Need to Know Microsoft 365 Webinar December 2024

@directorcia

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Email : director@ciaops.com

X : @directorcia

Webinar recordings at:

www.ciaopsacademy.com

Free access for CIAOPS patrons

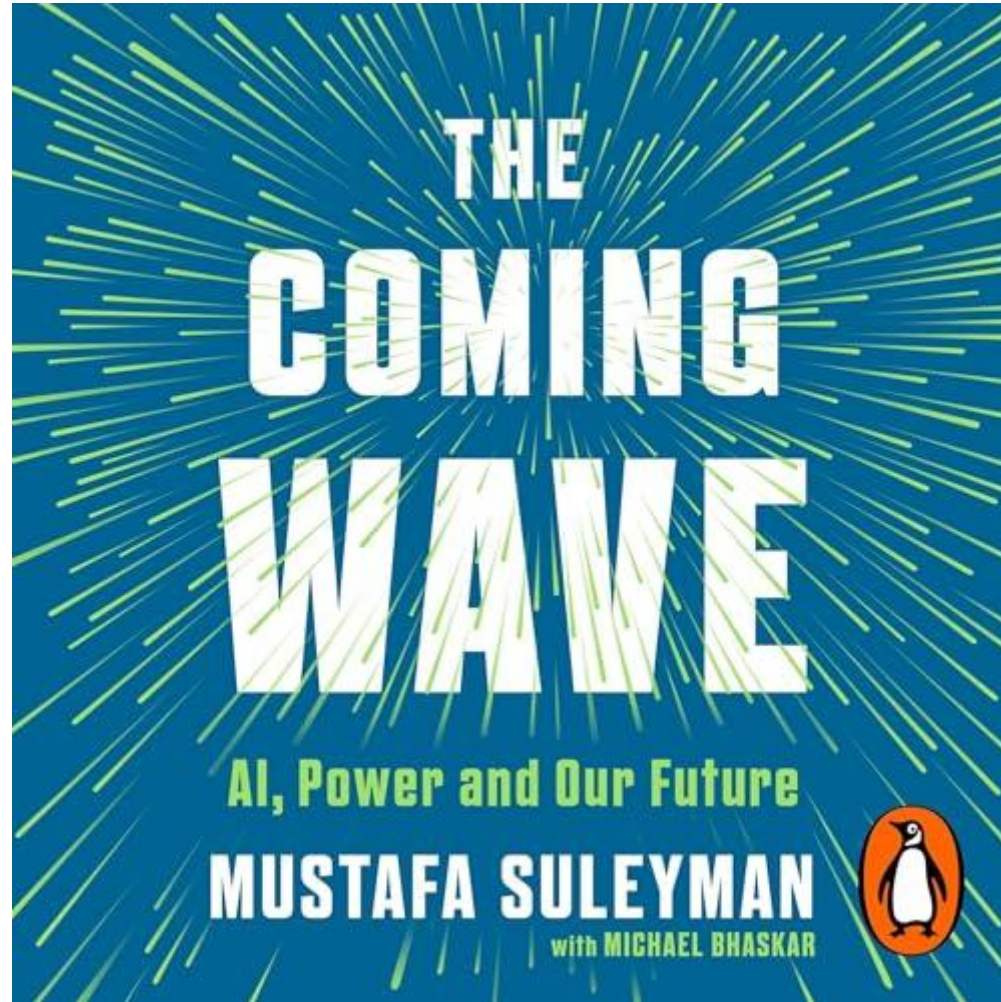Join my free shared Channel

Agenda

- Microsoft 365 Update
- Copilot
- Q & A

Microsoft 365 Update

News

- Get in Sync with OneDrive's biggest moments of 2024!
  - https://techcommunity.microsoft.com/blog/onedriveblog/get-in-sync-with-onedrives-biggest-moments-of-2024/4359394

- Add images to your Copilot prompts in Word and PowerPoint
  - https://techcommunity.microsoft.com/blog/Microsoft365InsiderBlog/add-images-to-your-copilot-prompts-in-word-and-powerpoint/4359423

- 2024 - The Year of Collaborative AI
  - https://www.linkedin.com/pulse/2024-year-collaborative-ai-jeff-teper-kin9c/

