



Your quick start guide to Copilot for Microsoft 365



PHOENIX

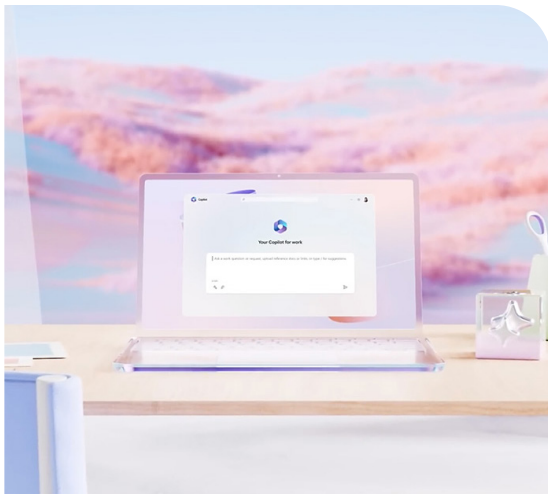


Microsoft



Elevate your Microsoft 365 experience to new heights with Copilot for Microsoft 365.

Designed to seamlessly integrate with your business objectives, Copilot empowers you to harness the full potential of Microsoft 365, driving productivity, collaboration, and innovation.



What is Copilot for Microsoft 365?

Microsoft Copilot is a new artificial intelligence (AI) product that combines the power of large language models (LLMs) with in-house enterprise data generated by the Microsoft Graph and Microsoft 365 applications.

Microsoft Copilot works alongside popular Microsoft 365 apps such as Word, Excel, PowerPoint, Outlook, Teams, and more. It provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills. You can use natural language conversations to ask Copilot questions, request suggestions, or generate content from your data.

Microsoft Copilot is designed to be a companion that works with you, to help you achieve your goals.

Why choose Copilot for Microsoft 365?



Maximised efficiency: streamline your workflows and optimise resource utilisation with Copilot's strategic approach to Microsoft 365 implementation and management.



Enhanced security: safeguard your digital assets with robust security measures implemented and maintained by Copilot, providing peace of mind.



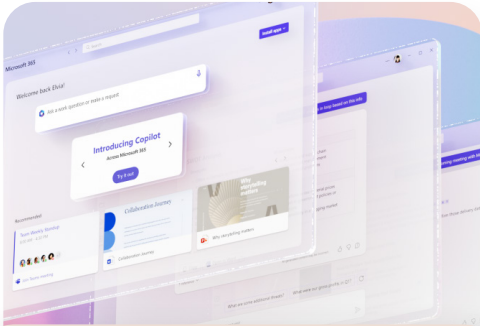
Customised Copilots: Microsoft have recently announced the introduction of Copilot GPTs, which allow users to customise Copilot's behaviour on specific topics of interest. Several Copilot GPTs are now available, with specific purposes such as fitness, travel, cooking and more. Microsoft have also announced that shortly Copilot Pro users will also be able to create their own Copilot GPTs using Copilot GPT Builder.



Scalability: no matter the size of your organisation, Copilot scales with you. Our solutions are designed to grow and adapt as your business expands, providing the flexibility you need to succeed.

Copilot for Microsoft 365 use cases

Copilot can be utilised in several different ways, depending on your sector, organisation, and the way you work.



1

Writing assistance: you can use Copilot prompts to help you write and design documents based on previous documents you have already created, so that the format, design, and writing style is consistent.



2

Code snippets: if you're working on a technical document and need code snippets, Copilot can assist by suggesting code blocks based on your context. Type a few keywords or describe your code requirements, and Copilot will generate relevant code snippets.



3

Data analysis and visualisation: Copilot can assist in data analysis by suggesting ways to visualise your data using charts and graphs. Describe the data you want to present, and Copilot will propose suitable visualisation options.



4

Design guidance: Copilot extends its assistance to design elements, providing suggestions for layout, colour schemes, and overall slide aesthetics. This ensures your presentation not only conveys information effectively but also looks polished and professional.

Copilot for Microsoft 365 use cases

Copilot can be utilised in several different ways, depending on your sector, organisation, and the way you work.



5

Meeting notes: use Microsoft Copilot to compose meeting notes and next steps that can be used in follow up emails, and to keep projects on track.



6

Chat assistance: when communicating in Microsoft Teams, Copilot can assist in drafting messages by offering suggestions based on the context of your conversation. This feature can help improve the clarity and efficiency of your communication.



7

Email drafting: Copilot makes email composition in Outlook more efficient by suggesting phrases, addressing common email scenarios, and even proposing entire sentences. This feature is particularly helpful when you need to respond quickly or want to provide a consistent tone in your emails.



8

Meeting scheduling: when setting up meetings in Outlook, Copilot can assist in crafting meeting invitations and proposing suitable time slots based on your schedule. This ensures smoother communication and coordination with colleagues.

Frequently asked questions

How do I use Copilot for Microsoft 365?

If you can access Copilot for Microsoft 365, you can simply switch it on within any of the integrated Microsoft apps. Find the Copilot icon on the ribbon menu for the app and click it to activate the service. Some Copilot experiences will launch Copilot automatically on your apps.

