

The Copilot & AI Showcase

Office Hours with Lance Lingerfelt

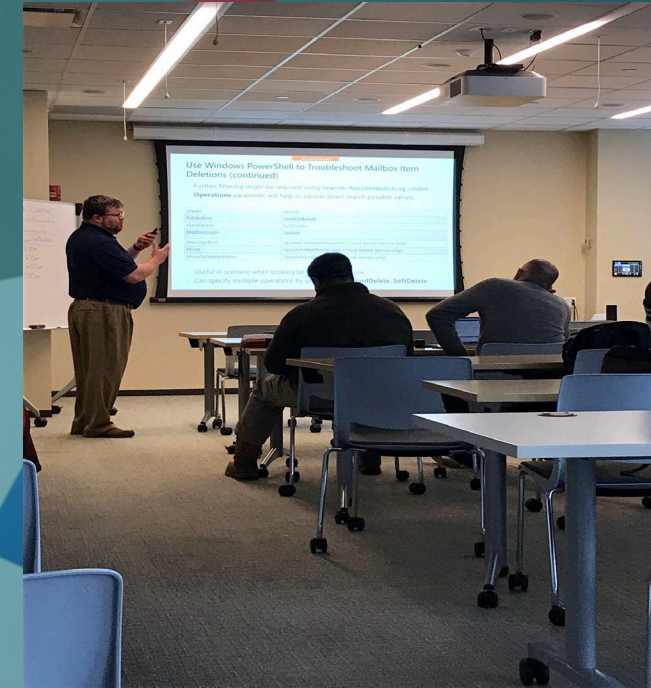
Ask The Trainer Series

Friday 5/10/2024



Lance Lingerfelt

- Over 20+ years IT and MCT experience. M365, MCSE Certified
- Worked for Microsoft and currently own my own company LDLNET LLC
- AI / Exchange / AD / Entra / Teams SME, Security Architect, and Migration Specialist
- Extensive PowerShell Scripting Experience
- M365 Community Evangelist, Saxophonist, Company Owner, and Vehicle Enthusiast



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Microsoft Copilot empowers every user



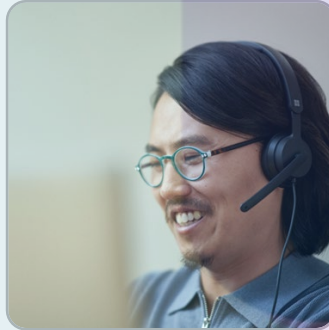
Sales and Marketing

Drive growth with AI that sparks marketing creativity and sharpens sales precision