- What's new in Microsoft Intune: December 2024
  - https://techcommunity.microsoft.com/blog/microsoftendpointmanagerblog/what%E2%80%99s-new-in-microsoft-intune-december-2024/4358456
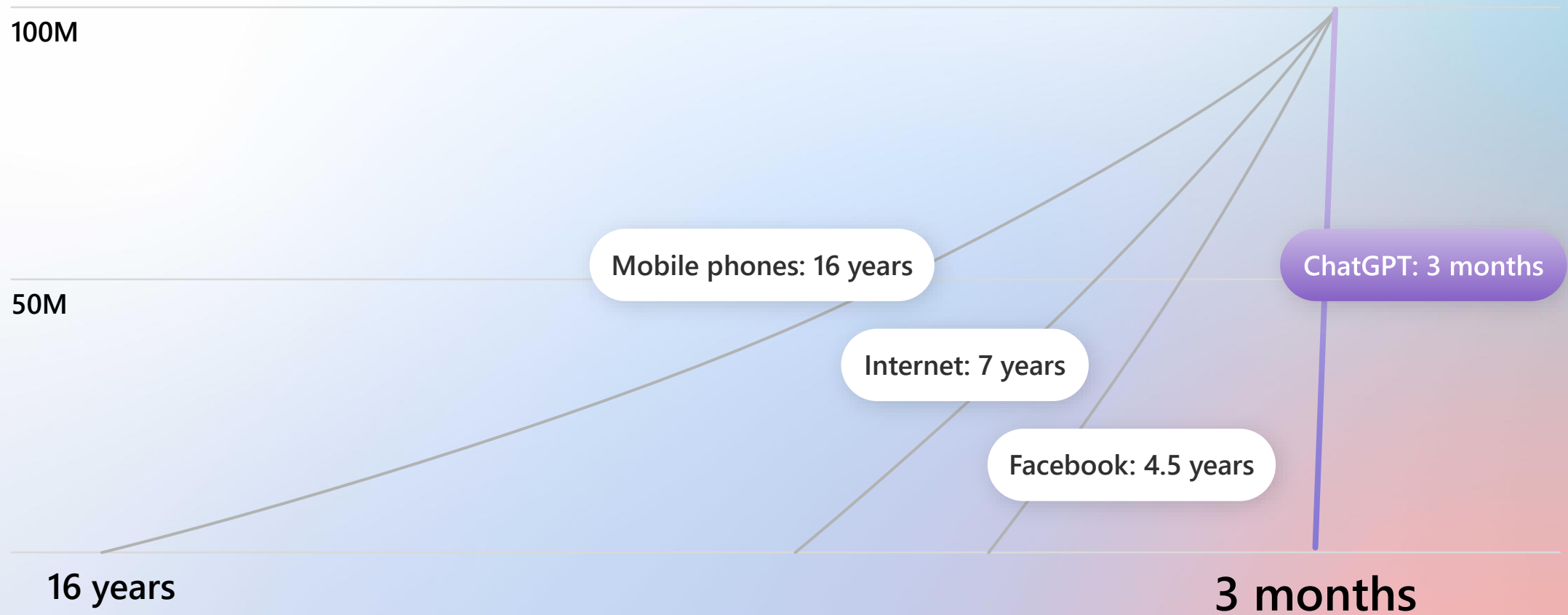
- Announcing a free GitHub Copilot for VS Code
  - https://code.visualstudio.com/blogs/2024/12/18/free-github-copilot

The Coming Wave
A.I., Power and the Twenty-First Century's Greatest Dilemma

Copilot

Generative AI technology is here

Time to reach 100M users

100M

Mobile phones: 16 years

50M

Internet: 7 years

ChatGPT: 3 months

Facebook: 4.5 years

16 years

3 months

Microsoft 365 Copilot

Unlock productivity and unleash creativity

Natural language

Large Language Models   +   Microsoft Graph - Your Data -   +   Microsoft 365 Apps   +   The Internet

The Extended Copilot Family

Azure & AI

Copilot

OpenAI

Power Platform	D365	M365	Security	Windows	Bing	GitHub

Azure OpenAI Service

Cognitive Services

Announced on Jan 16

Copilot for Microsoft 365 now available in CSP for customers of all sizes

| Channel	All channels (EA, CSP, Direct)
Pre-reqs	Business Standard, Business Premium, Office 365 A3/A5* and E3/E5 Microsoft 365 A3/A5* and E3/E5
Order size	No minimum license purchase size requirements. A customer cannot purchase more licenses of the Copilot add-on than the collective sum of their prerequisite SKUs.

