

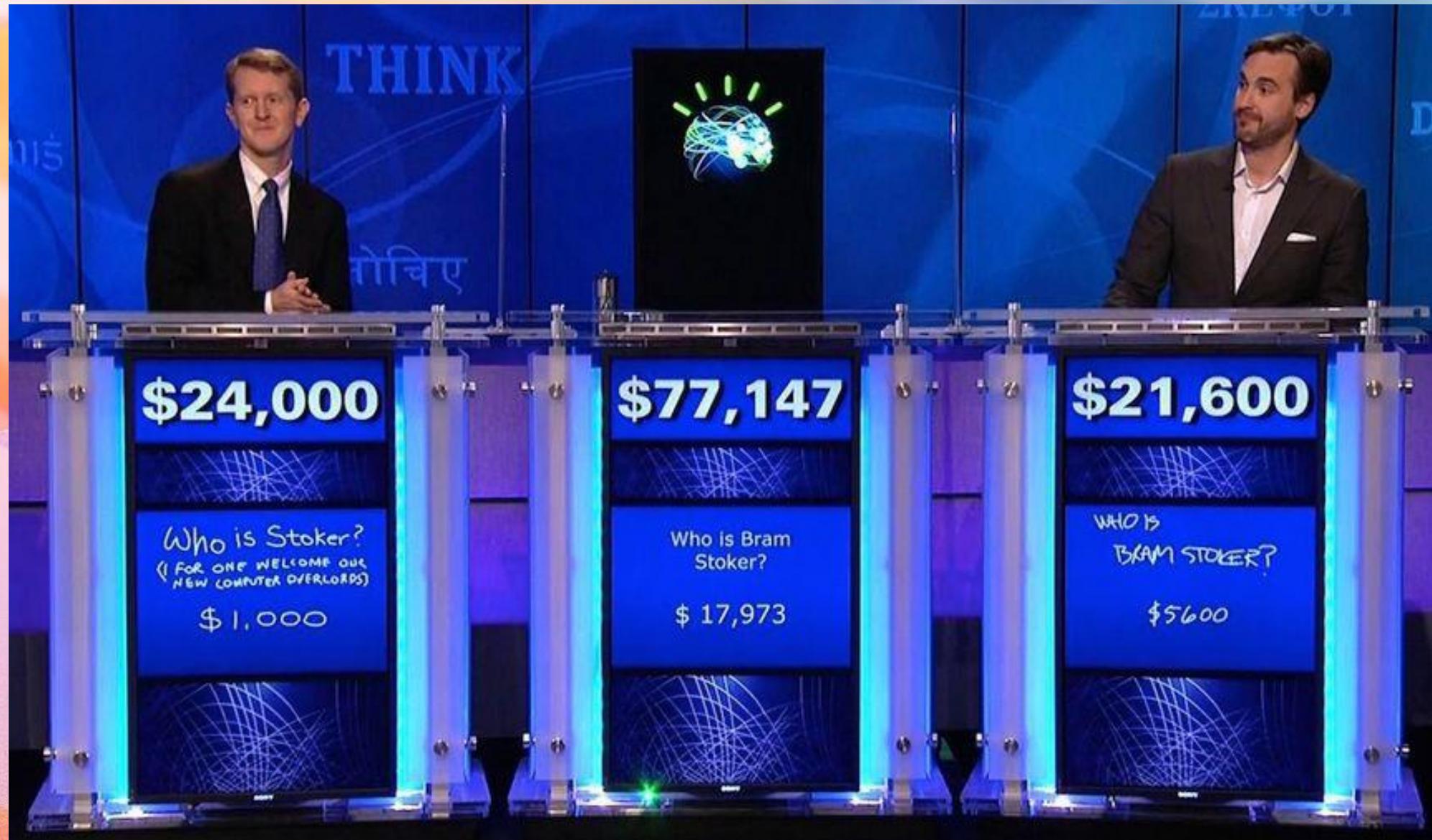


Introduction

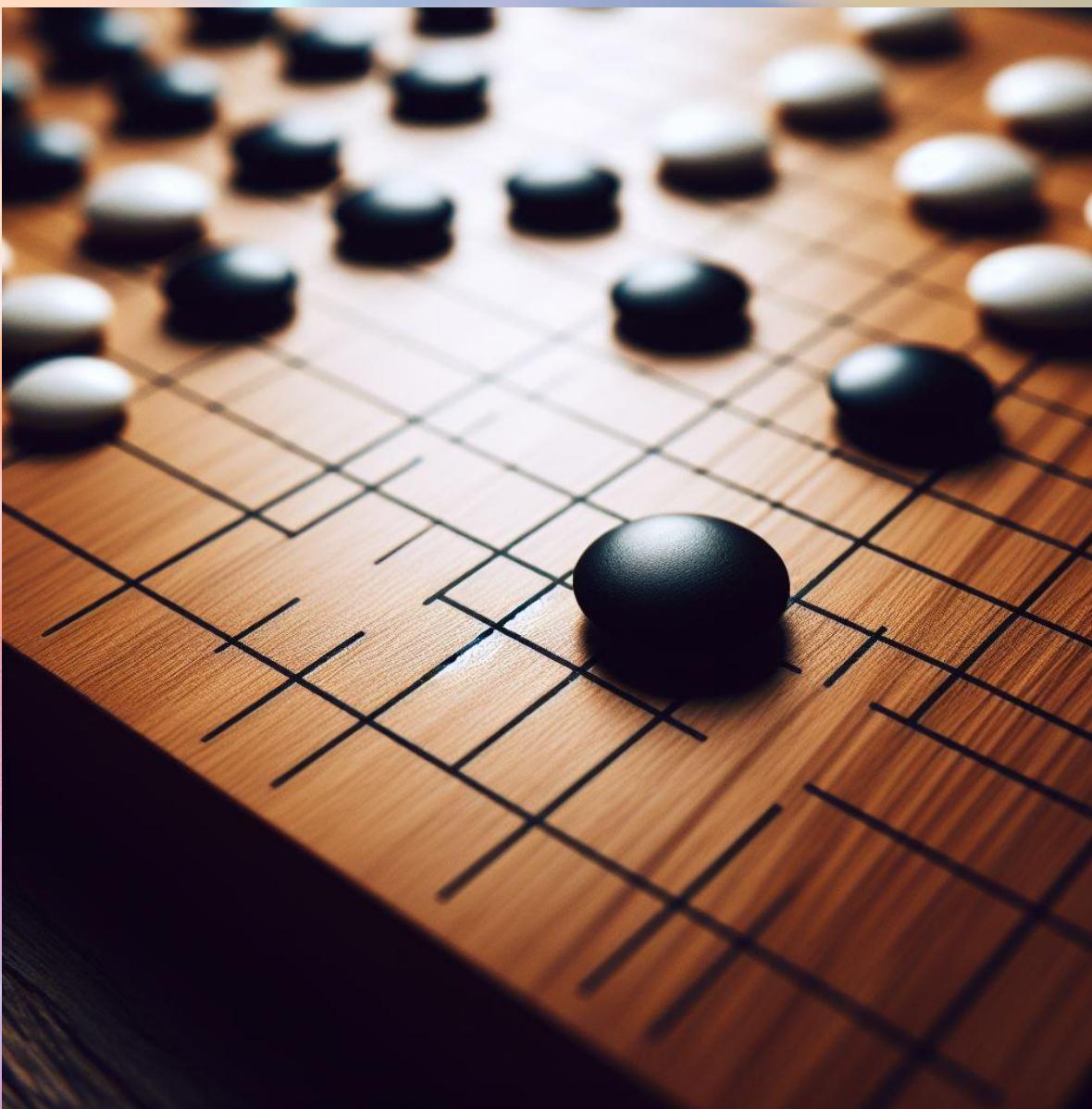




Year = 1997



Year = 2011



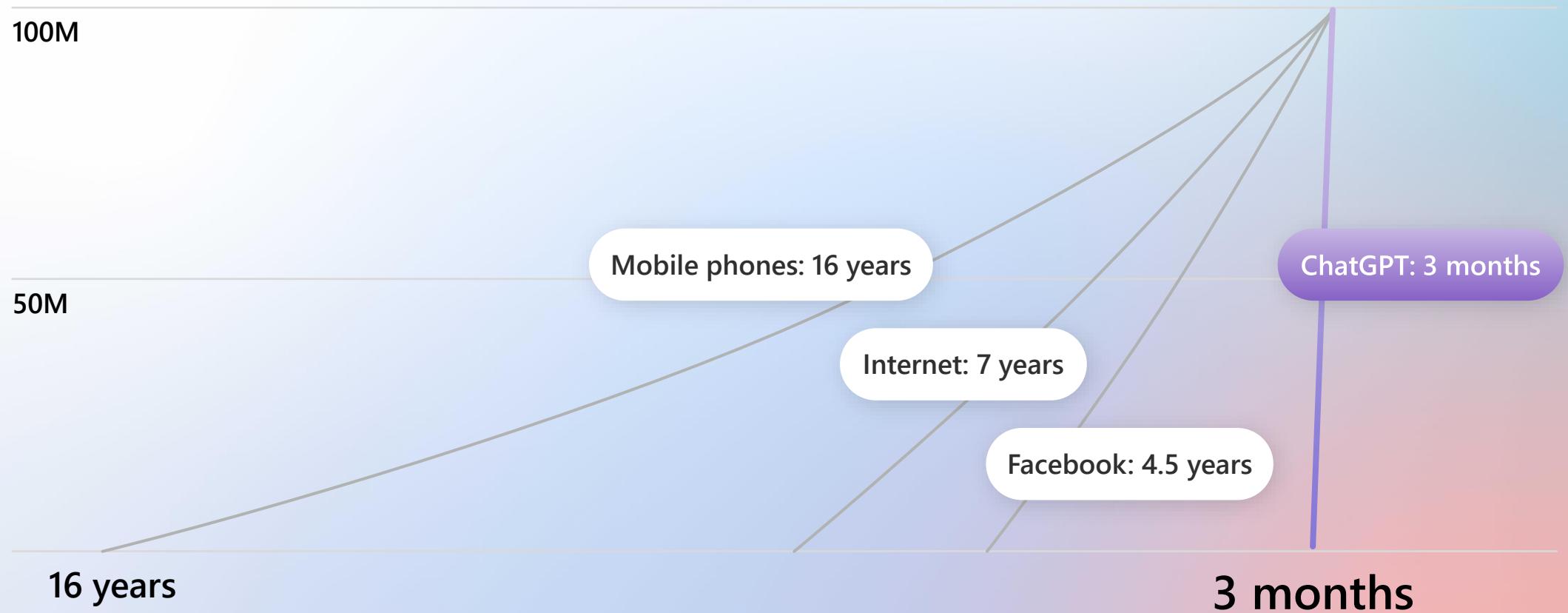
Year = 2016



Prompt: A stylish woman walks down a Tokyo street filled with warm glowing neon and animated city signage. She wears a black leather jacket, a long red dress, and black boots, and carries a... +

Generative AI technology is here

Time to reach 100M users



87%

of organizations believe AI will
give them a **competitive edge**

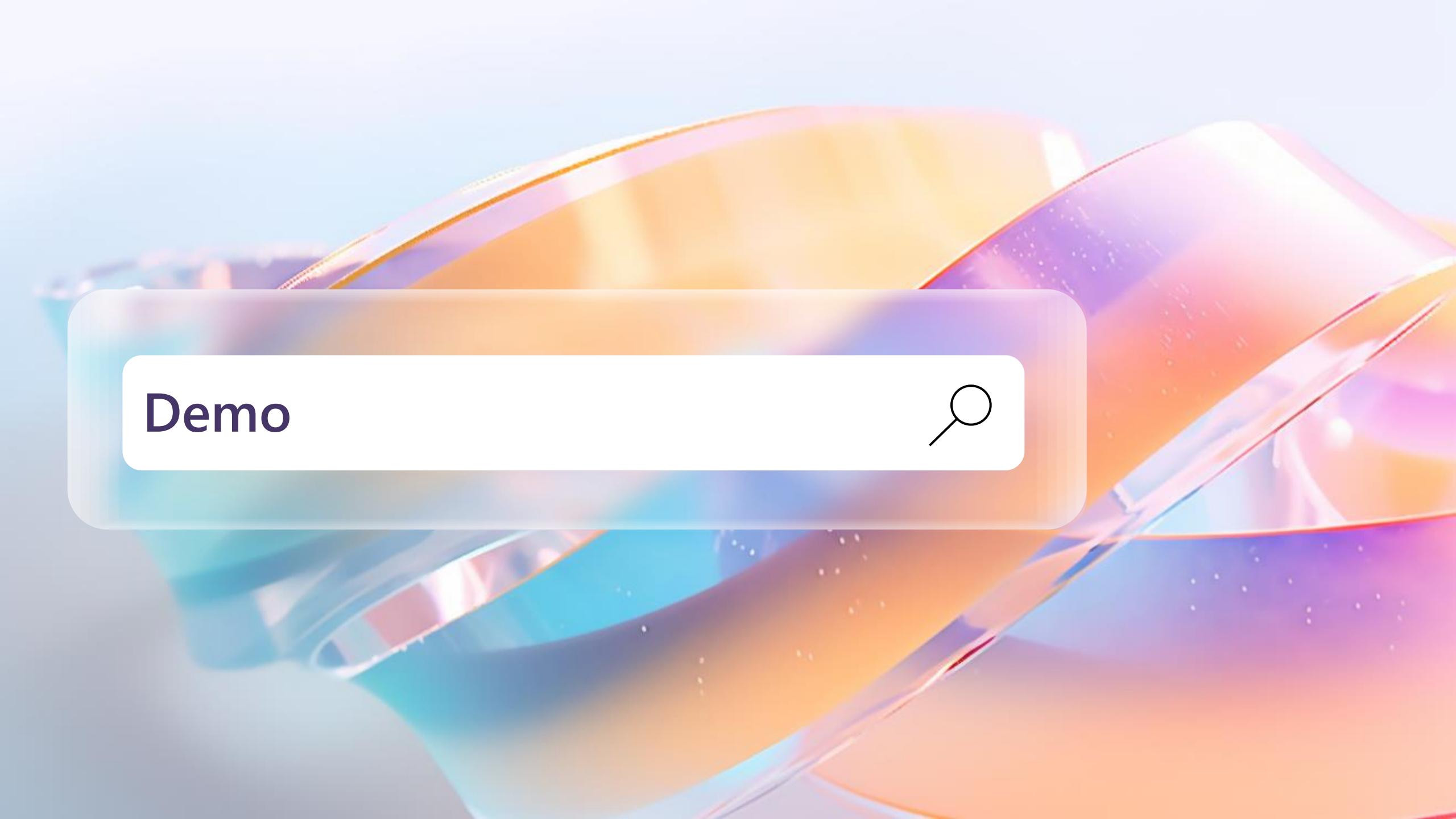
ChatGPT



Generative Pre-trained Transformer

ChatGPT

ChatGPT is a conversational AI developed by OpenAI. It's built upon the GPT (Generative Pre-trained Transformer) architecture, which is a type of deep learning model capable of generating human-like text based on the input it receives. ChatGPT is trained on vast amounts of text data from the internet, allowing it to understand and generate responses to a wide range of topics and prompts.