How to install Copilot for Microsoft 365?

To use Copilot, your organisation must meet some technical requirements and have some features enabled. Our team can guide you through this process sharing best practice about setting permissions policies, details about admin controls, change management, adoption, security, privacy, compliance, and data residency.

How much does Copilot for Microsoft 365 cost?

Microsoft announced that Copilot for Microsoft 365 will be available for commercial customers for \$30 per user per month for Microsoft 365 E3, E5, Business Standard, and Business Premium customers.

ouncement - Save

ing

Georgia Pro

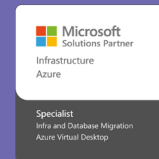
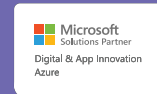
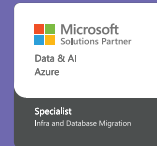


Copilot for Microsoft 365: your trusted partner

Phoenix are one of a small number of partners globally with access and capabilities to deliver a range of both fully-funded and chargeable Copilot for Microsoft 365 workshops across public and private sector organisations.

Our specialists have a deep understanding of Copilot, having not only used it extensively themselves but also from helping customers evaluate, introduce, maintain, and evolve their use of Copilot.

By customising the implementation and usage approach depending on the sector, your Copilot rollout will be as smooth as possible while unlocking maximum benefits.



Copilot for Microsoft 365: what we offer

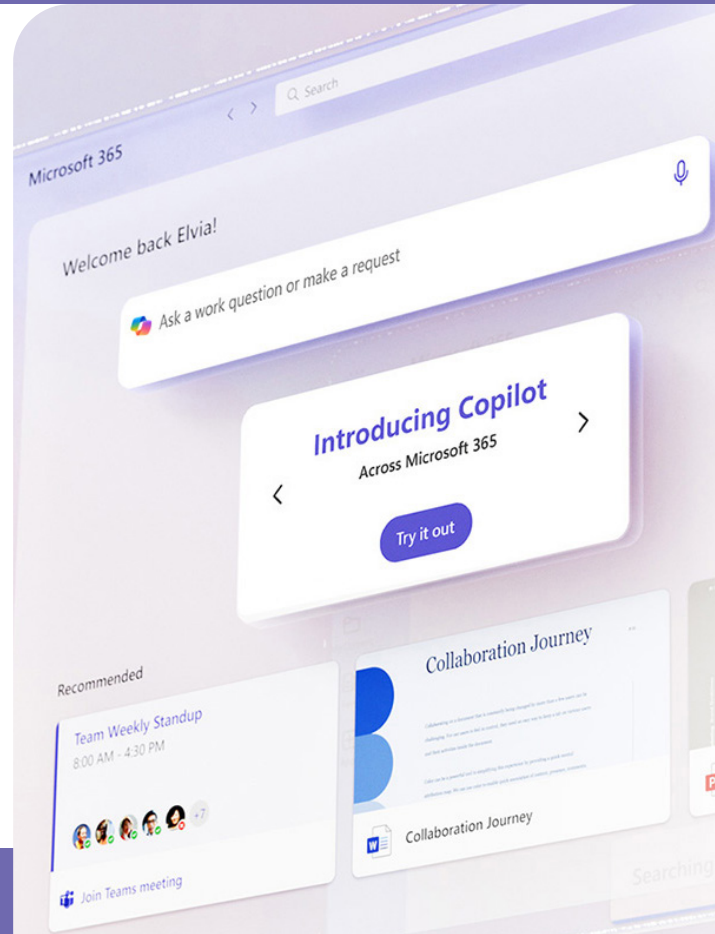
Copilot for Microsoft 365 technical readiness

To utilise Copilot for Microsoft 365, organisations must satisfy certain technical prerequisites and have specific features activated.

Our Copilot for Microsoft 365 specialists and technical consultants will collaborate with you to offer guidance on best practice for:

- Configuring permission policies
- Specifics on administrative controls
- Change management
- Adoption strategies
- Security
- Privacy
- Compliance
- Data residency

This is aimed at helping your organisation to make the necessary preparations and accelerate your journey to AI.



Copilot for Microsoft 365 training resources

Our Adoption and Change Management (ACM) Team run regular training workshops designed to help you take your Copilot experience to new heights.

- ▶ Ethical and Responsible AI Workshop
- ▶ Prepare for Copilot for Microsoft 365
- ▶ Copilot in Teams
- ▶ Copilot in Outlook
- ▶ Copilot in Word
- ▶ Copilot in PowerPoint
- ▶ Copilot in Excel
- ▶ Copilot in OneNote
- ▶ Copilot in Loop
- ▶ M365 Chat
- ▶ M365 Copilot Prompts
- ▶ Bing Chat
- ▶ Managing Change from Copilot
- ▶ Introduction to Document Management





Ready to get started?

Book a discovery call with one of our Copilot Specialists or get in touch with your account manager today.



01904 562200
hello@phoenixs.co.uk
www.phoenixs.co.uk