*Customers with Academic SKUs are not currently eligible to purchase Copilot for Microsoft 365 through CSP. They are only available through Enrollment for Education Solutions (EES). We plan to gradually extend access and more details will be shared in the coming months.
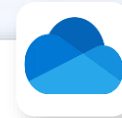
Prerequisites for using Copilot for Microsoft 365

Contoso Life uses Microsoft 365 Business Premium today, they already meet most of these prerequisites.
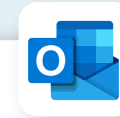
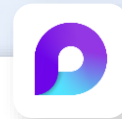**Microsoft 365 Apps for enterprise**
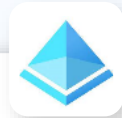
Microsoft Entra ID

Microsoft OneDrive

Microsoft Outlook

Microsoft Teams

Microsoft Loop

Microsoft Whiteboard

Technical requirements for Copilot for Microsoft 365

✔ Microsoft 365 E3 or E5
Microsoft 365 Business Premium or Business Standard

✔ Microsoft Entra ID account (Entra ID)[1]

✔ Some features (file restore, management, etc.) require a OneDrive account

✔ WebSockets (wss://) allowed to endpoints in ID #46 in the section for Microsoft 365 Common and Office Online

✔ Word, Excel, and PowerPoint: first available in web versions and later in Desktop (Current Channel)

✔ Outlook: Users need to be using the new Outlook for Windows or MacOS

✔ Teams: Users must be using Teams desktop or the web app. Both current and new versions of Teams supported[2]

✔ Loop: Tenants must have Loop enabled. Learn more how to enable Loop. Manage Loop Workspaces.

✔ Cross-app experience depends on indexed data; tenants with the richest data get the best results

Please note this is an early version of the technical requirements for Copilot for Microsoft 365 EAP and subject to change
[1]Currently there is no obstacle to a hybrid solution such as using AAD as well a third-party single sign-on solution (e.g., Okta)
[2]Once Business Chat is configured in the Teams desktop client, users can access it in the mobile client.

Microsoft Copilot for Microsoft 365

📖 Learn more about the new billing experience

Microsoft Copilot for Microsoft 365 - your copilot for work. Copilot combines the power of large language models (LLMs) with your content in the Microsoft Graph and the Microsoft 365 apps to turn your words into the most powerful productivity tool on the planet. This premium add-on includes Copilot in your Microsoft 365 apps (Word, Outlook, Excel, PowerPoint, Teams, and more) and Graph grounding for your Microsoft Copilot experience.

Billing account

Buy using your **ciaopslabs** billing account.

Change billing account

Build your plan

ⓘ To buy this plan, you need to own a subscription for one of the required products. View prerequisites

Select license quantity

| 1 | ⌃ ⌄ |

Subscription length

🔘 1 year

⚪ 3 years

Billing frequency

🔘 Pay yearly (pre-pay for 12 months)

⚪ Pay upfront (pre-pay for 36 months)
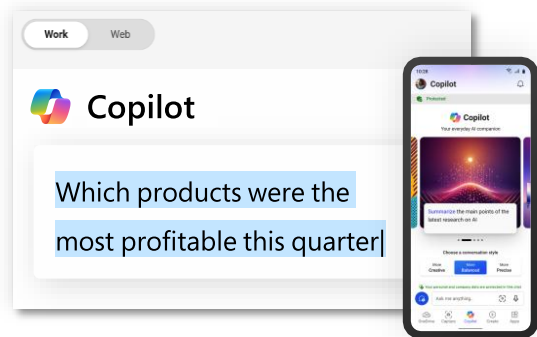
Subtotal

A$538.80

taxes and fees shown in checkout

Buy

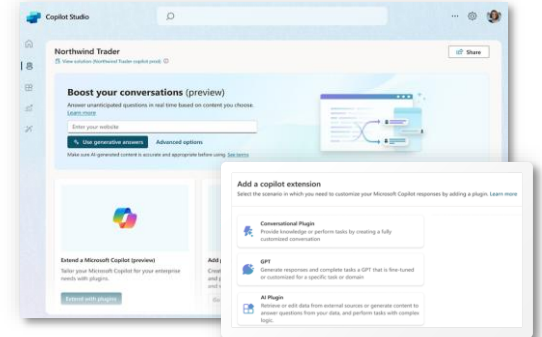# Microsoft 365 Copilot

Your AI assistant for work

Single chat destination for web and work + **Microsoft 365 Apps** + **Microsoft Graph** + **Copilot Studio**