Demo



ChatGPT

Settings

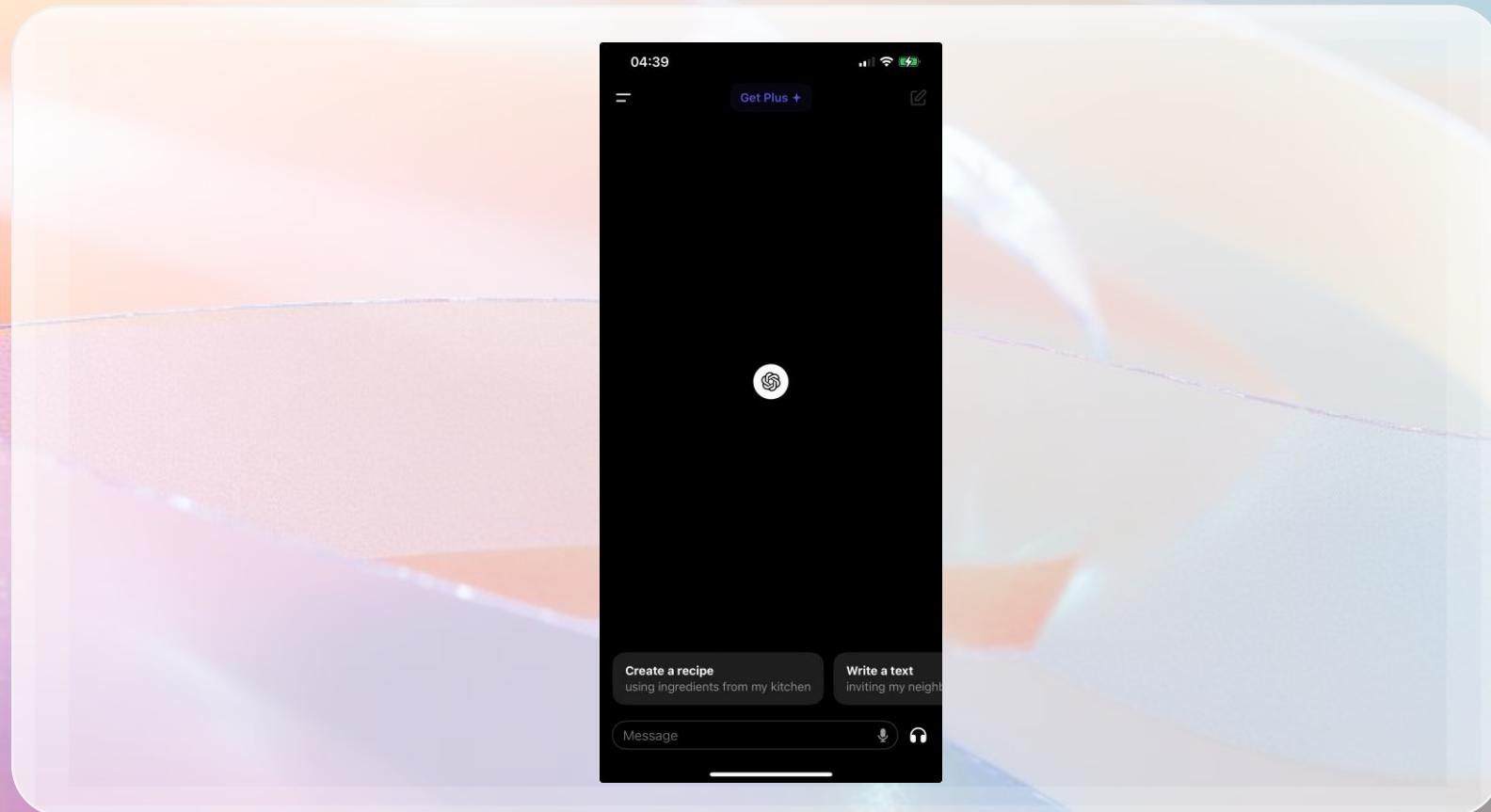


Improve the model for everyone



Allow your content to be used to train our models, which makes ChatGPT better for you and everyone who uses it. We take steps to protect your privacy. [Learn more.](#)

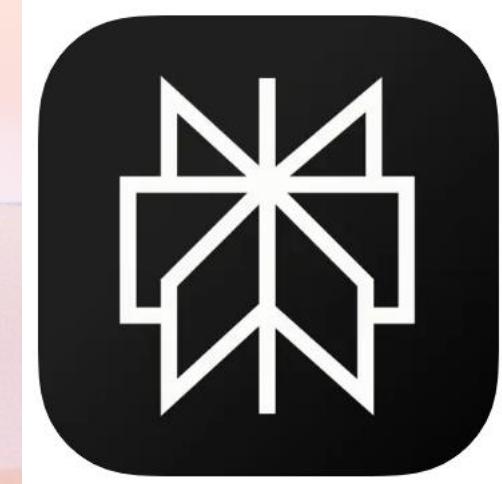
ChatGPT on mobile



<https://au.pc当地.com/ai/100020/ai-on-the-go-how-to-use-chatgpt-from-your-mobile-device>

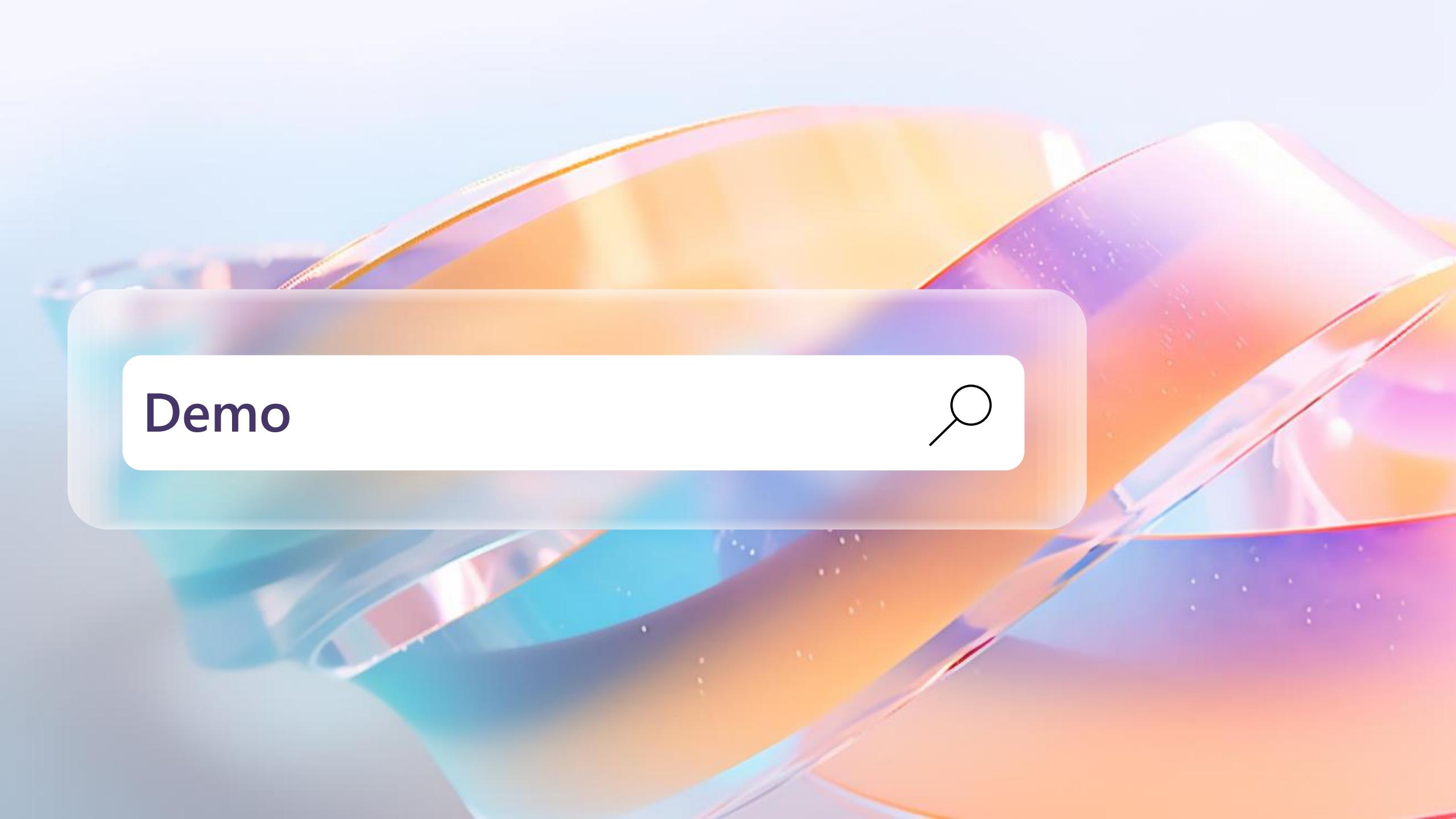
Others

 Claude



Perplexity

Gemini 



Demo



AI Intro related to how Copilot works



01

Large Language
Models and Deep
Learning concepts



02

How Copilot for
Microsoft 365
actually works



03

With this context:
why prompt
engineering is so
important

Large Language Models (LLMs)



What's a LLM

LLM, Large language model

Trained on gigantic corpus of data,
billions of parameters

Concepts

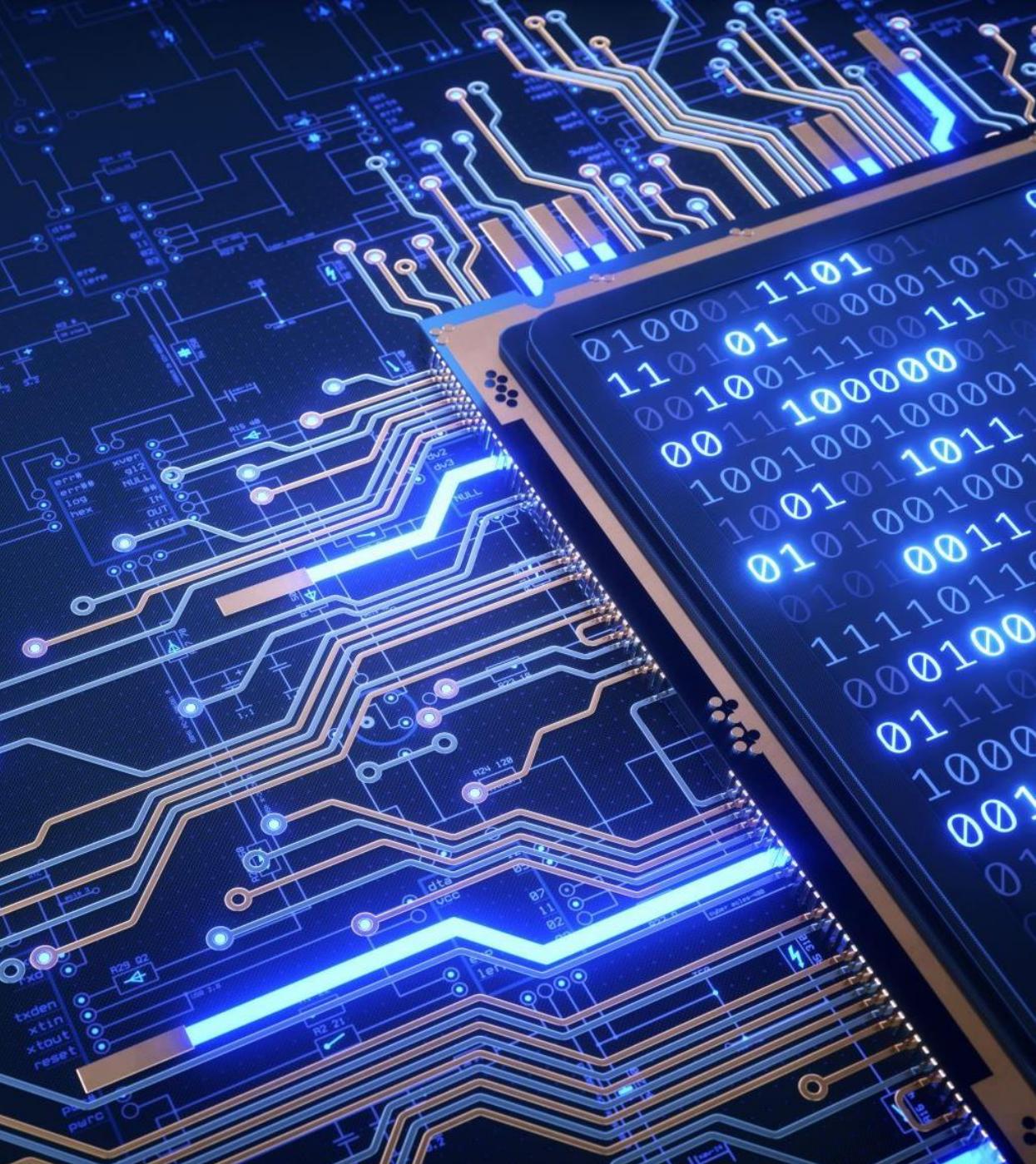
- Transformers
- Parameters
- Nodes

“Computes result” over “looking up facts”

Non-deterministic, even if you can control
it somewhat

Input, uses natural language to interact

Understands many spoken languages



LLM, parameters

Based on neural networks, layer of Nodes

A model that predicts the next word in a sequence of words

Parameters

- Each Node has a weight (parameter), adjusts during training process
- Bias (parameter) also used
- Parameters = rough indicator of size and complexity
- More parameters = can learn more complex patterns



LLM model types

BERT, RoBERTa, RoBERT, ALBERTA

T5

XLNet

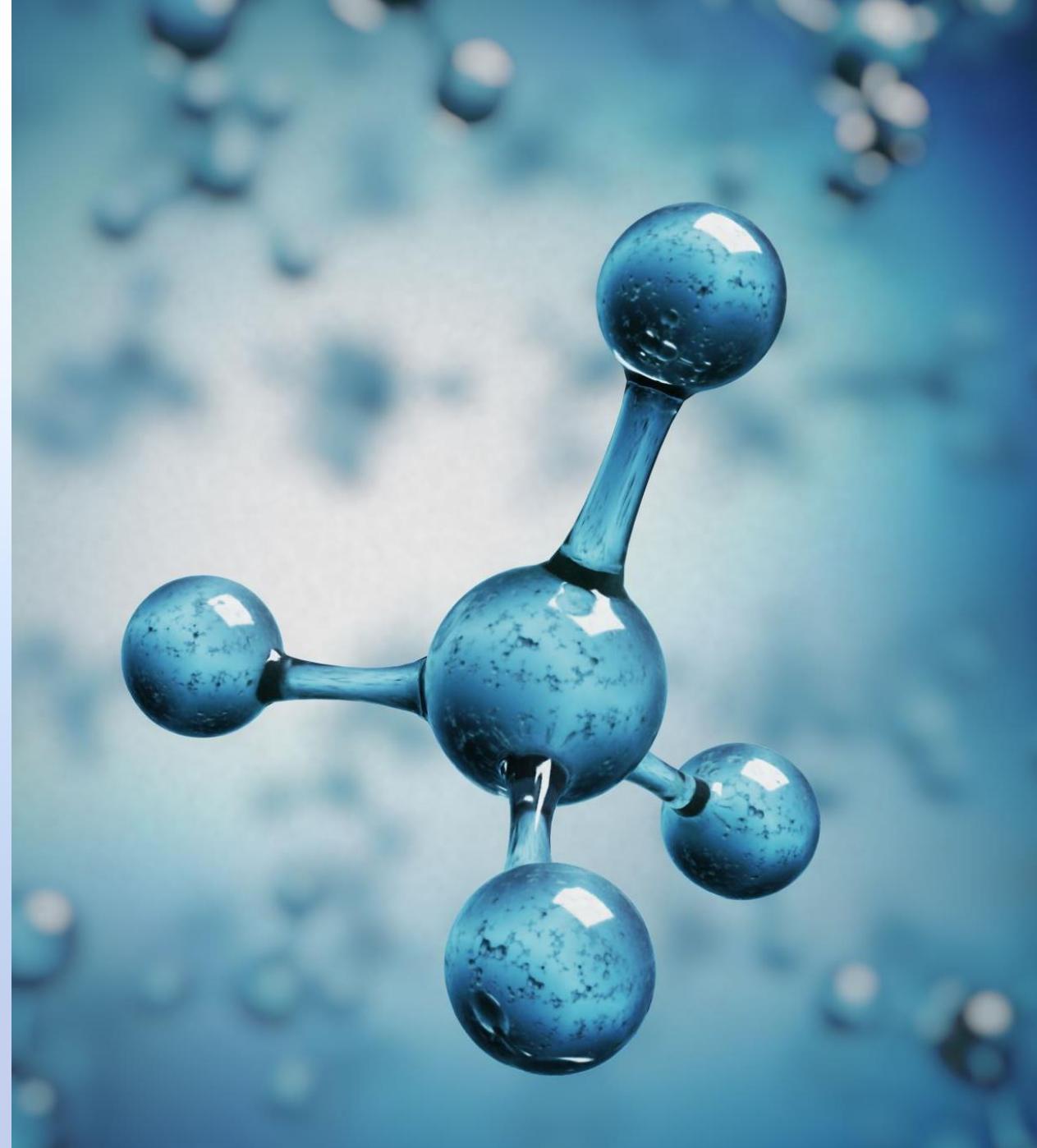
ELECTRA

LLAMA by Meta

GPT, Generative Pretrained Transformer

GPT series

- GPT-1, 117 million parameters
- GPT-2, 1.5 billion parameters
- GPT-3, 175 billion parameters
- GPT-4 176 trillion parameters



Chat GPT

Type a prompt:
text response

Advanced version:
multi modal response

The image displays two views of the ChatGPT interface. On the left, a mobile phone screen shows a conversation where a user asks for brunch suggestions. ChatGPT responds with a numbered list of 10 items, ranging from fresh fruit salad to freshly squeezed orange juice. It also provides a note about complementing a frittata and mimosas. On the right, a desktop browser window shows a longer text response. The user asks for feedback on a short story. ChatGPT praises the writing for its engagement and descriptive language, noting the natural dialogue between characters. It then lists three areas for improvement: punctuation and grammar, clarity, and narrative immersion. The overall tone is positive, encouraging the user to keep up the good work.

Me
I am hosting my friends for brunch on Sunday and they are asking what to bring. Could you give me a list of suggestions? I'll be making a frittata and mimosas.

ChatGPT
Certainly! Here's a list of brunch items your friends could bring:

1. Fresh fruit salad or a fruit platter
2. Pastries or croissants
3. Bagels with cream cheese and smoked salmon
4. Yogurt with granola and berries
5. Breakfast potatoes or hash browns
6. Sausages or bacon
7. Quiches or savory tarts
8. Pancakes or waffles with syrup
9. Coffee or tea
10. Freshly squeezed orange juice

These options can complement your frittata and mimosas nicely and provide a variety of flavors for your brunch gathering. ●

ChatGPT 3.5

was quiet for a moment and then he started again.

Can you give me feedback on my short story?

ChatGPT

Your writing is engaging and provides insight into the protagonist's feelings and past experiences. You effectively use descriptive language to paint a picture of the setting and the characters. The dialogue between the protagonist and their father feels natural and adds depth to the story. Additionally, your writing style is clear and easy to follow. However, there are a few areas where you could improve:

1. Punctuation and grammar: There are some minor punctuation and grammar issues throughout the text that could be polished for a smoother reading experience.
2. Clarity: Some parts of the story could benefit from a bit more clarity or elaboration, especially in the transition between scenes and the protagonist's internal thoughts.
3. Show, don't tell: While you do a good job of describing the physical setting, there are moments where you tell the reader about the character's feelings and past experiences. Consider showing these emotions through actions, dialogue, or internal monologue to make the narrative more immersive.

Overall, your writing is well-crafted and engaging, with room for minor improvements in mechanics and clarity. Keep up the good work! ●

Message ChatGPT...

ChatGPT can make mistakes. Consider checking important information.

Fine-tuning LLMs for Specialized Tasks

LLMs can be fine-tuned on specific datasets to perform specialized tasks

Fine-tuning process allows LLMs to become more accurate in domain-specific areas



What is GitHub Copilot?