R&D

Enhance product development and innovation through insightful data analysis



Customer Service

Stay coordinated as a team to resolve more customer issues



Finance

Quickly search across all your data to solve your most complex problems



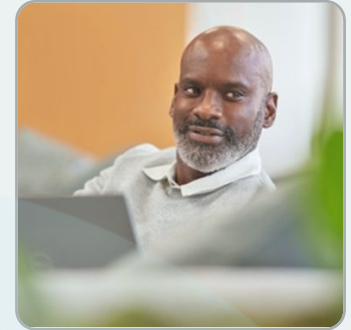
Operations

Simplify quality reporting and data validation



Data and IT

Effectively manage shared projects and track progress



HR

Store, access, and prioritize notes in a fraction of the time



Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



+



+



+



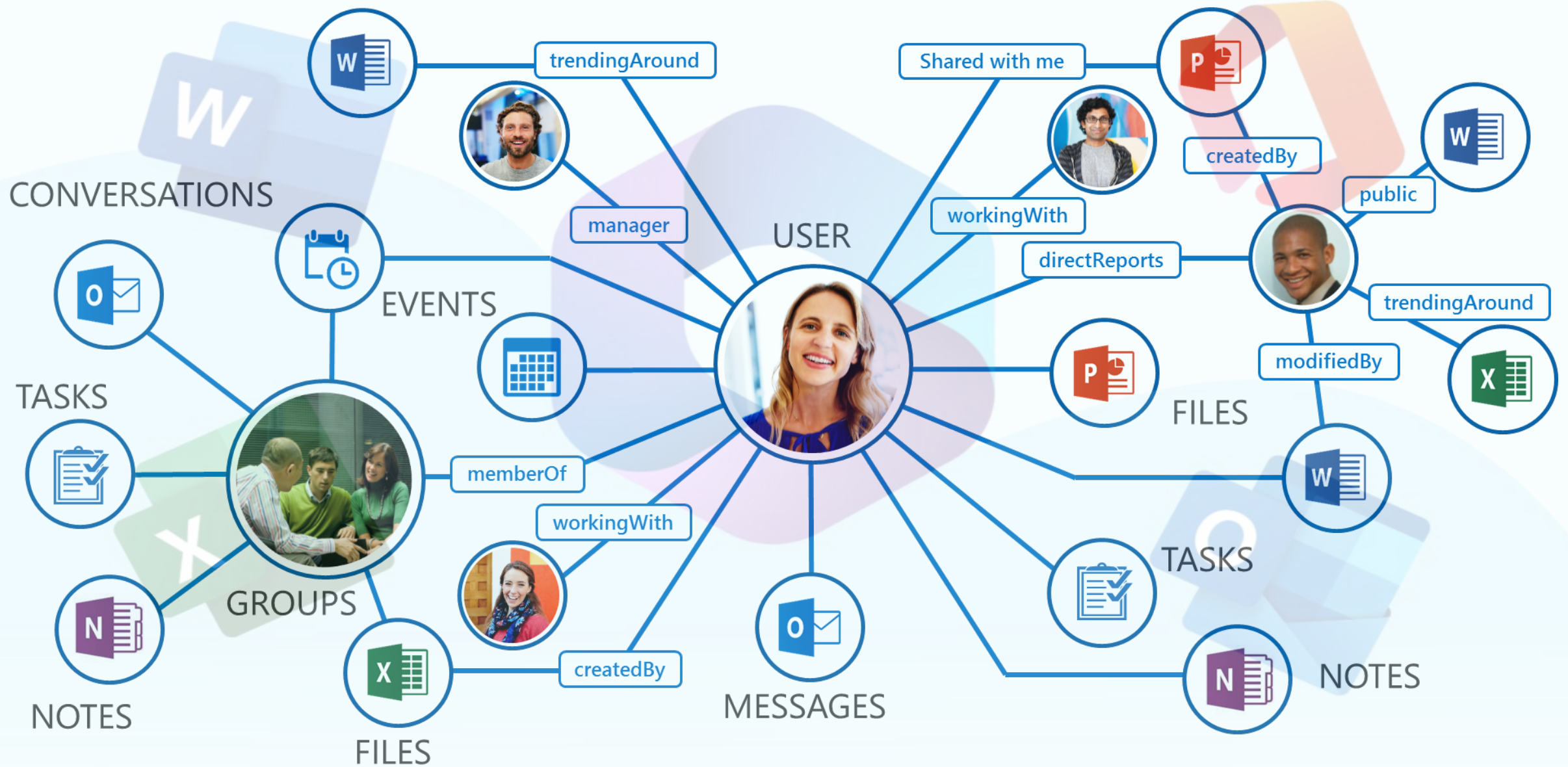
Large Language
Models

Microsoft Graph
- Your Data -

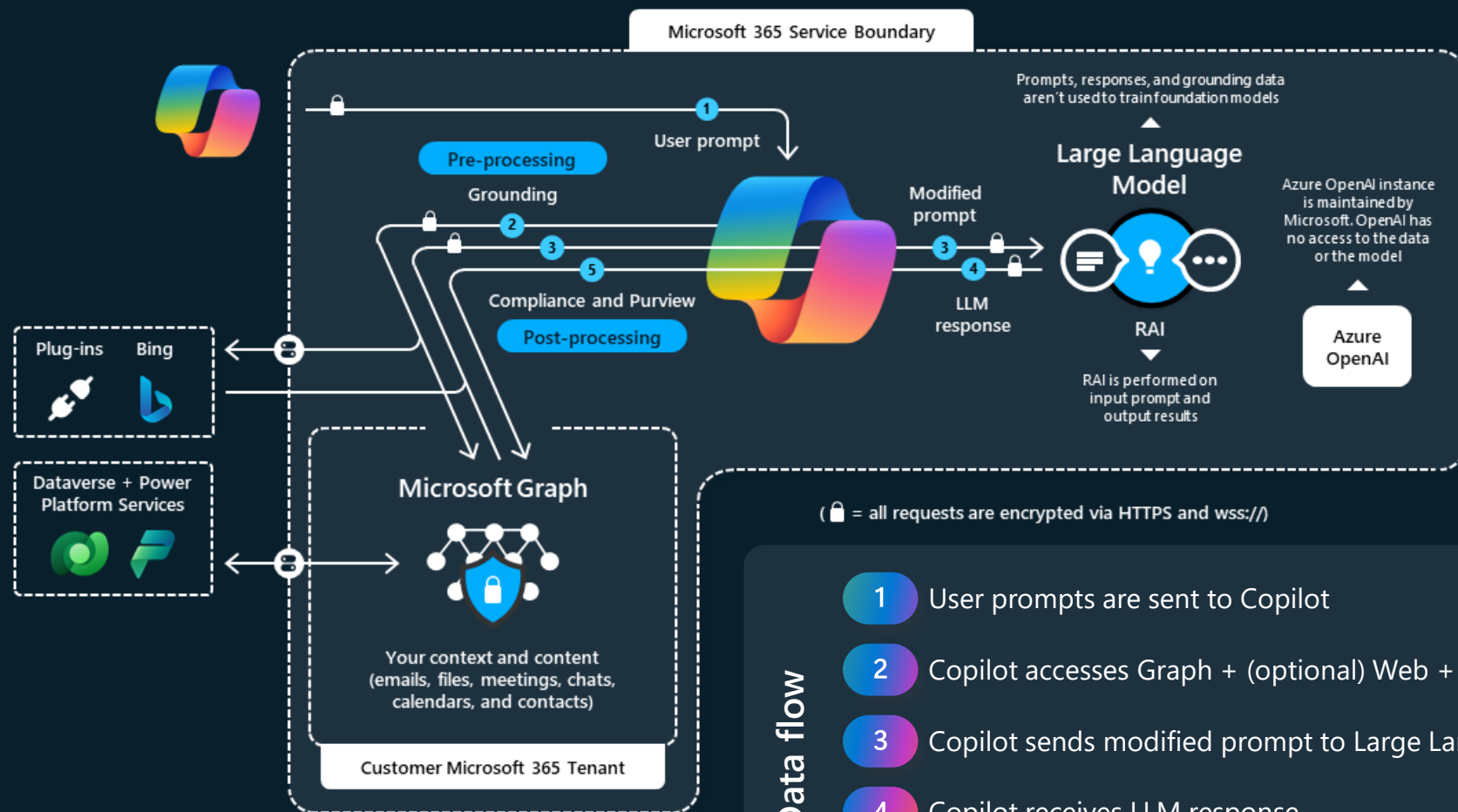
Microsoft 365
Apps

The
Web

Microsoft Graph



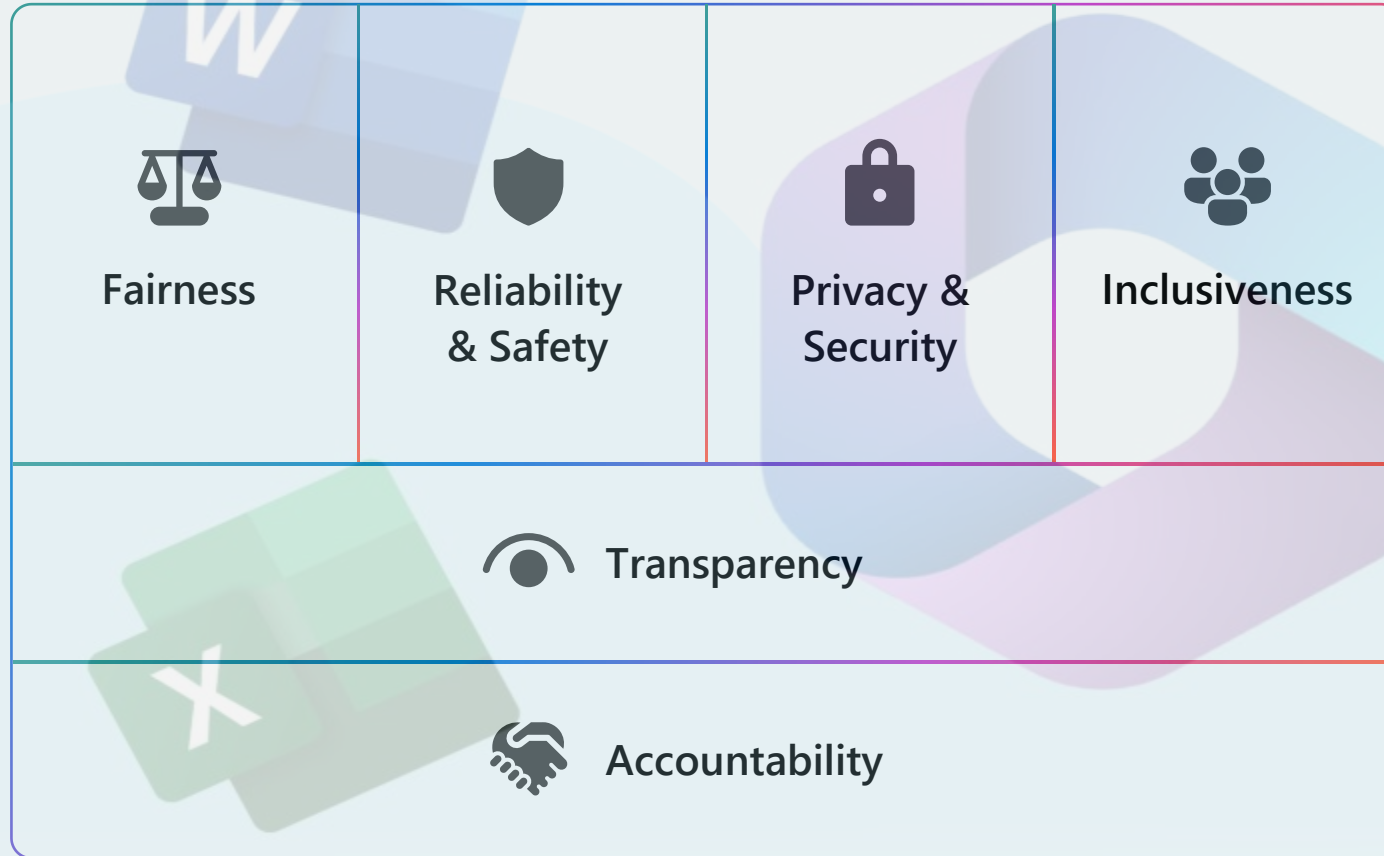
Microsoft Copilot for Microsoft 365 architecture