Enterprise-grade security, privacy, and compliance

How **Microsoft 365 Copilot** works

User experience

Orchestrator

Knowledge
Grounding & Memory

Skills
Actions, Triggers, & Workflows

Foundation models
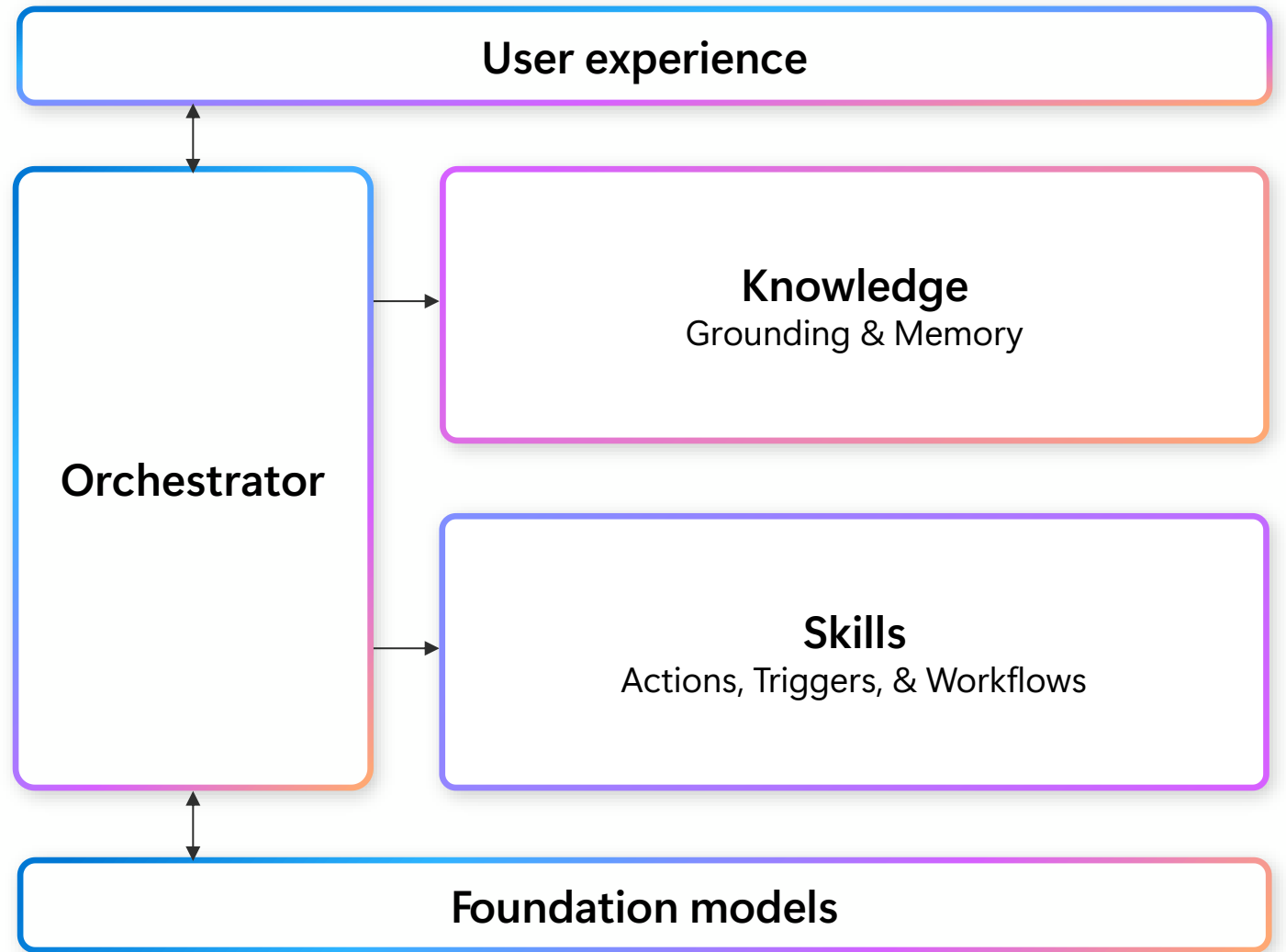
	For Individuals		For Organizations
	Copilot	**Copilot Pro**	**Copilot for Microsoft 365**
	Free	$20	$30
Foundational Capabilities	●	●	●
Web Grounding	●	●	●
Commercial Data Protection	●	●	●
Priority Model Access		●	●
Copilot in Outlook, Word, Excel, PowerPoint, and OneNote		●	●
Copilot in Teams			●
Microsoft Graph Grounding			●
Enterprise-Grade Data Protection			●
Customization		Copilot GPT Builder	Copilot Studio