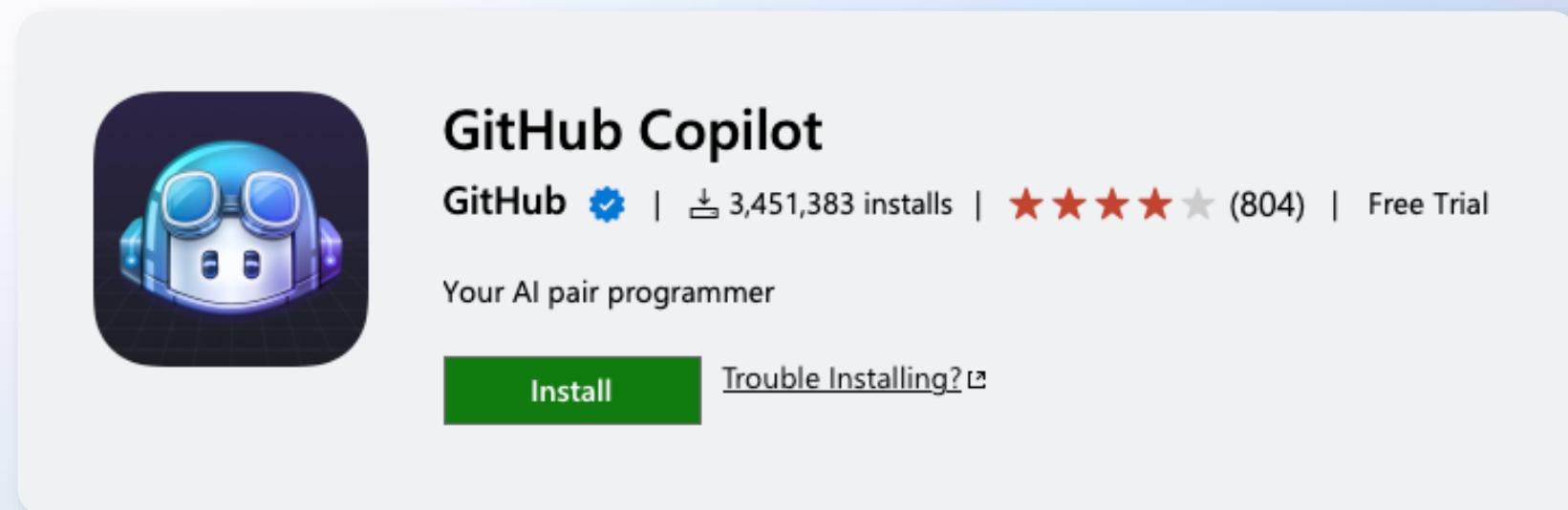
The brand name of GitHub's AI for developers

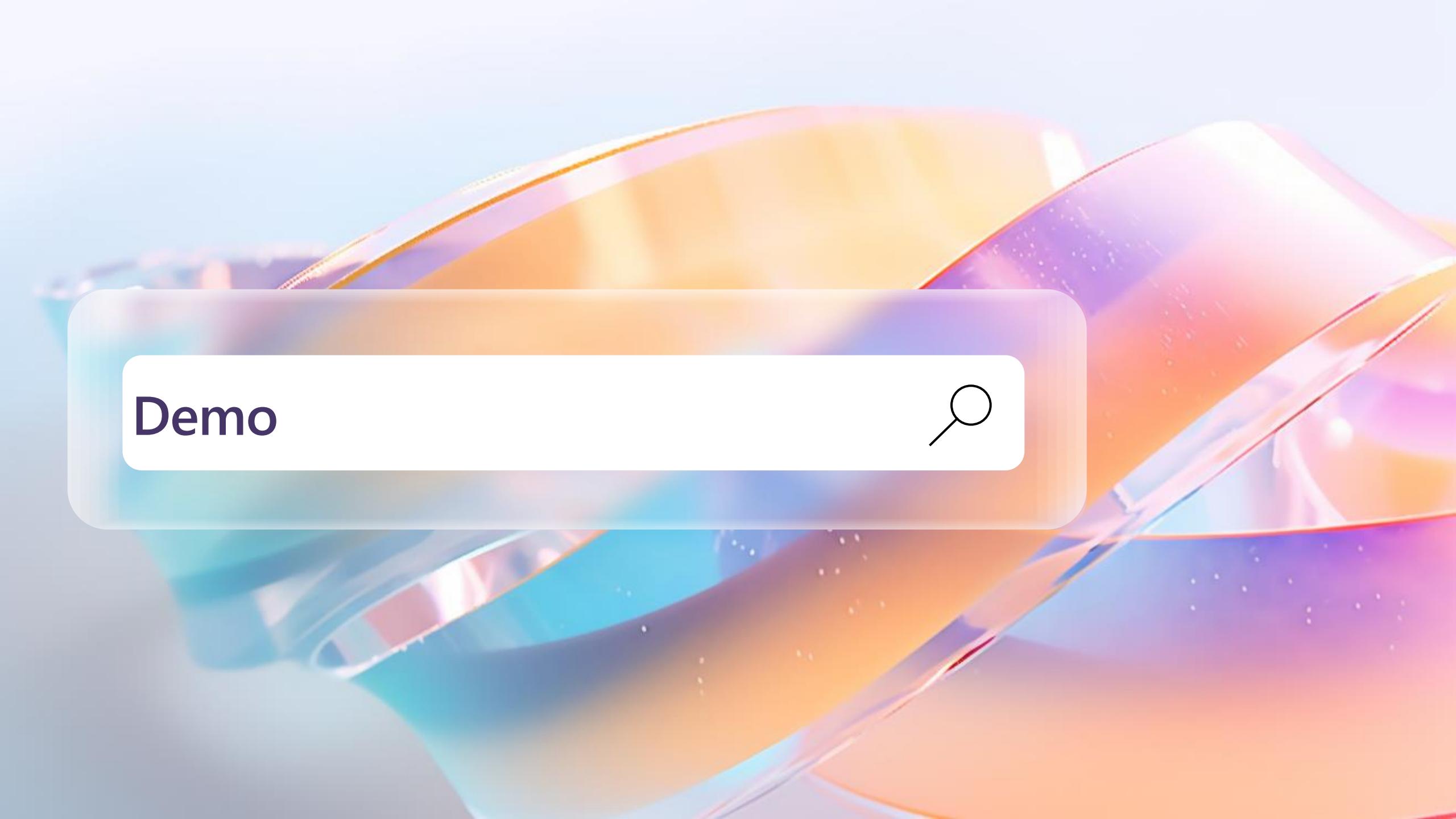
Available for many editors and as an extension
for VS Code

Currently powered by OpenAI's Codex model

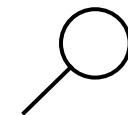
COST

- 10\$ per month (first 2 months free)
- Free for verified students, teachers, and maintainers
of large open-source projects ([link](#))





Demo





When using GitHub Copilot...

Faster code completion



96%

I am more fulfilled with my job



60%

Prompts



Large Language Model

Here's a short sentence
describing Microsoft 365.
It's a collection of powerful
tools to help you work,
connect, and create.

What is Microsoft 365?
Tell me in one short sentence.

The subtleties of prompting (prompt design)

Prompt

 Copy

Please give me the history of humans.

Prompt

 Copy

Please give me the history of humans in 3 sentences.

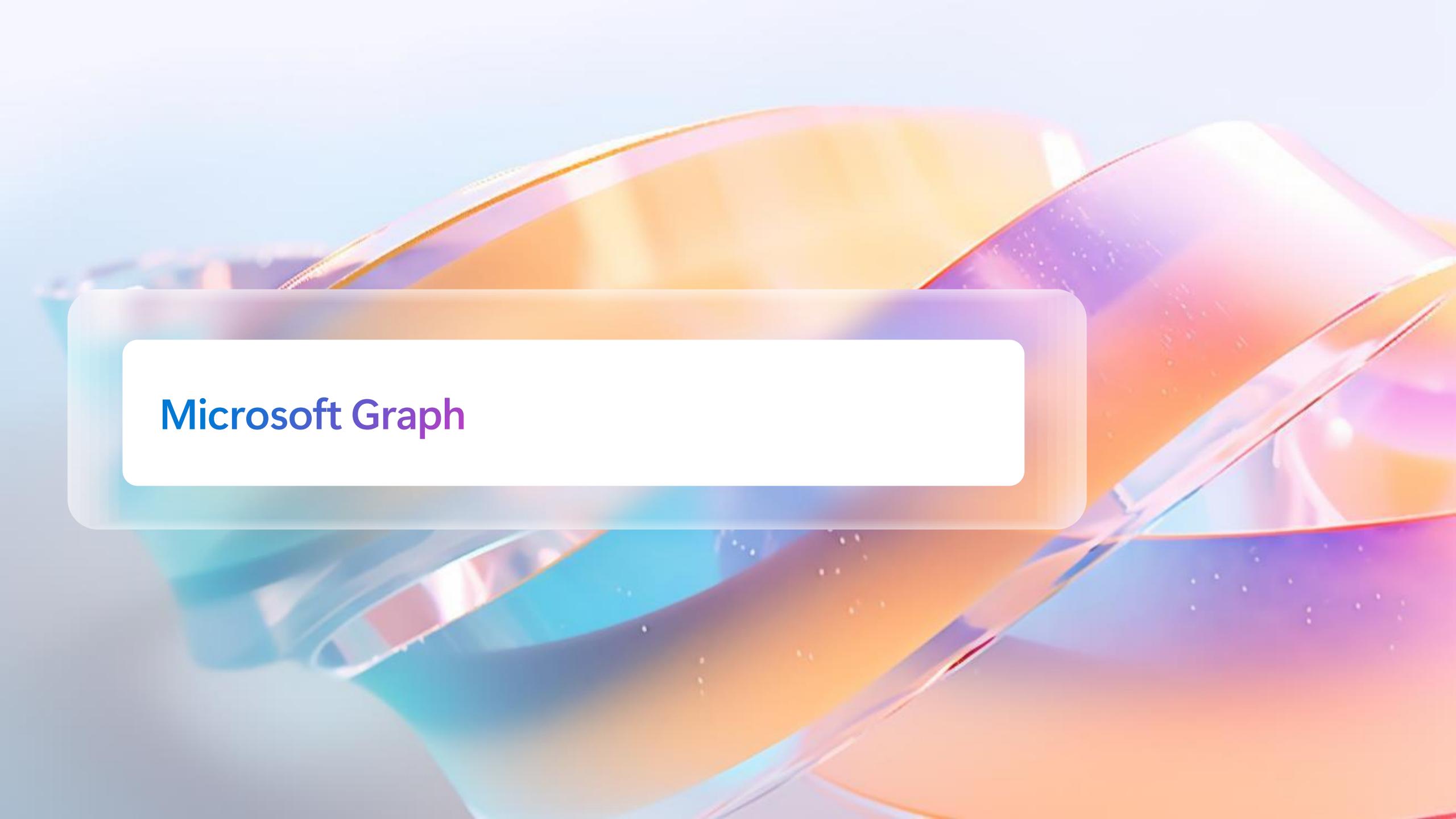
Why is prompt engineering important?

Prompt engineering is a critical skill for anyone working with LLM AI models

A good prompt produces the desired outputs

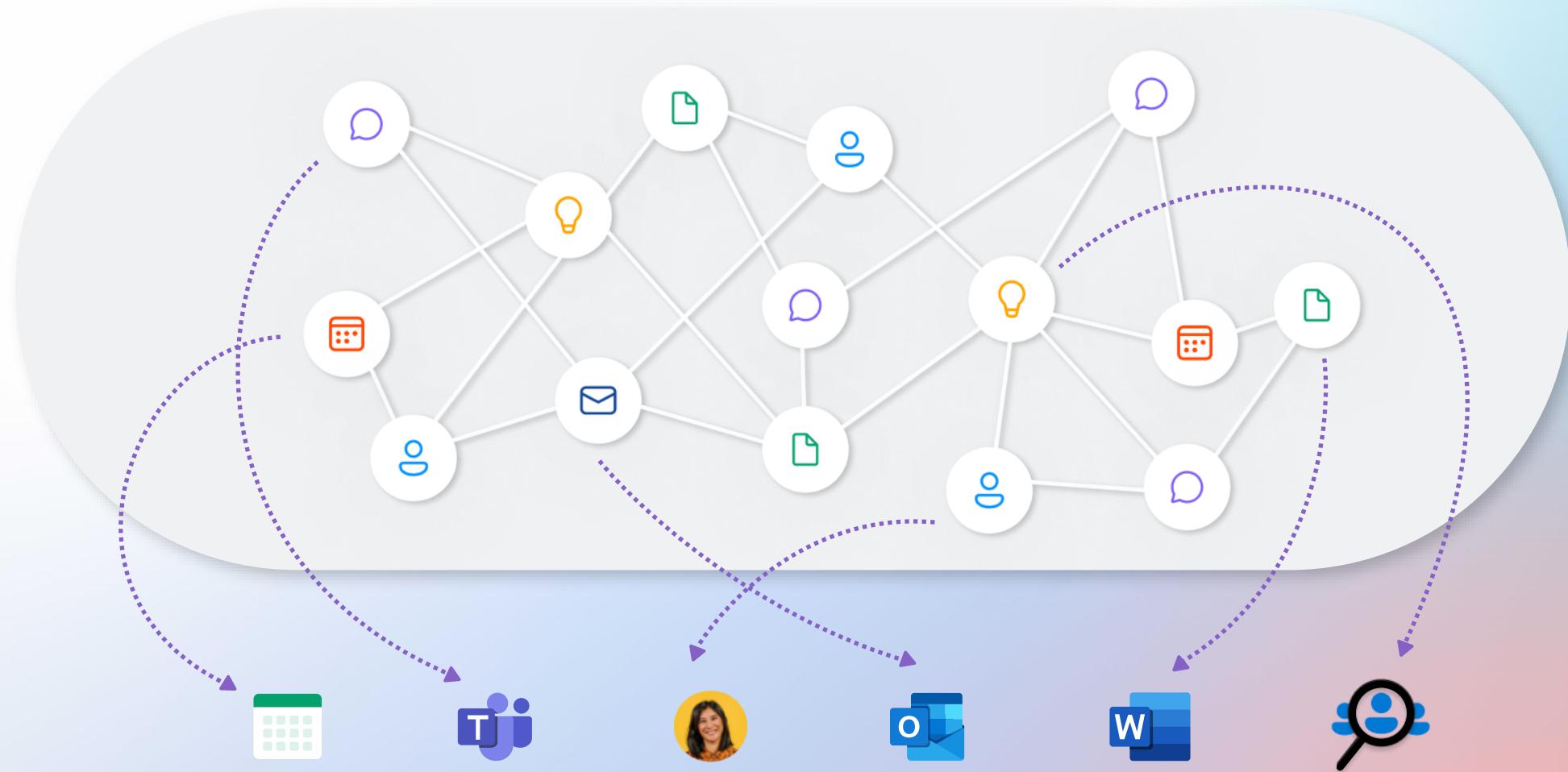
Improvements you can perform to make the results more predictable:

- Make the prompt more specific
- Add structure to the output with formatting
- Provide examples with few-shot prompting
- Tell the AI what to do to avoid doing something wrong
- Provide context to the AI
- Using message roles in chat completion prompts
- Give your AI words of encouragement



Microsoft Graph

Microsoft Graph



Knowledge & Insights via Microsoft Search

Embeddings for all Microsoft 365 entities

Retrieval Augmented Generation

Retrieval Augmented Generation

Search finds grounding data

We don't "train" on your tenant data



User prompt + Grounding data + Chat history + System prompt

Copilot



Your AI assistant



Microsoft Copilot for business functions

Your AI assistant for [business functions]

Copilot for Microsoft 365



Role-based extensions

Natural Language



Large Language
Models (LLMs)