Data flow

- 1 User prompts are sent to Copilot
- 2 Copilot accesses Graph + (optional) Web + other services for grounding
- 3 Copilot sends modified prompt to Large Language Model (LLM)
- 4 Copilot receives LLM response
- 5 Copilot accesses Graph for Compliance and Purview

Microsoft's Responsible AI



Microsoft Cloud — AI you can trust


Your data is **your** data.

Your data is **not** used to train the OpenAI foundation models without permission.

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



Frequently asked questions about data, privacy, and security



How can I control access to data and prevent oversharing?

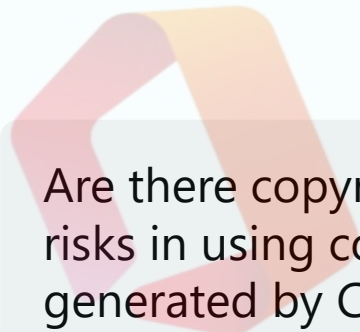
Because Copilot inherits all your existing Microsoft 365 security and compliance requirements, only people with the right permissions can access the content it generates. Before rolling out Copilot, it's important to audit the data access conditions, retention controls, and sensitivity labels you already have set up. These policies and settings can be managed centrally and applied across all your apps.

Are there other safeguards to consider for meeting transcripts?

The meeting owner controls who has access to transcripts. Everyone in a meeting will see an alert that the meeting is being recorded, and the transcript is subject to retention policies your admins set and enforce. If you want to use Copilot in a meeting but not create a recording, you now have the option to enable it without a transcription. When you enable Copilot without a transcription, Copilot can answer questions and provide information during the meeting, but no record of those interactions will be retained afterward.

Where is Copilot data stored and processed?

Because Copilot is a core Microsoft 365 service, the data it uses resides in your geographical region. That means it complies with Microsoft processing commitments for that region. For example, if your organization is in Europe, be assured that Copilot complies with our processing commitments under the EU Data Boundary.



Are there copyright risks in using content generated by Copilot?

The Microsoft Copilot Copyright Commitment protects your intellectual property, as well as the intellectual property of others. If you use Copilot to generate content for your business and a third party sues your organization for copyright infringement, Microsoft will defend you and pay the amount of any adverse judgments or settlements as long as you used the guardrails and content filters built into Copilot.



Copilot Lab

Start your Copilot Journey



Powerful prompts, a click away

What's new?

What's the latest from **person**, organized by emails, chats, and files?



Name a product

Suggest a list of product names for a state-of-the-art toaster that is energy efficient and stylish.



Generate ideas

Suggest inexpensive ways to optimize our website for organic search.



Be prepared

What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names.



aka.ms/CopilotLab

Copilot Demo & AI Discussion

Custom Copilot and Custom AI Interfaces

Guest Speaker: Paul J. Swider



Questions??



Thank You!

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<https://www.officeproinc.com>
- ▶ **RealActivity Website:**
<https://realactivity.ai>

Sponsors:



Ask OfficePro about my AI-900 Bootcamp!

Ask How RealActivity can assist you with your journey to AI and Copilot!

Thanks again to our Guest Speaker:

Paul J. Swider
pswider@realactivity.com

