlexW@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Automate Bot		AutomateB@M365x49837946.OnMicrosoft.c
<input type="checkbox"/>	Bianca Pisani		BiancaP@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)		BrianJ@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Cameron White		CameronW@M365x49837946.OnMicrosoft.c
<input type="checkbox"/>	Christie Cline		ChristieC@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Adams		Adams@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Baker		Baker@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Crystal		Crystal@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Hood		Hood@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Rainier		Rainier@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Stevens		Stevens@M365x49837946.OnMicrosoft.com
<input type="checkbox"/>	Debra Berger		DebraB@M365x49837946.OnMicrosoft.com



## Adele Vance

[Reset password](#)
[Block sign-in](#)
[Delete user](#)

[Change photo](#)

[Account](#)
[Devices](#)
[Licenses and apps](#)
[Mail](#)
[OneDrive](#)

### Select location \*

United States

### Licenses (3)

- Enterprise Mobility + Security E5**  
0 of 20 licenses available
- Microsoft 365 E5**  
23 of 25 licenses available
- Microsoft 365 E5 Compliance**  
0 of 20 licenses available
- Microsoft Power Automate Free**  
17 of 20 licenses available
- Microsoft 365 Copilot**  
1 of 2 licenses available
- Office 365 E5**  
2 of 20 licenses available

[Save changes](#)





# Microsoft 365 Copilot

Adoption & success

# Most frequently asked questions



## When will my customers and my company have access to Microsoft 365 Copilot? And how much will it cost?

- On 5/9 we announced we were bringing Copilot to 600 customers (including select partners) worldwide with the Microsoft 365 Copilot Early Access Program.
- EAP is an invite-only, paid preview program.

## What are the requirements to access Microsoft 365 Copilot?

- Microsoft 365 is the foundation to being AI ready. Microsoft 365 E3/E5 (and Microsoft 365 Business Standard / Business Premium) will be a licensing requirements for Semantic index and Graph to work.
- Hybrid scenarios (O365/M365) will not be enabled fully by Copilot (only tenants in the cloud will work).
- There is no requirement for an underlying Azure tenant to enable Microsoft 365 Copilot.
- Microsoft 365 Copilot falls under the same [Microsoft 365 Product Terms](#).
- Microsoft Teams Premium is not a requirement to access Copilot, but customers will maximize their experience by having both.
- Microsoft Copilot for Viva is a separate product.

## Will Copilot work if the tenant has Okta or another 3rd party used for identity management?

- Azure Active Directory is a requirement (whether using the free version or premium). Currently there is no obstacle for hybrid solution.

# FAQ | Is the model learning from my data? Is Microsoft learning from my data? Which data does Copilot use?

## Microsoft Cloud Runs on trust

Your data is **your data**

Your data from any fine-tuning is **not used to train** the foundation AI models

**Your data is protected** by the most comprehensive enterprise compliance and security controls

# Designed for the needs of the enterprise



Grounded in  
**your customer's business data**

Microsoft 365 Copilot has real-time access to both your customer's *content and context* in Microsoft Graph.



Comprehensive  
**security, compliance, and privacy**

Copilot inherits your customer's security, compliance, and privacy policies set up in Microsoft 365.



Architected to protect  
**Your customer's data**

Data never leaves its secure partition, and it is never used for training purposes.



Integrated into the  
**apps your customer uses every day**

Word, Excel, PowerPoint, Outlook, Teams, and more.



Individual user and admin  
**always in control**

The user decides what to use, modify, or discard.



Designed to  
**learn new skills**

As Copilot learns about processes, it can perform more sophisticated tasks and queries.

# Copilot and Teams Premium... what's the difference?

Better together: [Teams Premium](#) and [Copilot](#) in Teams

## Teams Premium is best for...

- **Automatically provided**, intelligent summaries and action items of meetings for Teams Premium users
- Tools to save time by **quickly navigating meeting recordings**
- **Consistency across users** who see the same experience, except for personalized points of interest in the recording (like when your name was mentioned)

## Copilot in Teams is best for...

- **On-demand insights** provided only when you ask for them and tailored to your unique prompts
- Going beyond summarization by asking Copilot to **execute actions** and **proactively make suggestions**
- **Contextual insights** into why and how decisions were made, and even the rationalization behind them

# Microsoft Teams Premium

## Intelligent meeting recap

The screenshot displays the Microsoft Teams Premium interface for a meeting titled "Sales Analysis Review". The meeting recap section shows a video thumbnail with a duration of 48m 42s. Below the video, there are options for "Recording" (6 chapters), "Transcript", and "Attendance". A "Chapters" dropdown menu is open, showing a list of auto-generated chapters with their respective durations. A mouse cursor is hovering over the "MAU presentation by tenant stage" chapter. A callout box points to this chapter, highlighting the intelligent meeting recap feature.

Chapter	Duration
Sales analysis	3:01
MAU presentation by tenant stage	5:32
MAU growth	19:08
Fabrikam Partners	39:08
Adoption journey	44:33
Q&A	48:42

**Intelligent meeting recap**  
Easy navigation with autogenerated chapters

# Microsoft Teams Premium

Intelligent meeting recap from recording

The screenshot displays the Microsoft Teams Premium interface for a meeting recording. At the top, there is a gallery view of six participants. The main content area shows a video player with a slide titled "Sales Analysis Performance". A callout box highlights a mention of "Adele Vance" with the text: "Adele Vance: ...worked with Daniela on the feature to disable the...". Below the callout, there is a "View in transcript" link and a question "Was that your name?". The video player has a progress bar at 5:32 / 48:42. Below the video, the title "Sales Analysis Review" is displayed, along with metadata: "Oct 10, 2022 • 36 views • Daniela Mandera". On the right side, there is a "Chapters" list with the following items:

- Sales Analysis (3:01)
- MAU presentation by tenant stage (5:32)
- MAU growth (19:08)
- Fabrikam partners (39:08)
- Adoption Journey (44:33)
- Conclusion

Meeting recordings will automatically **call out** key moments, such as when your name was mentioned, a **screen was shared**, and when you left the meeting.

Dankie

Faleminderit

**Shukran**

Chnorakaloutioun

Hvala

Blagodaria

Děkuji

**Tak**

Dank u

Tānan

Kiitos

**Merci**

Danke

Ευχαριστώ

A dank

Mahalo

תודה.

**Dhanyavād**

Köszönöm

**Takk**

Terima kasih

**Grazie**

Grazzi



# Thank You!

감사합니다

Paldies

Choukrane

Ačičū

**Благодарам**

ありがとうございました

谢谢

Баярлалаа

**Dziękuję**

Obrigado

Mulțumesc

**Спасибо**

Ngiyabonga

**Ďakujem**

Tack

Nandri

Kop khun

**Teşekkür ederim**

Дякую

Хвала

Diolch