For Copilot Pro, a Microsoft 365 Personal or Family subscription is required to access Copilot in Word, Excel, PowerPoint, Outlook, and OneNote on PC, Mac, and iPad. Commercial Data Protection applies when users are signed into their work account using their organization's Entra ID.

Impact by Workflow

Effective meetings

- Quickly catch up on meetings you missed
- Summarize a meeting and identify next steps
- Run a more effective meeting

Data analysis

- Get answers from across all your data
- Instantly uncover key insights
- Create powerful and professional visualizations

Content creation

- Jumpstart creativity, and write and edit like a pro
- Quickly catch up on the key points of a document or presentation
- Create documents, presentations, charts, and tables

Email processing

- Draft email replies instantly
- Personalize the tone and length even on the go
- Quickly summarize a long email thread

Impact by Function

HR

- Communicate policies and draft job descriptions
- Create stunning training materials
- Easily respond to job applicants' or employees' emails

Marketing

- Identify relevant market trends and segments
- Create the first draft for a project
- Summarize campaign results with powerful visuals

Sales

- Have better sales conversations and close more deals
- Create sales presentations and proposals
- Analyze sales data from previous quarters

IT

- Create a project plan for a product roll-out
- Stay up to date on various project calls and chats
- Identify patterns in data and solve issues faster

Finance

- Simplify financial reporting and planning
- Identify performance improvements
- Report metrics using professional charts

day-in-the-life with Copilot for Microsoft 365

Summarize messages from customer

Microsoft Copilot

Summarize emails and Teams chats from Contoso.

Prepare Annual Review document for customer

Microsoft Excel

Show all data insights from *FinancialForecast2024.xls*

Meeting with customer

Microsoft Teams

Show all questions asked during the call.

Prepare for Discussion

Microsoft Outlook

Draft an email to Contoso proposing a meeting.

