

# Need to Know Microsoft 365 Webinar May 2024

@directorcia

<http://about.me/ciaops>

Web cast has started

Web cast is being recorded

If you can't hear anything check  
your speaker settings

For questions after the event:

Email : [director@ciaops.com](mailto:director@ciaops.com)

Twitter : [@directorcia](https://twitter.com/directorcia)

CIAOPS Academy

Login

Sign Up

# Webinar recordings at:

## Need to Know

Technology training

Enroll now

# [www.ciaopsacademy.com](http://www.ciaopsacademy.com)

Free access for CIAOPS patrons

<https://blog.ciaops.com/2022/07/29/join-my-teams-shared-channel/>

Join my  
free  
shared  
Channel



# Agenda

- Microsoft 365 Update
- Microsoft Bookings
- Q & A





# Microsoft 365 Update

# News

- Introducing Team Copilot
  - <https://www.youtube.com/watch?v=4k2T5sfGIP4>
- Microsoft Copilot Studio: Building copilots with agent capabilities
  - <https://microsoftcopilotstudio.microsoft.com/en-us/blog/microsoft-copilot-studio-building-copilots-with-agent-capabilities/>
- Evolving Copilot in Windows for your workforce
  - <https://techcommunity.microsoft.com/t5/windows-it-pro-blog/evolving-copilot-in-windows-for-your-workforce/ba-p/4141999>
- New Windows 11 features strengthen security to address evolving cyberthreat landscape
  - <https://www.microsoft.com/en-us/security/blog/2024/05/20/new-windows-11-features-strengthen-security-to-address-evolving-cyberthreat-landscape/>
- Meet the new Microsoft Surface Pro
  - <https://www.youtube.com/watch?v=jg1ZxdBFYg>

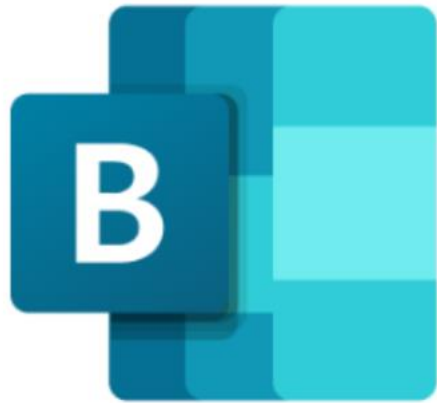


# News – GPT4o

- With Copilot
  - <https://youtu.be/8OviTSFqucl?si=tMyltT67ZUTQiFW4&t=1220>
- OpenAI announcement
  - <https://www.youtube.com/watch?v=DQacCB9tDaw>

---

# Bookings



*DEMO*

# Take aways

- Comes with or can be added to any environment
- Integrates with your calendar
- Can allow people to book meetings
- Integrates with Teams meetings
- Can also be integrated with payment gateways
- Has a mobile app

# Resources

- Overview of Bookings - <https://learn.microsoft.com/en-us/microsoft-365/bookings/bookings-overview?view=o365-worldwide>
- Manage the Bookings App in Teams – <https://learn.microsoft.com/en-us/microsoftteams/bookings-app-admin?bc=%2Fmicrosoft-365%2Fbookings%2Fbreadcrumb%2Ftoc.json&toc=%2Fmicrosoft-365%2Fbookings%2Ftoc.json&view=o365-worldwide>
- Microsoft Bookings FAQ - <https://learn.microsoft.com/en-us/microsoft-365/bookings/bookings-faq?view=o365-worldwide>
- Web app versus Teams App - <https://learn.microsoft.com/en-us/microsoft-365/bookings/comparison-chart?view=o365-worldwide>
- Turn on or off Shared Bookings for an organization - <https://learn.microsoft.com/en-us/microsoft-365/bookings/turn-bookings-on-or-off?view=o365-worldwide>



# 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>
- CIAOPS Best Practices Github – <https://github.com/directorcia/bp>

[Twitter/X](#)  
[@directorcia](#)

[Facebook](#)  
<https://www.facebook.com/ciaops>

[Email](#)  
[director@ciaops.com](mailto:director@ciaops.com)

[Teams](#)  
[director@ciaops.com](https://teams.microsoft.com/join/director@ciaops.com)



Get access to the latest  
information by becoming a  
Patron

<http://www.ciaopspatron.com>



*Questions*

That's all folks!

Thanks for attending