Web + Graph + Dataverse
or 3P CRM/ERP grounding



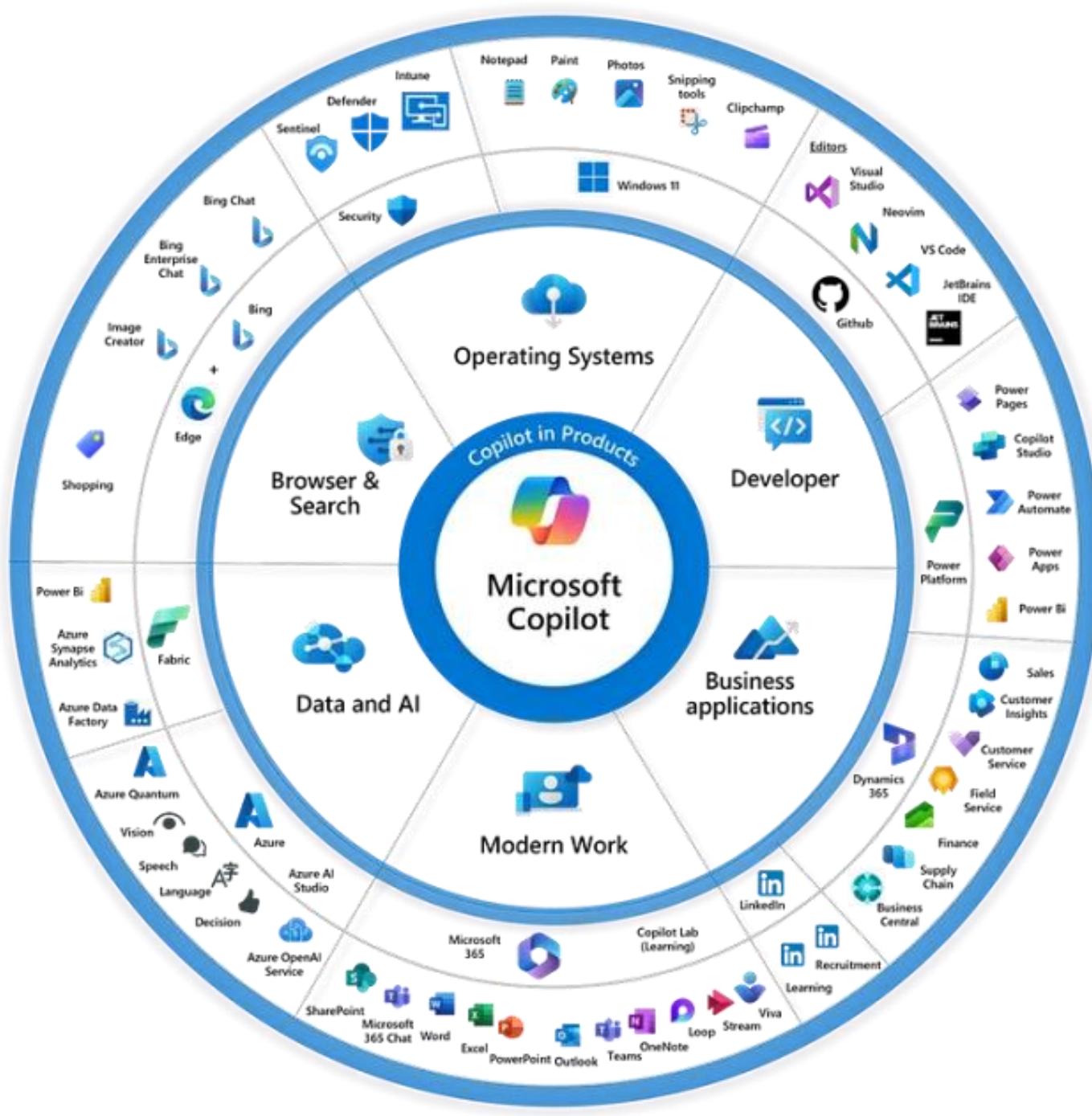
Enterprise-grade
data protection



Microsoft 365 + Dynamics
365 + 3rd-party apps



Copilot
Studio





The Extended Copilot Family

Azure & AI

Copilot

OpenAI



Power
Platform



D365



M365



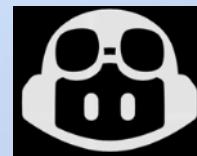
Security



Windows



Bing



GitHub



Azure OpenAI
Service



Cognitive
Services

Good morning, Robert



Copilot Daily

Boeing machinists vote on new contract, and more

 Listen



Three plants for the beginning of a garden



Need a writing template?



Message Copilot



Sign in 

Good morning, Robert



Copilot Daily

Boeing machinists vote on new contract, and more

 Listen



Three plants for the beginning of a garden



Need a writing template?



Create an account or sign in to keep all your conversations and to generate images

[Sign in](#)

Name ROBERT

Voice GROVE

Language EN

Theme NIGHT

About

[Privacy](#) [Terms](#) [FAQ](#)



Message Copilot





+ New chat



Enterprise data protection applies to this chat. Use discretion when sharing personal and organizational data.

Copilot

Your everyday AI companion

Code a binary search in Python

Write a Python script to perform binary search

Create a pop art image

Create a pop art image of a woman wearing sunglasses and a beret

Help me stop procrastinating

What are 5 - 6 ways to beat procrastination?

Get instructions

Give me step-by-step instructions for making an Instagram reel

There once was an AI poet...

Write a funny limerick about me

Express it visually

Create a Gumby-style clay model image of the polluted Earth

Message Copilot...





Let's build an app. What should it do?

Collect RSVPs

Track sales leads

List inventory

Manage inspections

Use everyday words to describe what your app should collect, track, list, or manage ...



This feature uses generative AI. [See terms](#)

Create your automation with Copilot

Describe in detail how you want your automation to work





Search



Work

Web

New chat



Your AI assistant for work

Get calendar info

When's my next meeting with
G Geoff Smith ?

Stay informed

What's the latest from
E Ella Marsden , organized by
emails, chats, and files?

Find the right questions

Suggest common questions that
can be asked to get a retrospective
started with my colleagues

Understand the main points

Give me a bulleted list of key
points from file

Bring your ideas to life

Design an image of a drawing of a
database in colored pencil

Express it visually

Create a Gumby-style clay model
image of the polluted Earth

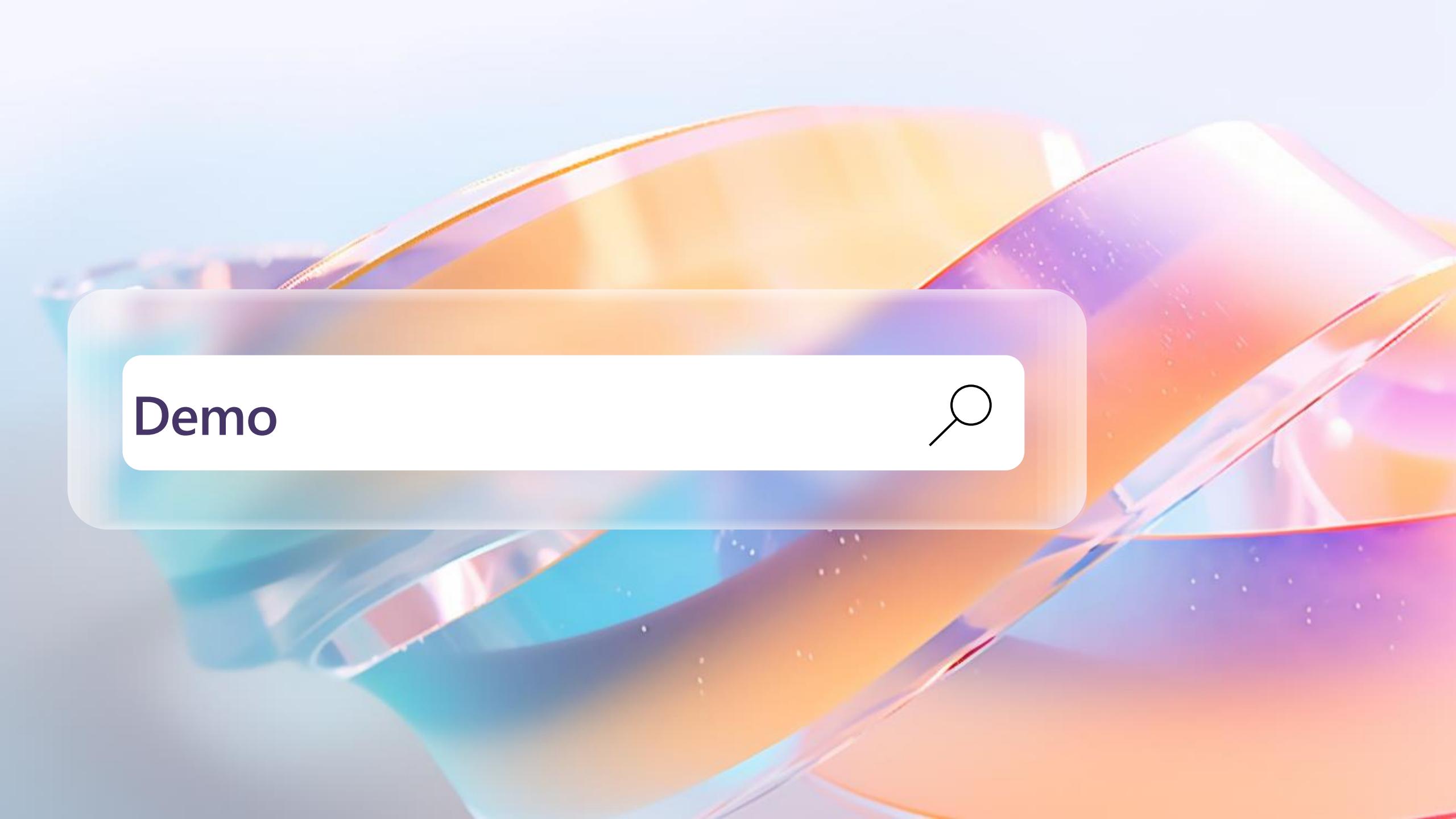
View prompts

Message Copilot

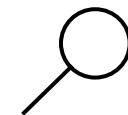
Add people, files, and more for better results