Prepare for meeting

Microsoft PowerPoint

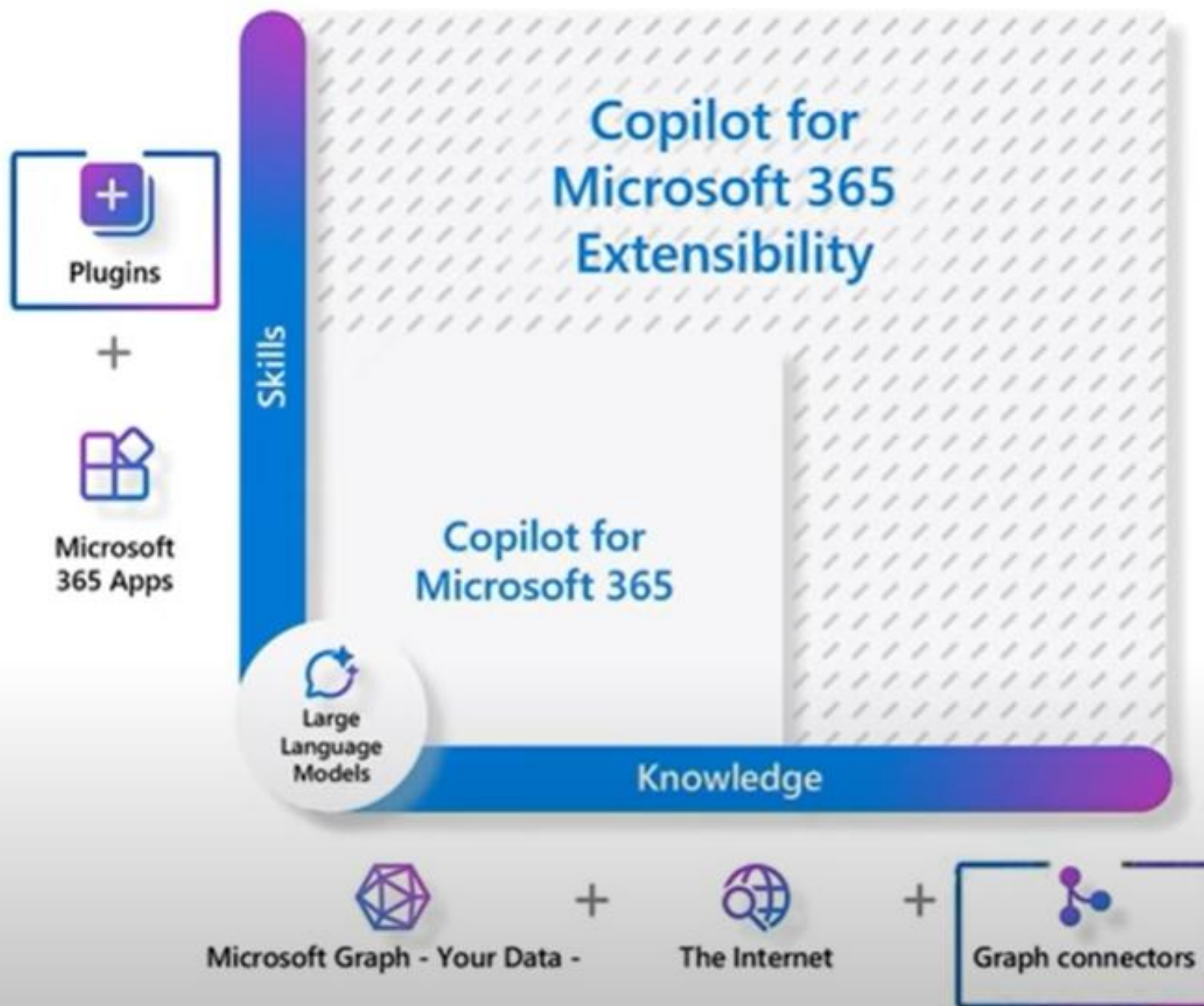**Create pitch deck** for meeting using *Fabrikam meeting brief.doc*

Review meeting and conduct follow-ups

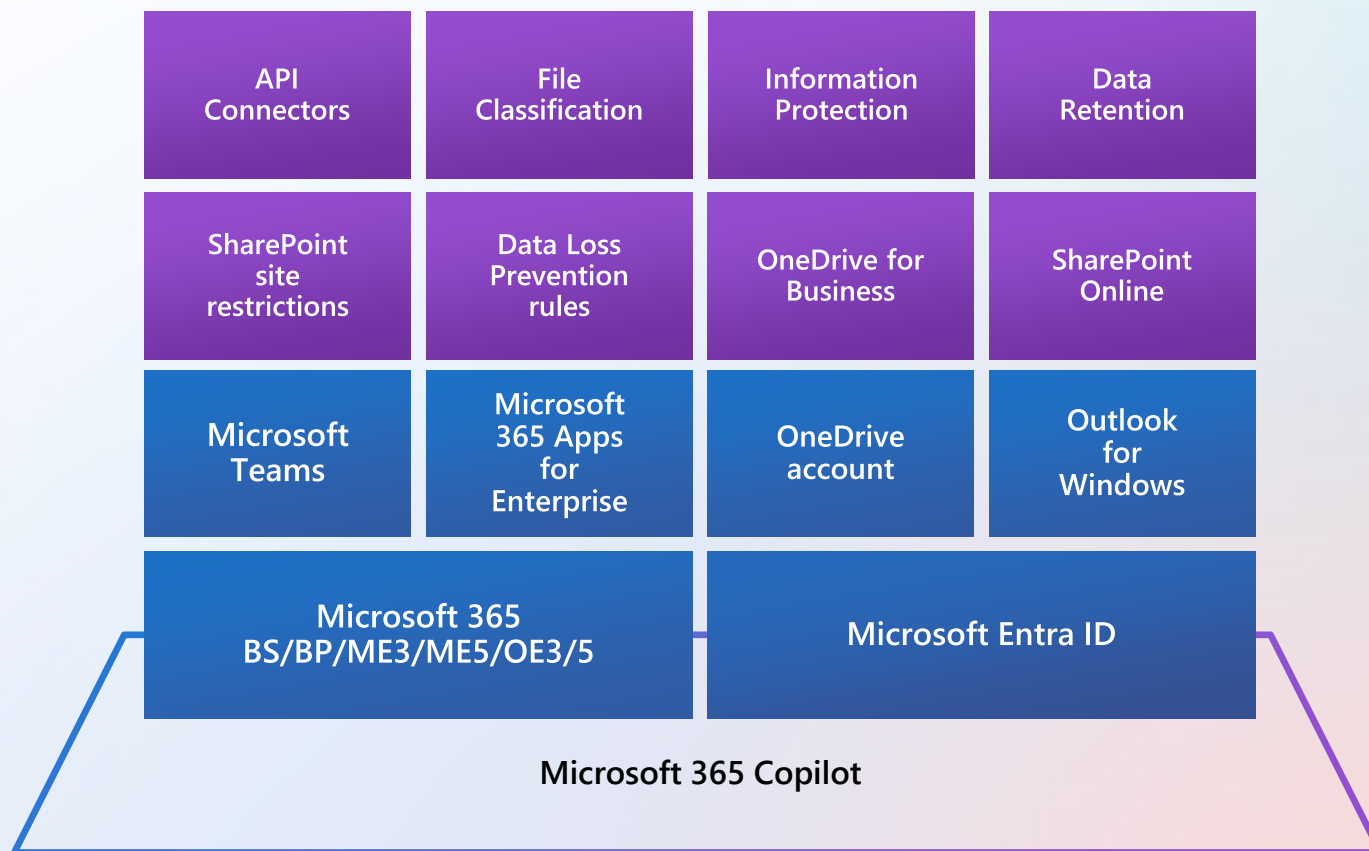**Microsoft Teams**

Summarize meeting and show follow-up actions.

DEMO

The Copilot and Business Premium Get AI Ready building Blocks

API Connectors	File Classification	Information Protection	Data Retention
SharePoint site restrictions	Data Loss Prevention rules	OneDrive for Business	SharePoint Online
Microsoft Teams	Microsoft 365 Apps for Enterprise	OneDrive account	Outlook for Windows
Microsoft 365 BS/BP/ME3/ME5/OE3/5		Microsoft Entra ID	