0 / 16000

@ |



Demo



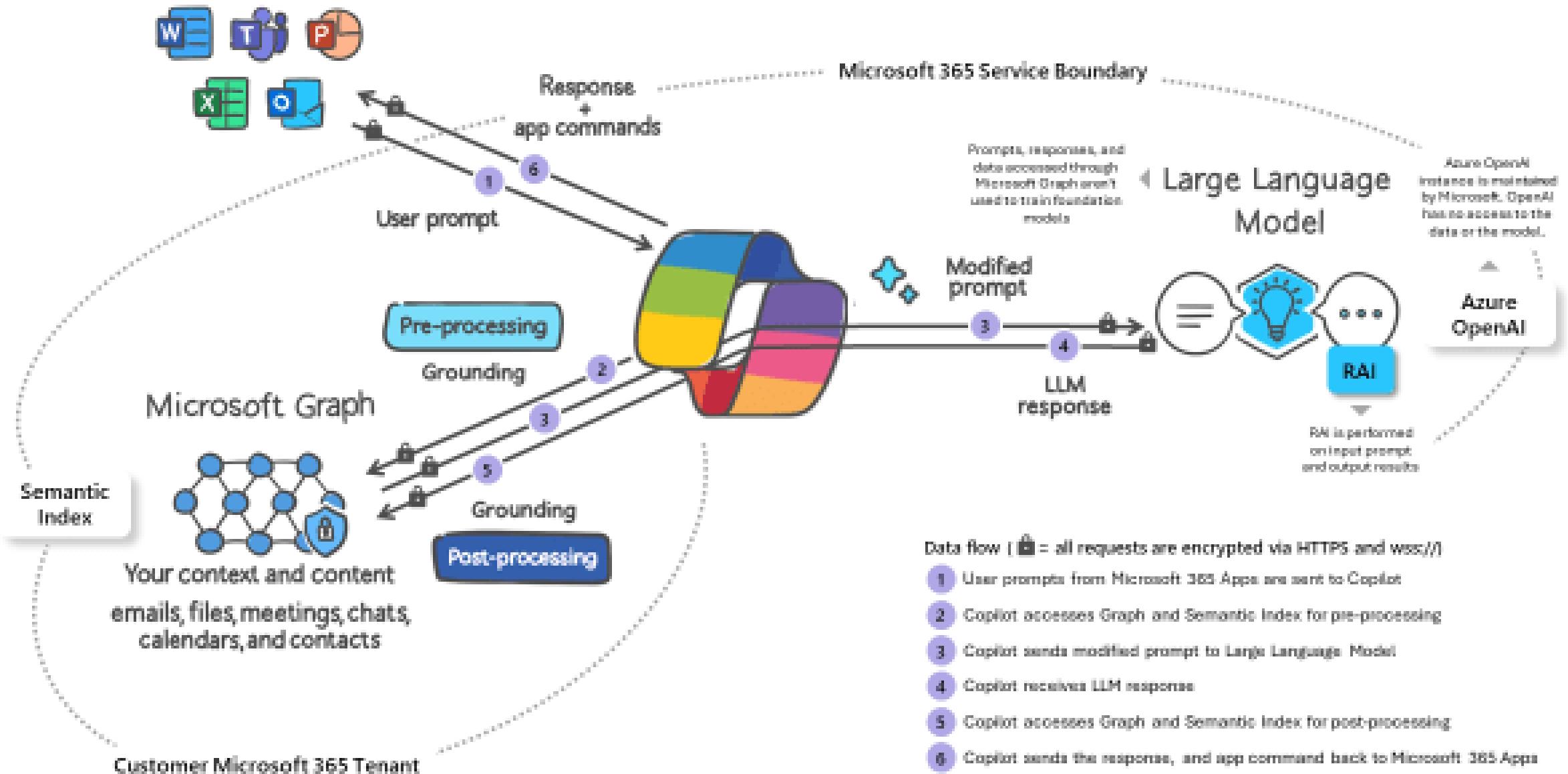
Microsoft 365 Copilot



Your AI assistant at work

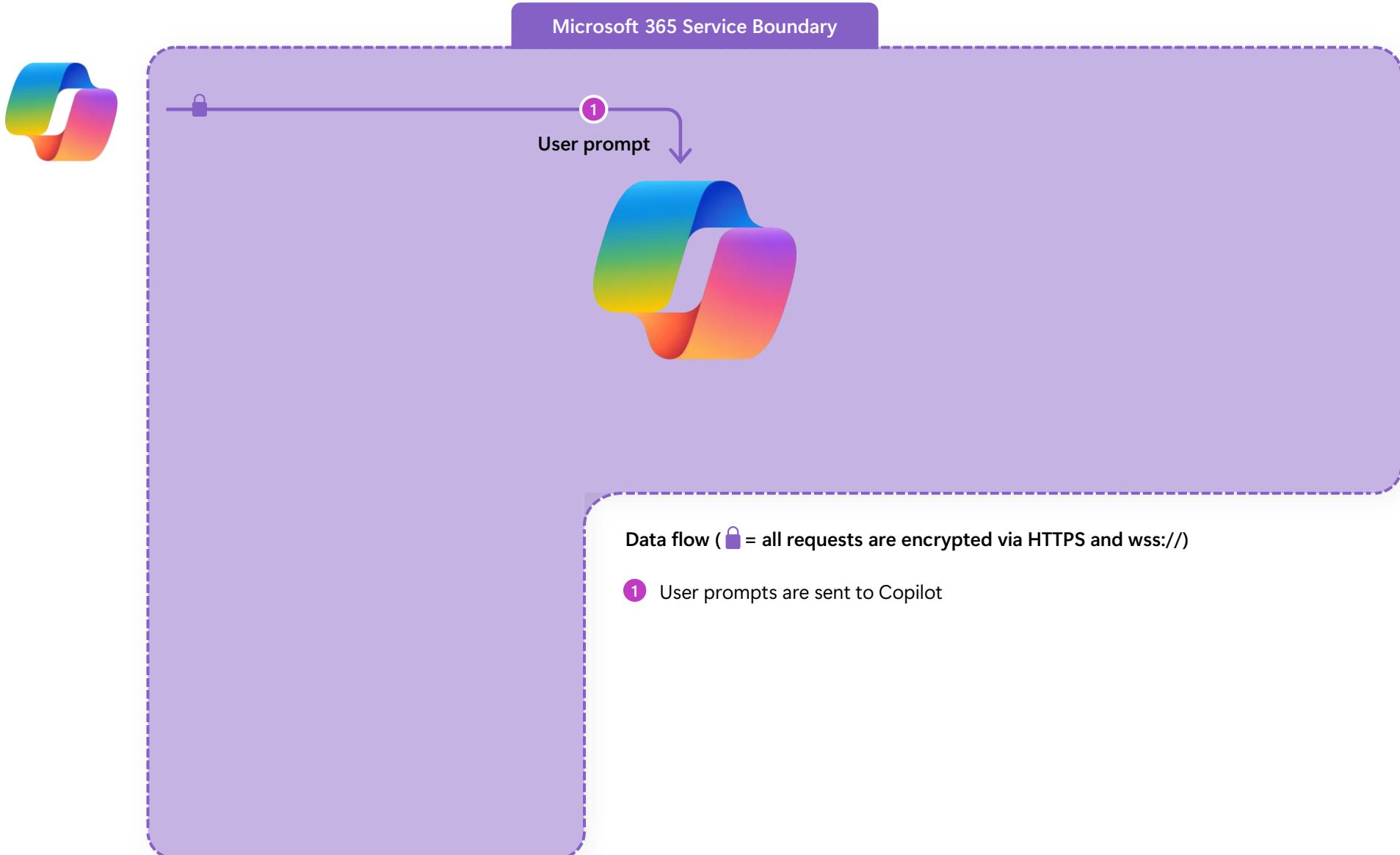
Microsoft 365 Apps

Microsoft 365 Copilot

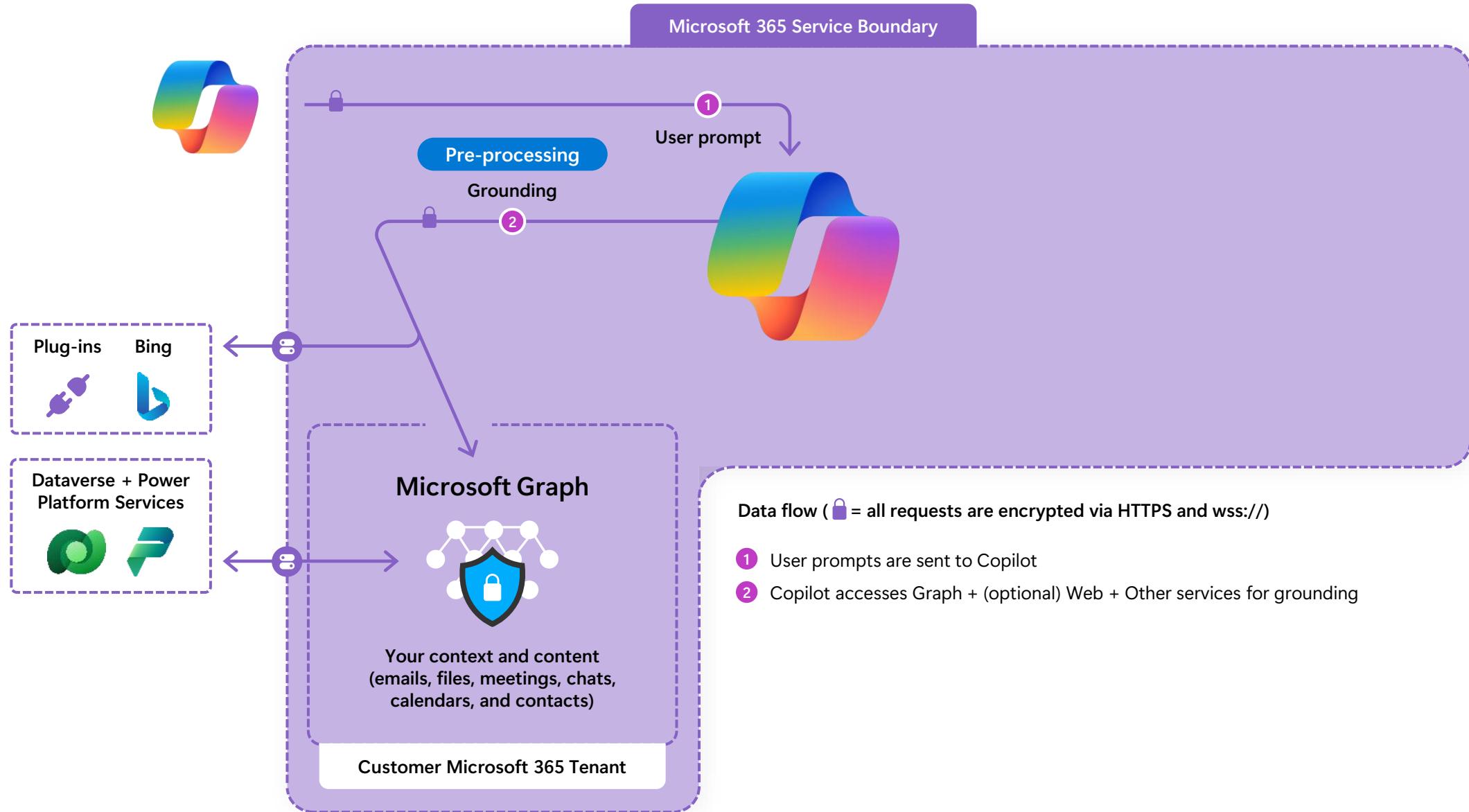


Copilot for Microsoft 365 Architecture

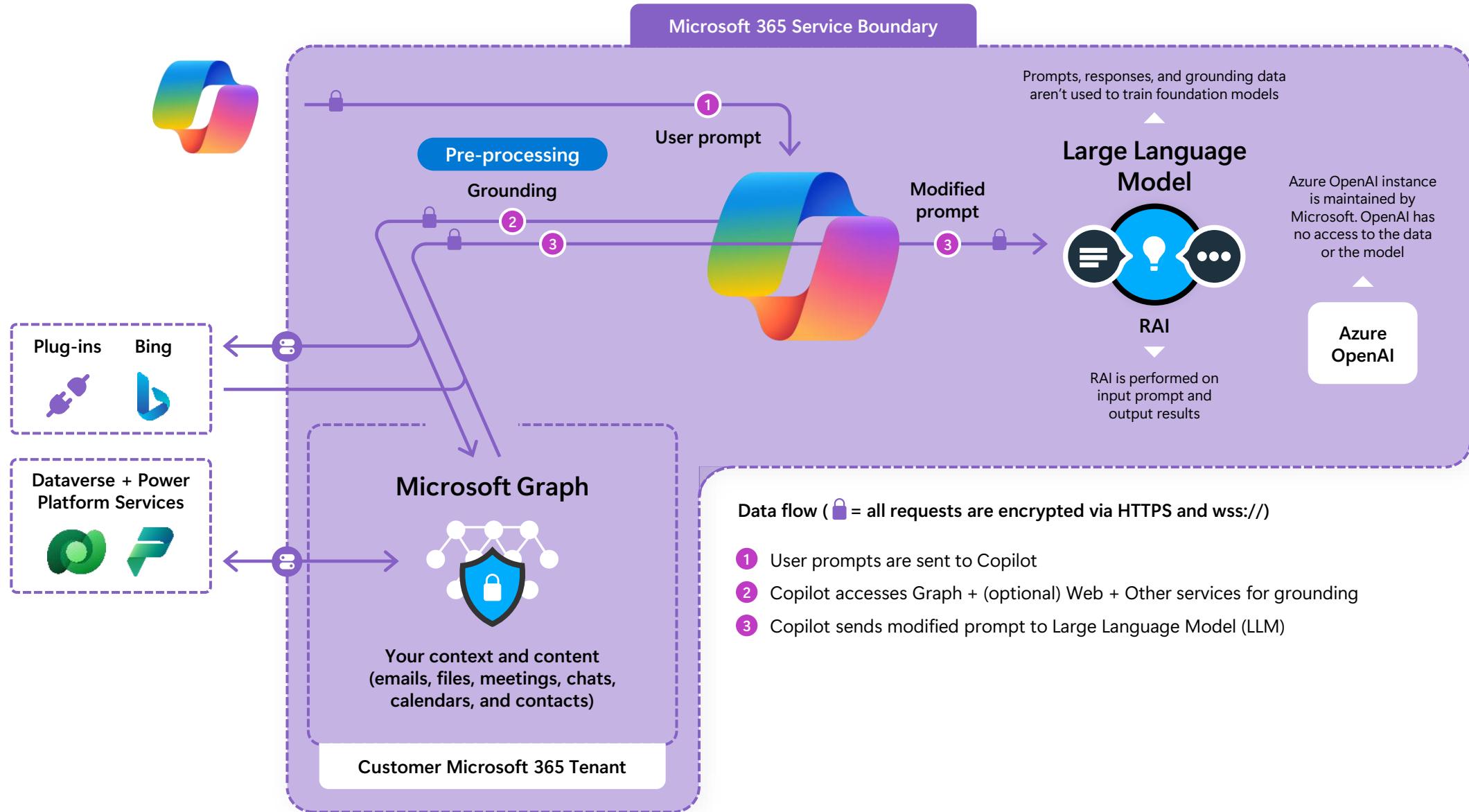
Microsoft Copilot for Microsoft 365 architecture



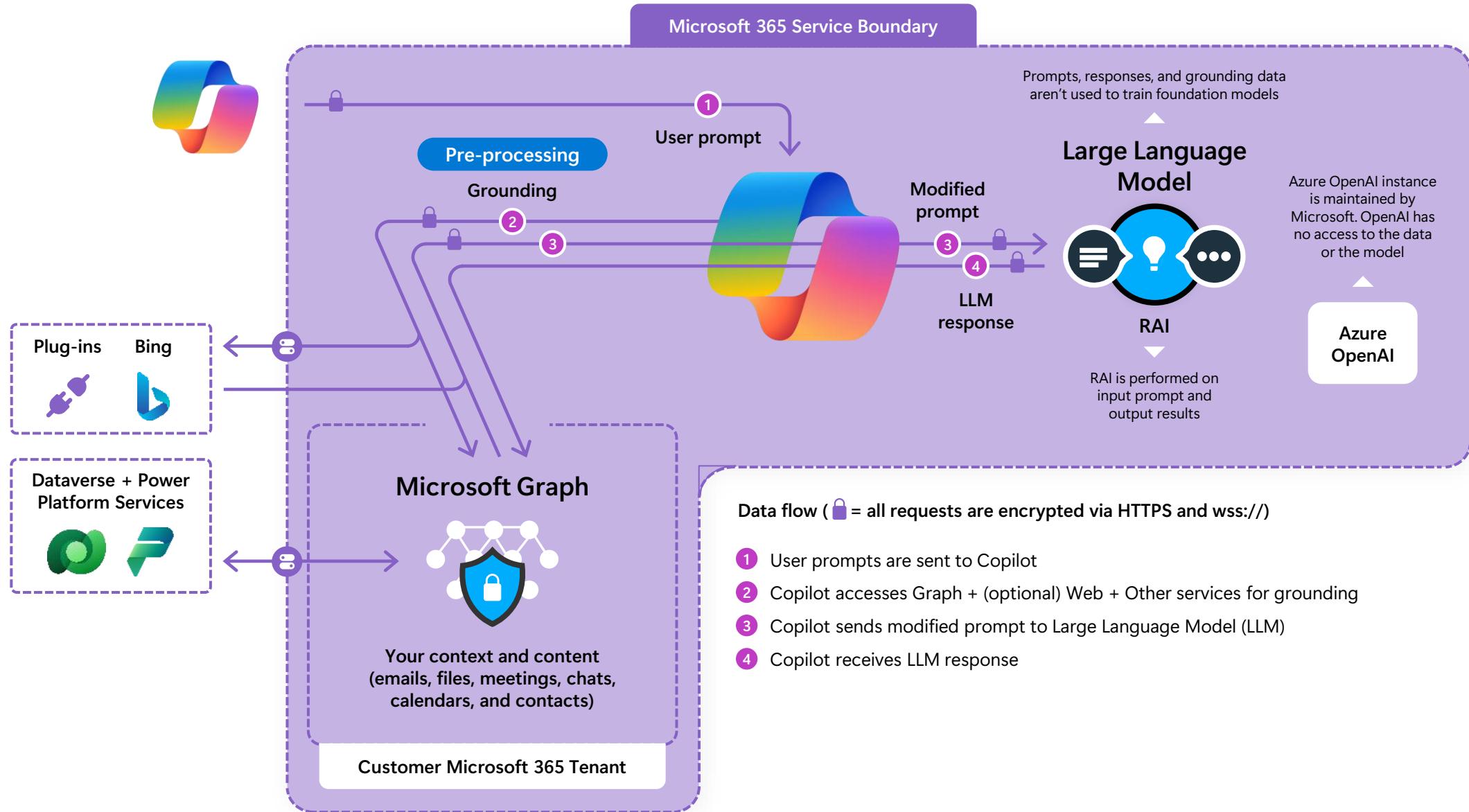
Microsoft Copilot for Microsoft 365 architecture



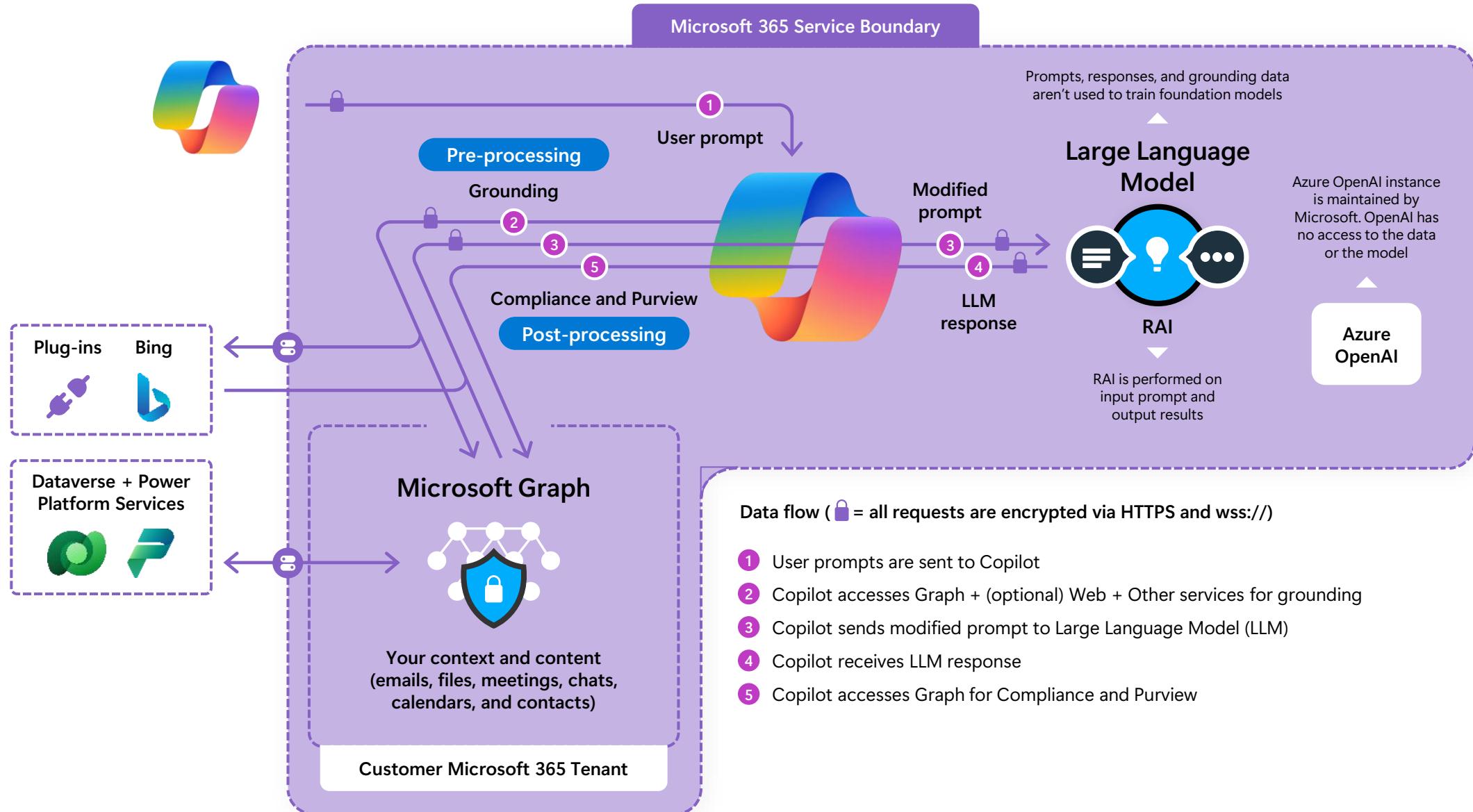
Microsoft Copilot for Microsoft 365 architecture



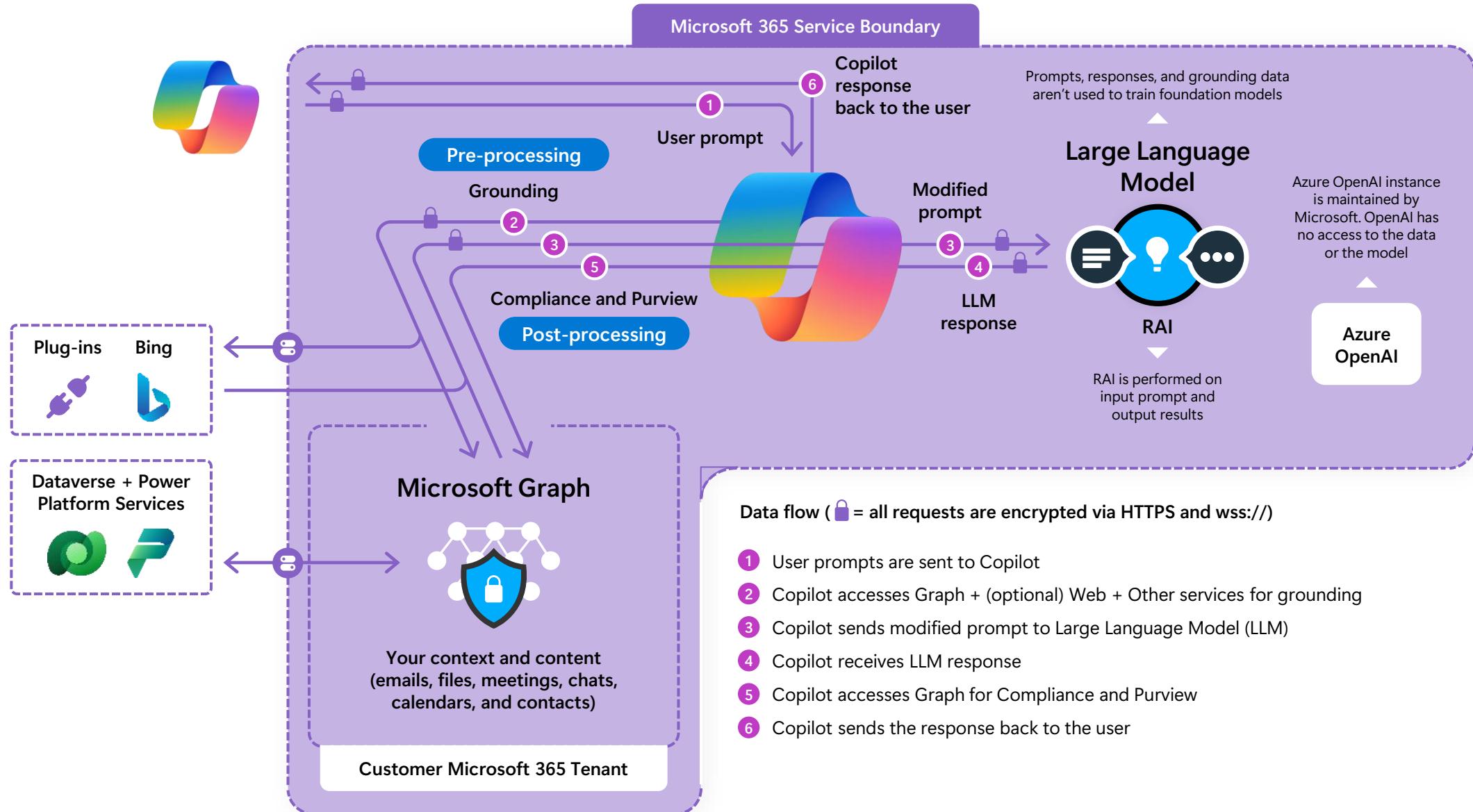
Microsoft Copilot for Microsoft 365 architecture



Microsoft Copilot for Microsoft 365 architecture



Microsoft Copilot for Microsoft 365 architecture



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

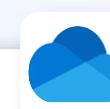
Contoso Life uses Microsoft 365 Business Premium today, they already meet most of these prerequisites.



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 supported²
- ✓ 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

¹Currently there is no obstacle to a hybrid solution such as using AAD as well a third-party single sign-on solution (e.g., Okta)

²Once Business Chat is configured in the Teams desktop client, users can access it in the mobile client.

Frequently Asked Questions – Transacting Copilot for M365

1. What commitment and billing options will be available for Copilot for M365?

Copilot for M365 will exclusively be available for purchase on Annual Commitment | Annual Bill

2. Can CSP Partners & Customers co-terminate/align their Copilot for M365 add-on subscription to the same end-date as the pre-requisite subscription?

Yes. Like all add-on subscriptions, CSP customers can align the end date of their Copilot for M365 subscription (Annual Commit | Annual Bill) to any of their eligible pre-requisite subscriptions.

3. How will a CSP Partner be billed for the prepaid Annual Commit | Annual Bill Copilot for M365 subscription if the original term is reduced via coterminous setting with an eligible pre-requisite?

Charges to partners will be prorated if the original term is reduced via coterminous setting. After the first term of setting up coterminous end dates, both subscriptions will renew into the full term.

4. Can a CSP Partner align/co-terminate Copilot for M365 with a monthly subscription?

No. While monthly prerequisite subscriptions are eligible to add-on Copilot for M365, Partners/Customers cannot co-terminate an annual subscription with a monthly subscription

5. What happens if a base product SKU's term expires prior to the Copilot for M365 subscription expiration date?

Partners are expected to manage the term end dates for add-ons to ensure there is alignment as needed to the base offer. Partners should avoid situations where a base product SKU term might end leaving behind dependent add-ons that expire later.

6. Are there any significant changes CSP Partners will need to make to transact Copilot for M365 on 1/16?

There are no breaking changes that CSP Partners need to make to transact Copilot for M365. For Partners transacting via API, there will be a new error code related to failed transactions.

Copilot feature comparison

	For Individuals		For Organizations	
	Copilot	Copilot Pro	Copilot	Copilot for Microsoft 365
Foundational Capabilities	Free	\$20	Free	\$30
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

Commercial Data Protection applies when users are signed into their work account using their organization's Entra ID.

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 **ciaooslabs** 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

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

Unlock productivity and unleash creativity

Natural language



Large Language
Models



Microsoft Graph
- Your Data -



Microsoft 365
Apps



The
Internet

+

+

+



Microsoft 365 Copilot

Embedded across Microsoft 365 apps



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

Copilot for Microsoft 365



Supercharged Productivity

Unlock access to data and knowledge across your organization



Amplified Creativity

Amplify human ingenuity and innovation with AI



Trusted Security

Count on responsible, secure AI from a partner you can trust

Copilot for Microsoft 365



Supercharged Productivity

Unlock access to data and knowledge across your organization

Microsoft 365 Copilot turns your words into the most powerful productivity tool on the planet

Because Copilot is integrated into the apps you use every day, you will spend less time focused on the tools, and more time focused on what really matters – serving your customers and growing your business



Amplified Creativity

Amplify human ingenuity and innovation with AI



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Copilot for Microsoft 365



Supercharged Productivity

Take productivity to the next level by unlocking access to data and knowledge across your organization

Microsoft 365 Copilot turns your words into the most powerful productivity tool on the planet. Because Copilot is integrated into the apps you use every day, you will spend less time focused on the tools, and more time focused on what really matters – serving your customers and growing your business

Lighten the load in Outlook

- Clear your inbox in minutes, not hours, by summarizing long messages and generate suggest action items and replies
- Create impactful communications by leveraging coaching tips to help you hit just the right note

Stay caught up with Teams

- Easily track discussions and suggested action items in real time
- Produce conversation summaries with citations to keep you up to speed and organized

Laser focus on what matters most

- Get up to speed and complete tasks in no time with integrated cross-application intelligence working across all your data
- Quickly pull together information from multiple sources

Intelligent recap in Copilot

Built-in and automated

Standardized

Video, speaker, and chapter markers

Available after meeting only

The screenshot shows two main interface sections. On the left, the Microsoft Teams ribbon includes Activity, Chat, Teams, Calendar, Calls, Files, ..., and Apps. A blue callout bubble labeled "Intelligent recap" points to a meeting summary for "Product roadmap discussion" on Jan 21, 2023, from 10:00 - 11:00. The summary includes a video thumbnail, speaker markers for Mona Kane, Babak Shamma, Daniela Mandera, Amanda Brady, and Bruno Zhao, and a transcript section with AI notes, mentions, and a transcript link. It also includes a "Content" section with links to "Product Roadmap...", "Marketing budget...", and "Marketing demo f...". On the right, a separate window titled "Copilot in Teams" shows a table comparing "Pros" and "Cons" for "Drive campaign traffic to generic Sign up page". The pros include "Wider range of potential leads", "Simpler, faster sign-up process", and "Streamlines multiple campaigns". The cons include "Less persuasive", "Difficult to segment audience", and "Less engaging". Below the table are buttons for "Copy", "Elaborate on each pro and con.", "List more options.", and "Ask a question about this meeting".

Use **built-in meeting summaries** and ask any question about the meeting

*Intelligent recap is also available in Teams Premium

On-demand

Based on unique prompts

Conversational interaction, with citations

Available real-time (during & after meeting)

Copilot for Microsoft 365



Supercharged Productivity

Unlock access to data and knowledge across your organization



Amplified Creativity

Amplify human ingenuity and innovation with AI

Microsoft 365 Copilot is designed to help get your creative juices flowing, so you never have to start from scratch again

Copilot will help you turn your ideas into the masterpieces you envision, while making it easier to collaborate with your team



Trusted Security

Count on responsible, secure AI from a partner you can trust

Copilot for Microsoft 365



Amplified Creativity

Amplify human ingenuity and innovation with AI

Microsoft 365 Copilot is designed to help you get your creative juices flowing, so you never have to start from scratch again. Copilot will help you turn your ideas into the masterpieces you, while making it easier to collaborate with your team.

Be more creative in Word and PowerPoint

- Partner with Copilot in Word to write, edit, and summarize content
- Transform written content into compelling presentations with a single command
- Create custom graphics right in your document with Microsoft Designer

Think faster by analyzing trends and creating data visuals in Excel

- Enjoy all the rich capabilities of Excel at your fingertips
- Create powerful, professional visualizations
- Explore your data without modifying it

Make meetings more creative with Whiteboard

- Ask Copilot to turn ideas into designs and summarize whiteboard content
- Gather ideas on specific topics and run more creative and efficient meetings
- Create original images in Whiteboard with Microsoft Designer

Copilot for Microsoft 365



Supercharged Productivity

Unlock access to data and knowledge across your organization



Amplified Creativity

Amplify human ingenuity and innovation with AI



Trusted Security

Count on responsible, secure AI from a partner you can trust

Microsoft 365 Copilot is committed to advancing AI with an approach driven by ethical principles that put people first

Copilot is designed to protect your data and puts your admins and individual users in control

Copilot for Microsoft 365



Trusted
Security

Count on responsible, secure AI from a partner you can trust

Microsoft 365 Copilot is committed to advancing AI with an approach guided by ethical principles that put people first.

Remain in control

- Individual users and admins are always in control as Copilot inherits your security, compliance, and privacy policies set up in Microsoft 365
- Copilot respects individual and group permission policies

Stay grounded and protected

- Copilot is architected to protect data. Your data never leaves its secure partition, and it is never used for training purposes

Access better answers more efficiently and securely

- Copilot delivers real-time access to both your content and context in the Microsoft Graph
- Get accurate, relevant answers anchored in your business content and working context
- Microsoft 365 Business Standard and Business Premium customers can leverage Copilot now to access the power of an AI-powered chat for work with commercial data protection



Copilot for Microsoft 365

Built on Microsoft's **comprehensive approach**



Security

+



Compliance

+



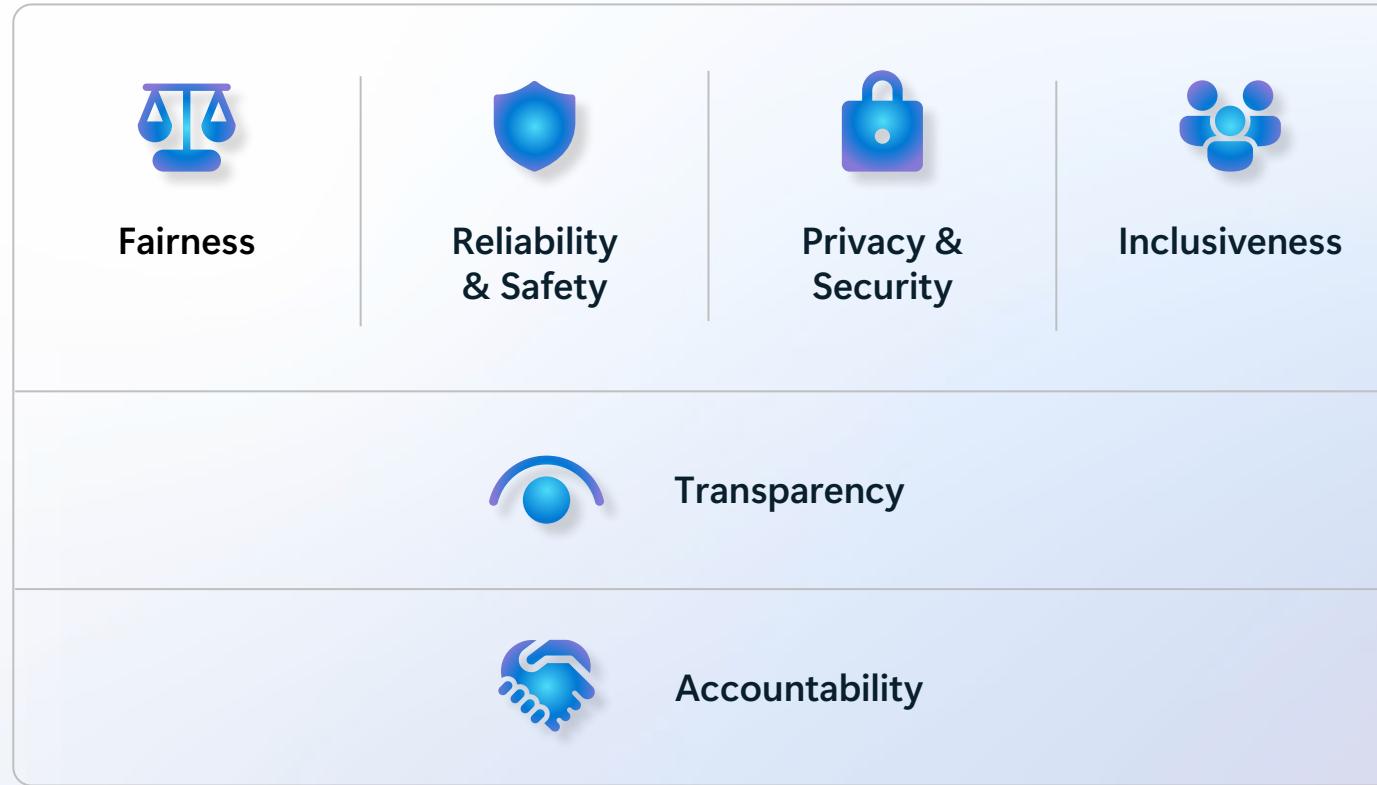
Privacy

+



Responsible AI

Microsoft's AI principles



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.