Microsoft 365 Copilot

Use prompts to get started with Copilot for Microsoft 365

Use prompts to create, summarize, edit or transform.
It's like having a conversation with Copilot.
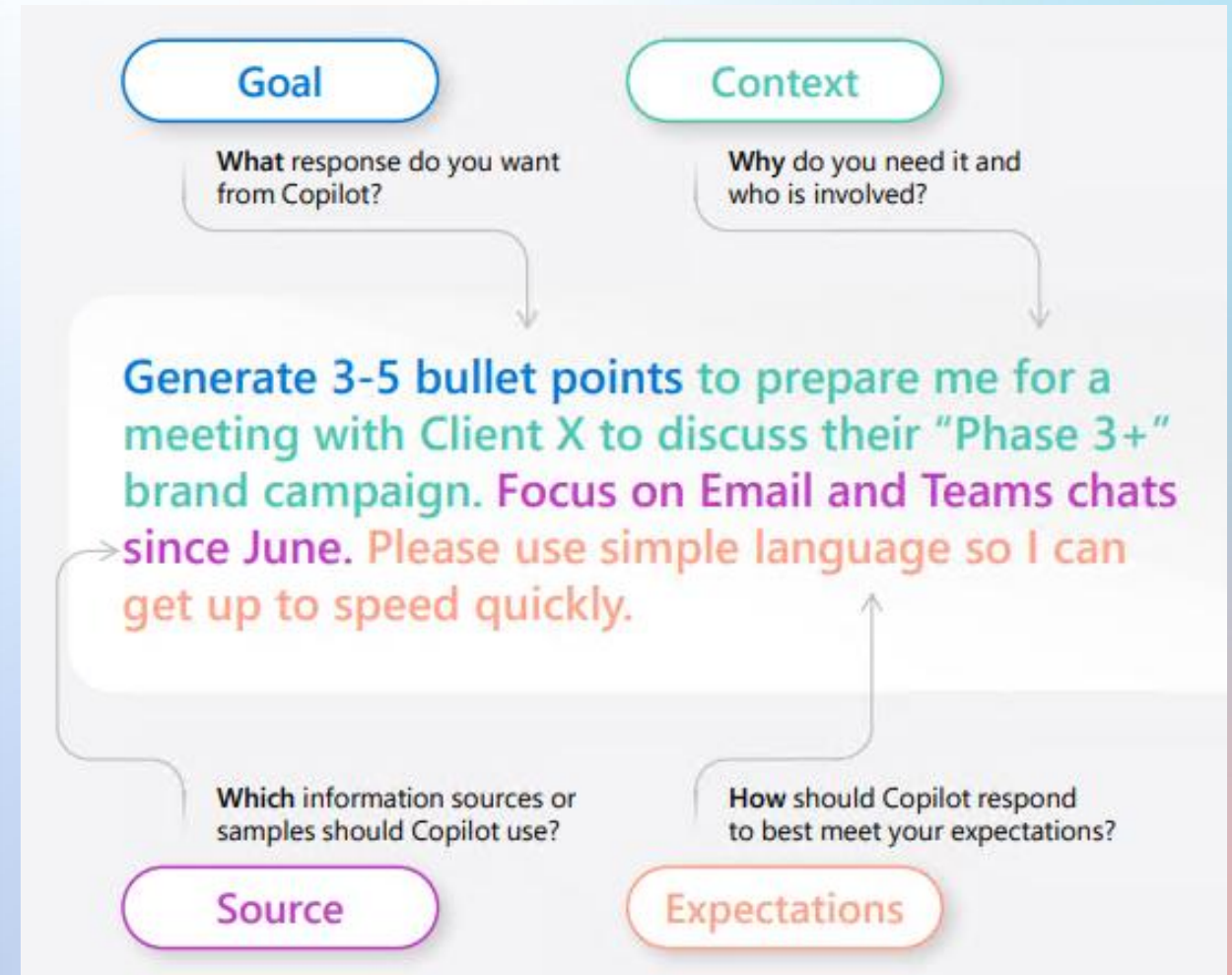
Introducing

Copilot Studio

Customize Copilot for Microsoft 365

Enable greater control and efficiency by authoring responses to predictable scenarios within Copilot for Microsoft 365.

Create custom copilots and GPTs

Incorporate your data and plugins for engaging interactions in the places that matter the most.

Use one connected platform

Built on the foundations of leading AI technologies including Power Virtual Agents, and can connect to Azure AI Studio and more.

Take aways

- Microsoft Copilot available for SMB

- Copilot relies on good data

- Other Copilots are available now

- Training will still be key

- Not for everyone in a business

- Start with search. Fully utilise.

- The number of Copilots will continue to grow

Resources

- Copilot for Microsoft 365 – https://adoption.microsoft.com/en-us/copilot/

- How to prepare for Microsoft 365 – https://techcommunity.microsoft.com/t5/copilot-for-microsoft-365/how-to-prepare-for-microsoft-365-copilot/ba-p/3851566

- Microsoft 365 Copilot – https://learn.microsoft.com/en-us/office365/servicedescriptions/office-365-platform-service-description/microsoft-365-copilot

- Microsoft Security Copilot – https://learn.microsoft.com/en-us/security-copilot/

- Copilot for work – https://www.microsoft.com/en-us/microsoft-365/copilot-for-work

- Copilot dashboard – https://learn.microsoft.com/en-us/viva/insights/org-team-insights/copilot-dashboard

- What's new in Microsoft 365 Copilot | November 2024 – https://techcommunity.microsoft.com/blog/microsoft365copilotblog/what%E2%80%99s-new-in-microsoft-365-copilot--november-2024/4330006

- AI Readiness assessment – https://aka.ms/CopilotM365assessment

CIAOPS Resources

- Blog – http://blog.ciaops.com

- Free Office 365, Azure video tutorials – http://www.youtube.com/directorciaops

- Free documents, presentations, eBooks – http://slideshare.net/directorcia

- Office 365, Azure, Cloud podcast – http://ciaops.podbean.com

- Office 365, Azure online training courses – http://www.ciaopsacademy.com

- Office 365 and Azure community – http://www.ciaopspatron.com

- CIAOPS Github – https://github.com/directorcia

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Skype for Business
admin@ciaops365.com

Get access to the latest information by becoming a Patron

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That's all folks!

Thanks for attending