Customer Copyright Commitment

Use Copilot services with **confidence**

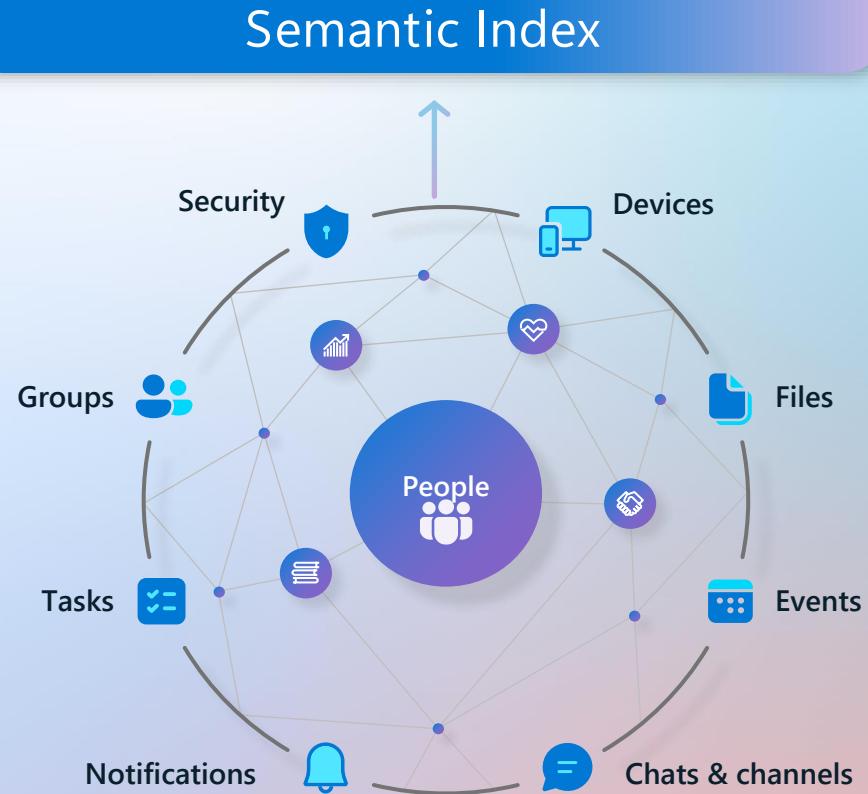
We stand behind
our Copilot
customers

We are sensitive
to the concerns
of authors

Copyright
guardrails are built
into the product

Copilot for Microsoft 365

Architected to access to
your **business content**
and **context**

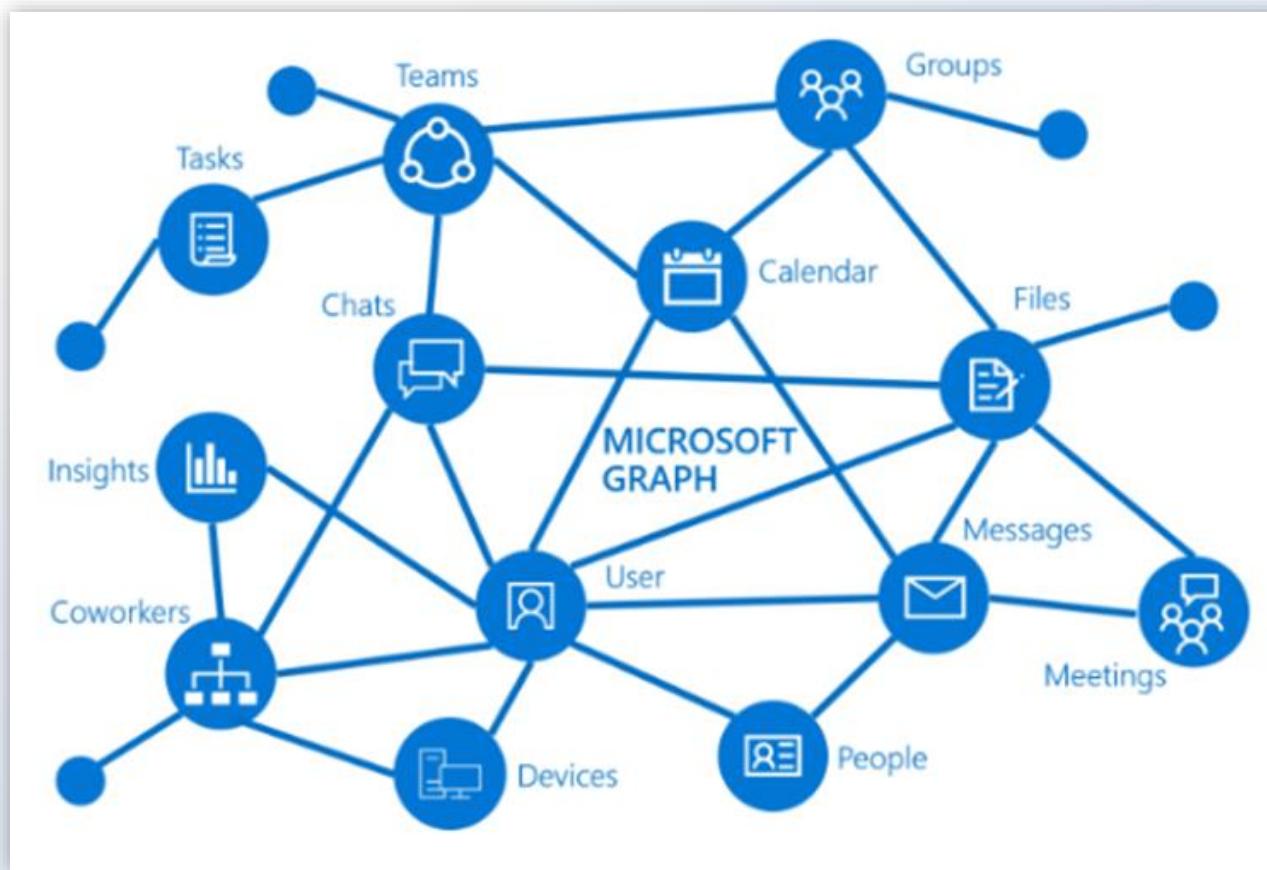


Semantic Index

Microsoft Graph
Graph API, Connectors, & Data Connect

The Microsoft Graph

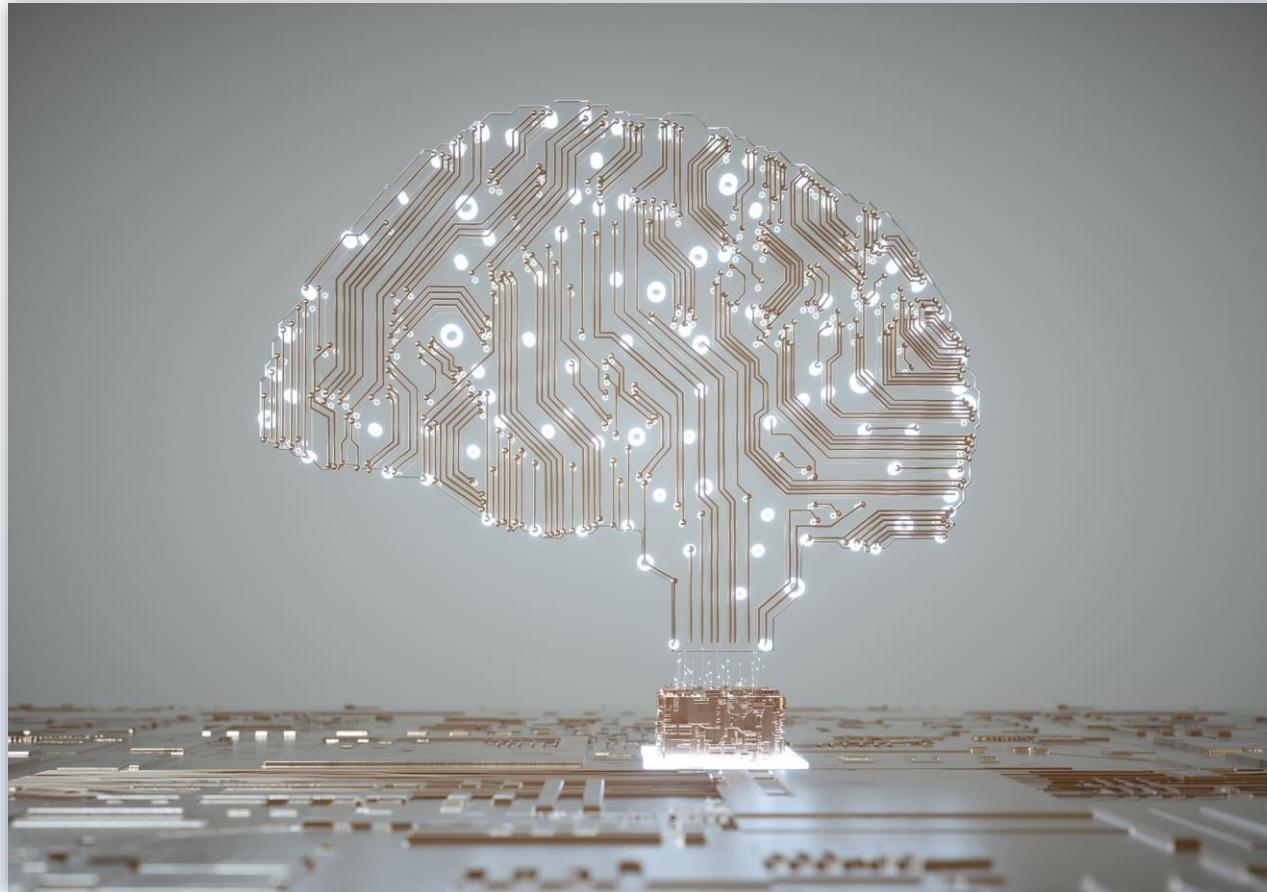
The Microsoft Graph is the **gateway to data and intelligence in Microsoft 365**. The Graph uses a unified programmability model to access data across Microsoft Cloud Services including Microsoft 365 core services, Enterprise Mobility + Security, Windows services, and Dynamics Business Central



- **Graph API** - single endpoint for real-time access to internal data
- **Graph Connectors** - delivers external data to the Microsoft graph (e.g. Salesforce, Jira, etc)
- **Graph Data Connect** – Secure and scalable bulk data access to the Azure AI platform to enable insights and analytics

Semantic Index

The semantic index **sits on top of the Microsoft Graph** to interpret user queries and to produce sophisticated, meaningful, and multilingual responses that help you to be more productive.



- Technology that powers the search functionality in Copilot for Microsoft 365
- Uses artificial intelligence and natural language processing to understand the meaning behind the words used in search queries, allowing for more accurate and efficient search results
- Able to recognize synonyms, related concepts, and other factors that can help refine search results, making it easier for users to find the information they need

Semantic Index for Microsoft 365

keyword matched
results &
suggestions

The screenshot shows a search interface for 'Project Melbourne Shiroom'. The search bar contains the query 'Project Melbourne Shiroom'. Below it, a dropdown menu lists suggestions: 'Did you mean project melbourne show room?' followed by several document titles: 'Melbourne - Upcoming Workshops', 'Blog Strategy - Project Melbourne', 'Melbourne phase 3 office build out', 'Facts About Melbourne', and 'A New Life for Old Projects'. Each item includes a thumbnail, the title, the source ('Project Melbourne'), the last modified date, and a brief description.

Without Semantic Index for Copilot

The screenshot shows the same search interface but with Semantic Index for Copilot enabled. The search bar still contains 'Project Melbourne Shiroom'. A prominent callout box highlights the result 'Project Melbourne is a forward-thinking and comprehensive urban development initiative that envisions a sustainable, technologically advanced, and inclusive future for the organisation.' This result is shown above the original document list. The original documents remain below, with their descriptions partially visible. At the bottom of the page, there is a section titled 'Frequently Asked Questions' with three entries: 'What are the dependencies on Project Melbourne?', 'When is project Melbourne expected to finish?', and 'What is the budget for project Melbourne?'. Each question has a 'Was this answer useful?' button at the bottom right.

With Semantic Index for Copilot

autocorrected
spelling
of organizational
jargon

informative answers
directly from
documents

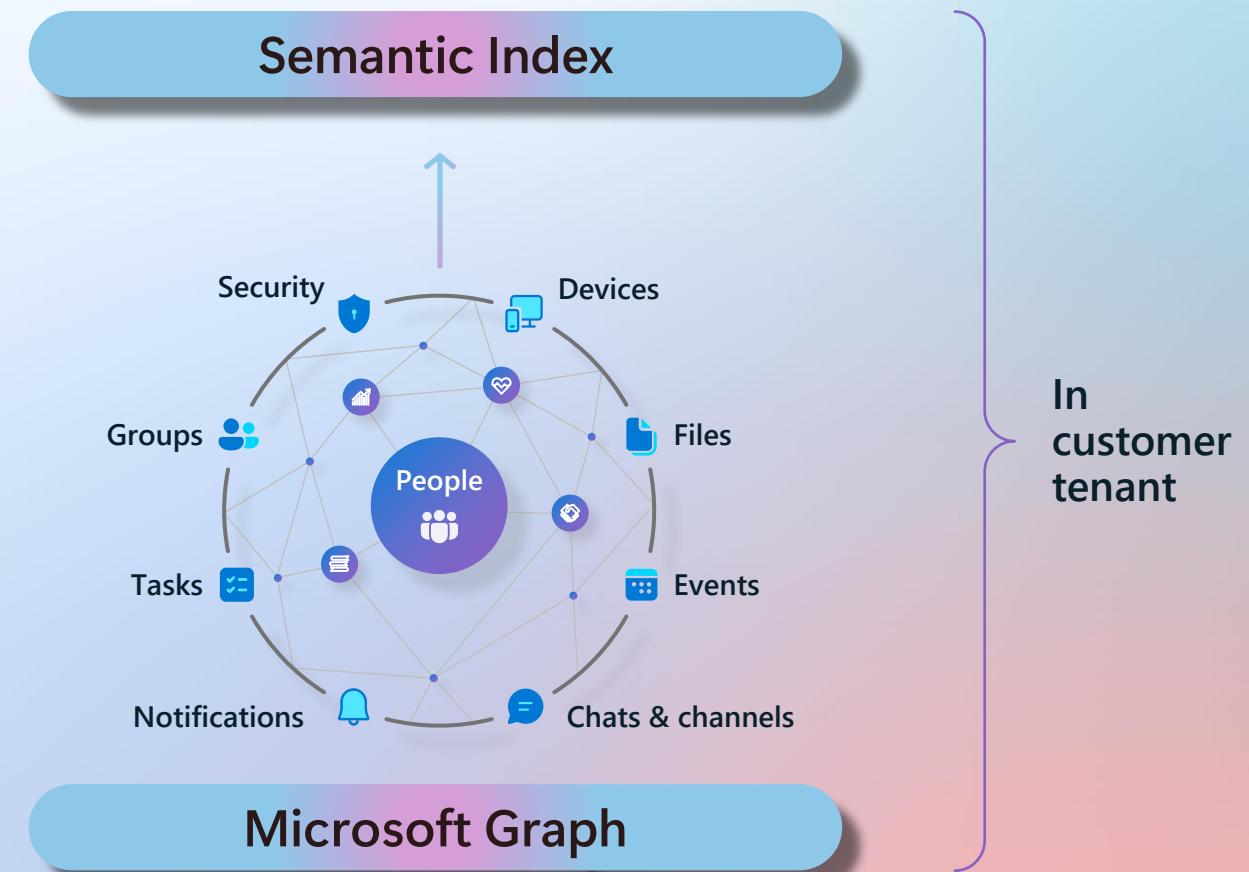
more relevant
results, based on
search intent

enhanced content
sharing insights

AI generated
questions and
answers on topic

Semantic Index

- Tenant-wide and user-scoped vector indices
- User and tenant signals & relationships
- Semantics and similarities around content and users
- Ranking and relevance
- Security and permissions
- Across documents, chats, emails, people, projects, meetings, & more



Semantic Index for Copilot



Microsoft

<https://www.youtube.com/watch?v=KtsVRCsdvoU>

The Copilot System

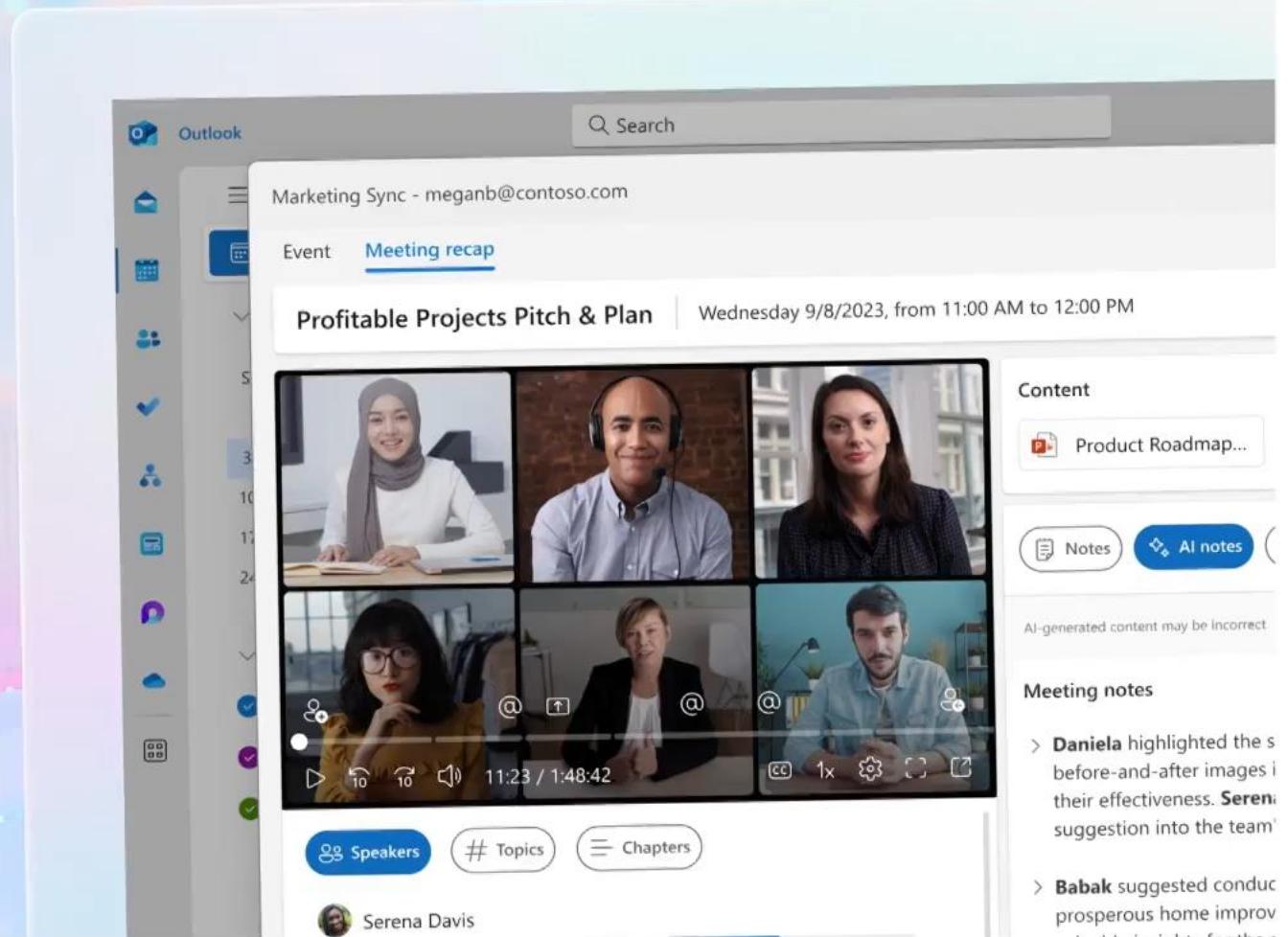


Microsoft

<https://www.youtube.com/watch?v=E5g20qmeKpg>

MICROSOFT 365

Copilot in Outlook



Copilot works with you in cleaning your inbox and messages



Copilot in Outlook

Some example prompts you can ask **Copilot**:

- Summarize the emails I missed while I was out. Flag important items.
- Draft a response thanking them and asking for more details; shorten this draft and make the tone professional.
- Invite everyone to a “lunch and learn” about new product launches next Thursday at noon.

The screenshot shows the Microsoft Outlook interface. On the left, the ribbon menu includes Home, View, Help, New Mail, Delete, Archive, Sweep, Move to, and various search and filter options. The left sidebar lists Favorites (Contoso Reports), an email account (lilly@contoso.com), and sections for Inbox (14), Drafts, Sent Items, Deleted Items, Junk Email, Archive, Conversation History, Groups, and Add account. The main pane displays a list of emails. A prominent blue callout box from "Catchup with Copilot" is overlaid on the list, containing the text: "Maya and the LT are discussing low revenue at the Canada plant and seek input on investing across the Americas". Below this, the first email in the list is from Maya Robinson, dated 12:35 PM, with the subject "FW: Update on manufacturing plants in America". The email body starts with "Hi Lilly, Apologies for the short notice but...". To the right of the email list, there is a "Conversation summary" section for Maya Robinson, listing recipients (Lily Koenig, Hayden Cook, BD Team) and the date (12:35 PM). Further down, there is a "Draft with Copilot" section with buttons for "Accept invitation thankfully", "Decline gracefully", "Might make it, will confirm later", and "Custom". At the bottom, a message from Hayden Cook is shown, dated Today at 8:58 AM, with the text: "Dear all, we need to make a decision fast about next year plan for America, results are not what we expected...".

Copilot in Teams Meetings

The screenshot shows a Microsoft Teams meeting interface. The top navigation bar includes a search bar and tabs for Chat, Details, Files, Recap, and Notes. The main content area displays a meeting titled "Core accounts business review" from March 16, 10:00 AM. A "Shared content" section shows a file named "Proseware Proposal.pptx". Below it is a video thumbnail with a play button and a duration of "48m 42s". The sidebar on the left lists Activity, Chat (with 1 unread message), Teams, Calendar, Calls, Files, and Apps. The "Notes" tab is currently selected. The notes pane contains a summary of the meeting, mentioning quarterly results, forecasts, and a discussion about Proseware. It also highlights a negotiation strategy and a round table discussion. A note at the bottom states that the team identified a new opportunity with Proseware.

Core accounts business review Chat Details Files Recap +

Mar 16, 10:00 AM Open in Stream

Shared content

Proseware Proposal.pptx

Core accounts.loop

Quarterly results and forecasts for Core Accour

Summary

Based on what attendees said in the meeting

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

Notes

Beth emphasized importance of Proseware negotiation st with offers - this is a must win deal. ↗

- The team identified a new opportunity with Proseware th

Intelligent recap in Copilot

Built-in and automated

Standardized

Video, speaker, and chapter markers

Available after meeting only

The screenshot shows two main interface sections. On the left, a 'Product roadmap discussion' meeting summary is displayed. It includes a timeline with speaker markers for Mona Kane, Babak Shamma, Daniela Mandera, Amanda Brady, and Bruno Zhao. Below the timeline, there are sections for 'Content' (links to Product Roadmap, Marketing budget, and demo files), 'Meeting notes' (with AI-generated notes about product roadmap, beta testing, and capacity management), and 'Follow-up tasks' (a list of items for Danielle and Jon). A purple callout bubble labeled 'Intelligent recap' points to this section. On the right, the 'Copilot in Teams' add-in is shown, displaying a comparison table for 'Pros and cons of option 1: Drive campaign traffic to generic Sign up page'. The table has two columns: 'Pros' (Wider range of potential leads, Simpler, faster sign-up process, Streamlines multiple campaigns) and 'Cons' (Less persuasive, Difficult to segment audience, Less engaging). Below the table, there are buttons for 'Copy', 'Elaborate on each pro and con.', 'List more options.', and 'Ask a question about this meeting'.

Use **built-in meeting summaries** and **ask any question** about the meeting

*Intelligent recap is also available in Teams Premium

On-demand

Based on unique prompts

Conversational interaction, with citations

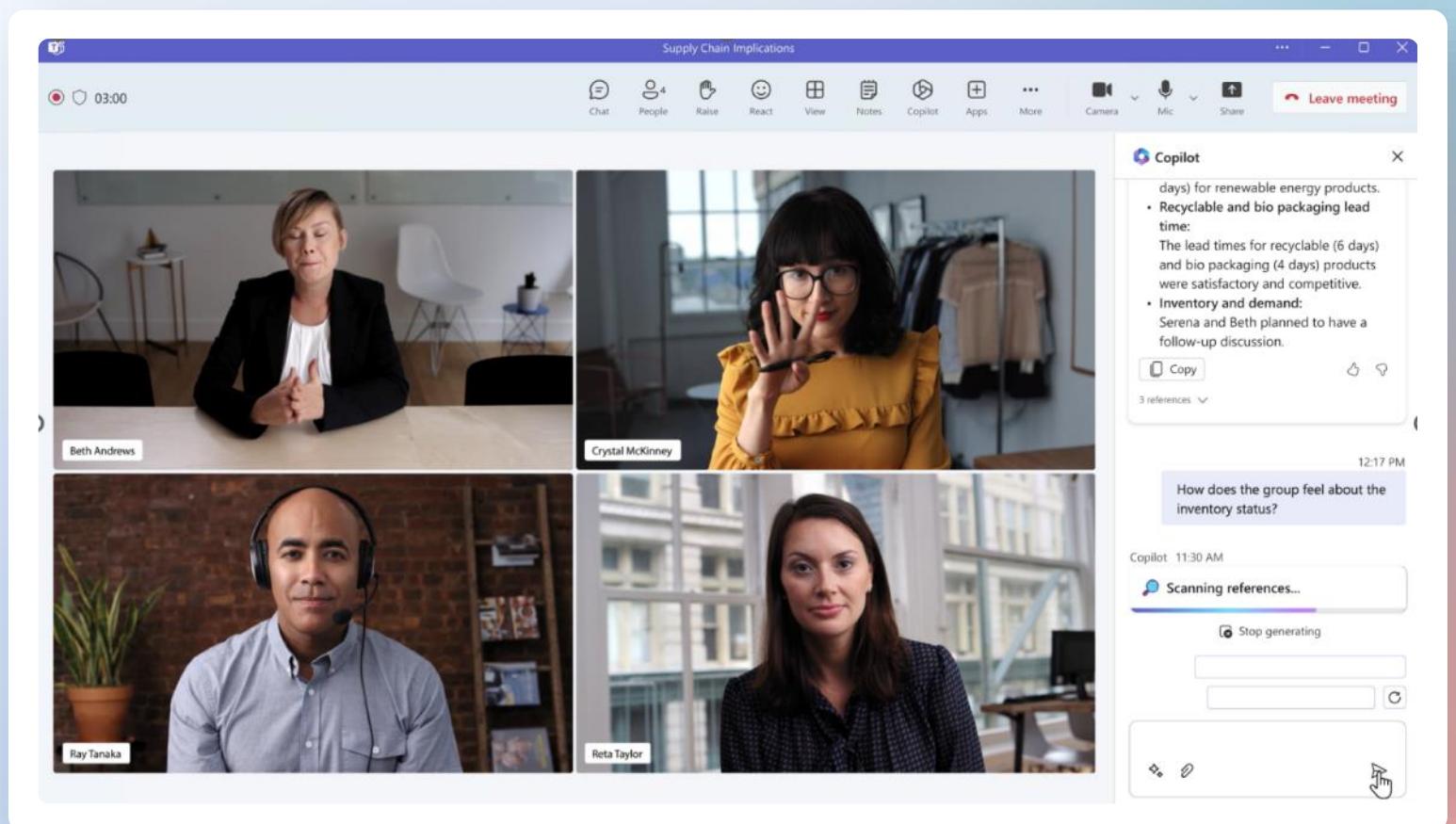
Available real-time (during & after meeting)

Copilot helps you run effective meetings, get up to speed, organize key discussion points, and summarize actions

Copilot in Teams Meetings

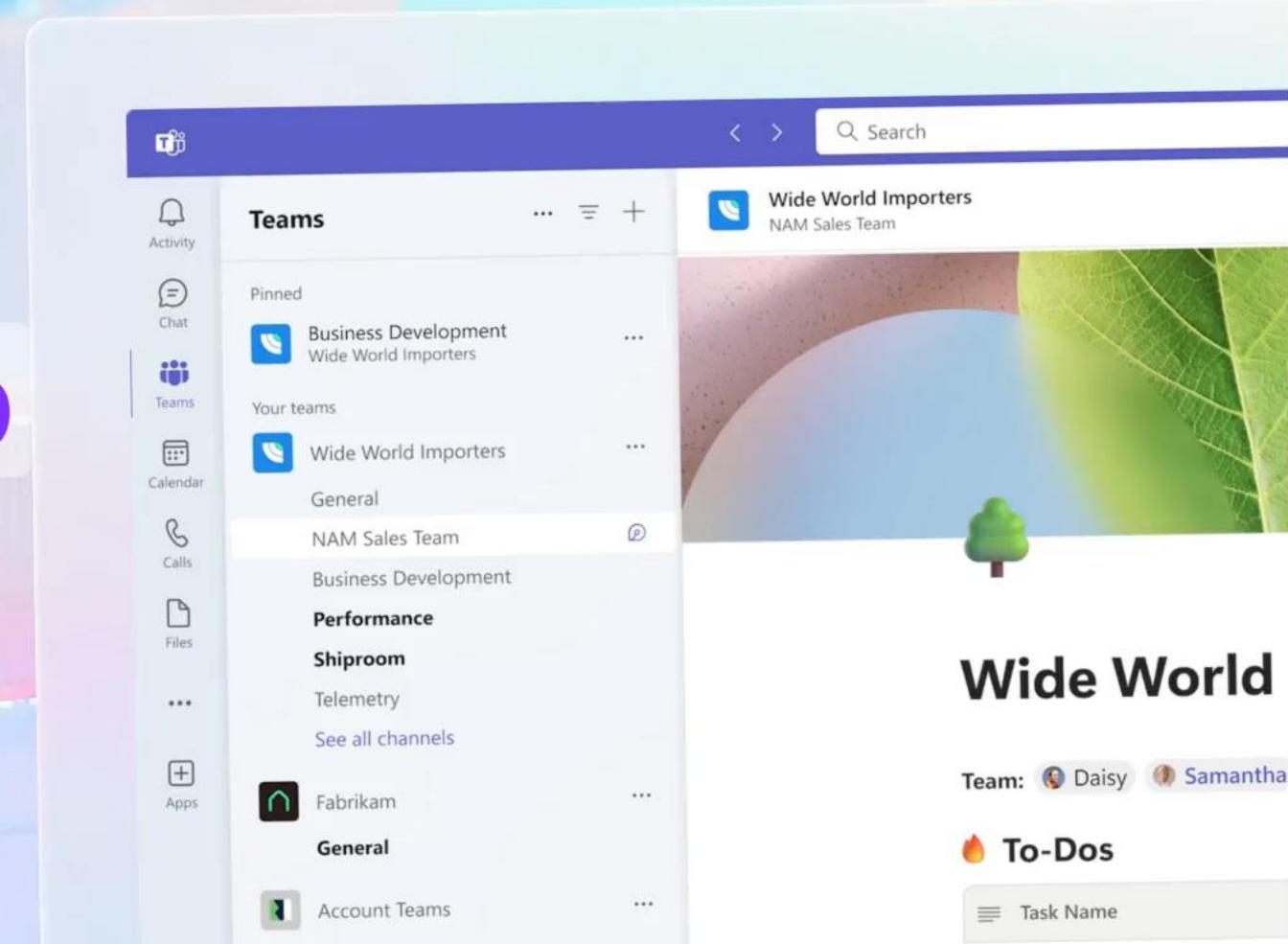
Some example prompts you can ask **Copilot**:

- Summarize what I've missed in the meeting.
- Create a table of pros and cons for [\[topic\]](#).
- What decisions were made, and what are some suggested next steps?



MICROSOFT 365

Copilot in Chat and Loop



Copilot in Word

The screenshot shows a Microsoft Word document titled "Go to Market Plan - Saved". The document contains a paragraph of text: "Our target audience encompasses three key segments: h enthusiasts, contractors and builders seeking quality sup at large. By catering to these distinct groups, we aim to es hub for all home improvement needs in Maricopa." Below this paragraph, a section titled "Messaging and Value Proposition" is present. A callout box from the Copilot feature is overlaid on the text, showing a preview of the rewritten content: "We plan to base our grand opening messaging on three key p broad selection of products, and a strong commitment to the staff will be highlighted as experts who can provide valuable a make informed choices. We will also showcase our extensive r brands, to demonstrate that we are a one-stop-shop for all hc we will emphasize our dedication to the local community thro". At the bottom right of the screen, there is a "Rewrite with Copilot" button with a progress bar indicating "Preview < 1 of 3 >".

https://onedrive.live.com/w/t/EaCKkPs6AchIjwULn3060f4Bvb8jylAFWrkt2bSC8LlaZw?e=CMgqn1

Go to Market Plan · Saved

File Home Insert Layout References Review View Help

Aptos (Body) 11 B I U L A ...

Our target audience encompasses three key segments: h enthusiasts, contractors and builders seeking quality sup at large. By catering to these distinct groups, we aim to es hub for all home improvement needs in Maricopa.

Messaging and Value Proposition

Our grand opening messaging will be built upon three fur guidance, an extensive product selection, and unwaverir spotlight our proficient staff who are poised to provide e customers make well-informed decisions. The wide rang premium brands, will be showcased as a testament to o solution for home improvement. Moreover, we will emph community through collaborative partnerships and initia

Rewrite with Copilot Preview < 1 of 3 >

We plan to base our grand opening messaging on three key p broad selection of products, and a strong commitment to the staff will be highlighted as experts who can provide valuable a make informed choices. We will also showcase our extensive r brands, to demonstrate that we are a one-stop-shop for all hc we will emphasize our dedication to the local community thro

MICROSOFT 365

Copilot in PowerPoint

P Presentation1 • Saved

File Home Insert Design Transitions Animations Slide Show Review View Help

APTOS (Body) 11 A

1 VanArsdel & WideWorld
Proposal to supply sustainable building material

2 VanArsdel & WideWorld
Our purpose at WideWorld Importers is to revolutionize the building industry by making sustainability the norm.

3 Sustainable materials to meet your development needs

VanArsdel & WideWorld Importers has high strength and durability. Our materials featuring unique colors and finishes. Required steel reduce greenhouse gas emissions and save energy. High resistance to fire, corrosion, and pests.

VanArsdel & WideWorld Importers has high strength and durability. Our materials featuring unique colors and finishes. Required steel reduce greenhouse gas emissions and save energy. High resistance to fire, corrosion, and pests.

MICROSOFT 365

Copilot in Excel

Q1 Performance • Saved

Search

File Home Insert Formulas Data Review View Automate Help

Aptos (Body) 11 B C D E F G H I J

A B C D E F G H I J

Sales growth over time for Proseware

The chart shows a single data series representing sales growth percentage over five quarters. The data points are: Q1-22 (8%), Q2-22 (11%), Q3-22 (11%), Q4-22 (8%), and Q1-23 (1%).

Quarter	Growth (%)
Q1-22	8%
Q2-22	11%
Q3-22	11%
Q4-22	8%
Q1-23	1%

Projected Sales growth over time

This chart is a projection based on the historical data. It shows a projected line starting at 8% in Q1-22, rising to approximately 11% in Q2-22, peaking around 11.5% in Q3-22, and then slightly decreasing to about 10.5% in Q4-22.

Model: 'Reusable Containers' with Q1-22

Product	Q1-22	Q2-22	Q3-22	Q4-22	Q1-23
Biodegradable Cleaning Products	3%	4%	6%	10%	5%
Compostable Food Packaging	9%	11%	15%	5%	13%
Reusable Containers	7%	10%	11%	6%	-9%
Reusable Water Bottles	15%	18%	18%	10%	17%
Natural Personal Care Products	10%	14%	9%	5%	33%

Product	Q1-22
Biodegradable Cleaning Products	3
Compostable Food Packaging	9
Reusable Containers	7
Reusable Water Bottles	15
Natural Personal Care Products	10

Copilot works alongside you to help analyze and explore your data



Some example prompts you can ask **Copilot**:

- Give a breakdown of the sales by type and channel. Insert a table.
- Project the impact of **[variable]** and generate a chart to help visualize it.
- Model how a change to the growth rate for **[variable]** would impact my gross margin.

A screenshot of Microsoft Excel showing a data table titled "Q1 Performance". The table contains columns for Country, Customer, Product, Discount Band, Units Sold, Manufacturing Price, Sale Price, and Gross Sales. The Copilot feature is active, displaying a sidebar with the following content:

- Analyze this quarter's business results and summarize three key trends:**
 - Sales are trending up for all customers, except Proseware which is down this quarter.
 - Manufacturing costs are down this quarter after an increase in Q3.
 - Low discount products made up nearly half of total sales last month.
- Key trends:**
 - Sales are trending up for all customers, except Proseware which is down this quarter.
 - Manufacturing costs are down this quarter after an increase in Q3.
 - Low discount products made up nearly half of total sales last month.
- Explain**: A button to explain the trends.
- Describe what you'd like to create, or type / for suggestions**: A text input field.

MICROSOFT 365

Copilot in M365 Chat

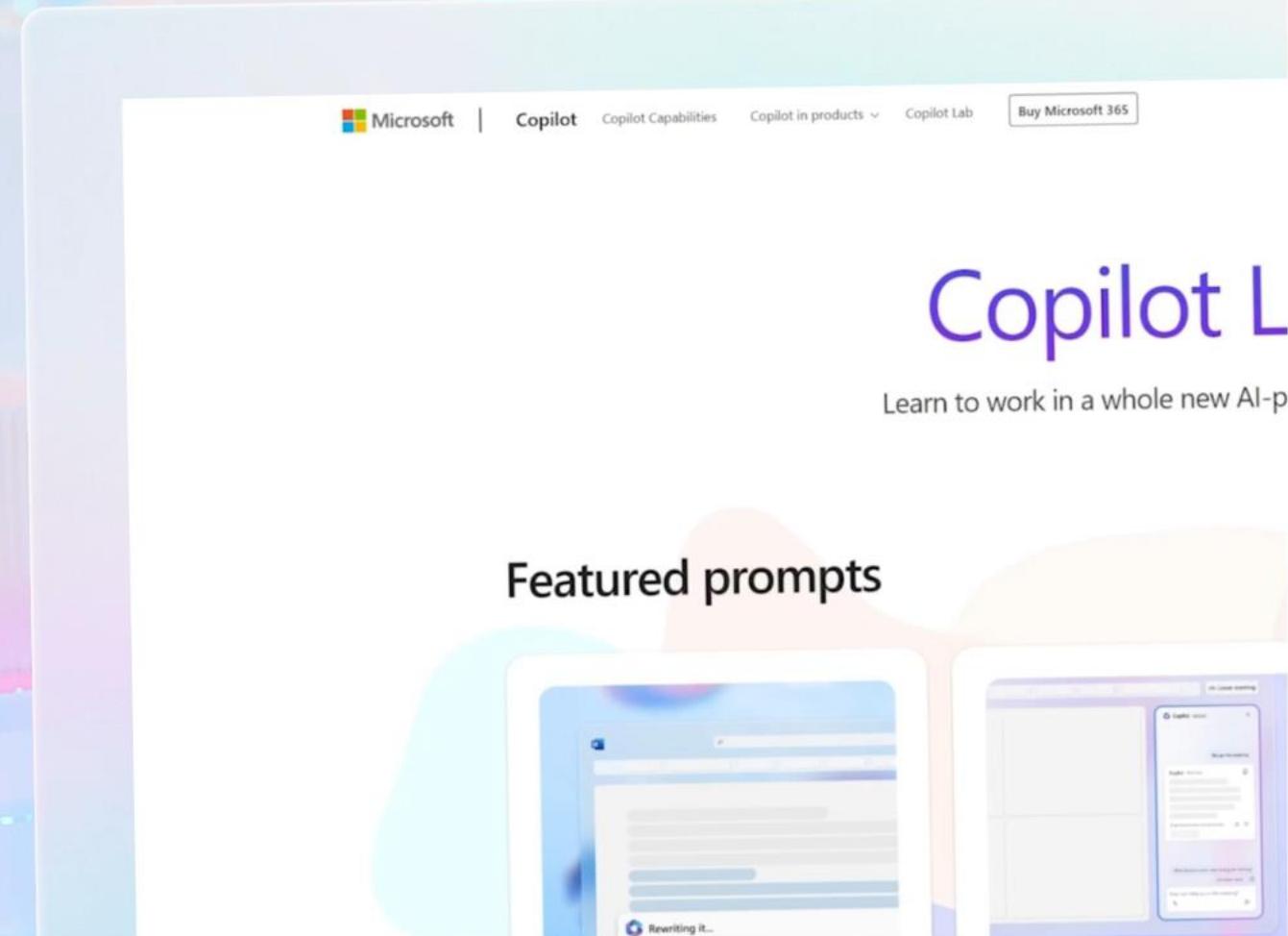
The screenshot shows a Microsoft 365 Copilot interface. At the top, there's a navigation bar with a user profile icon, a back arrow, a refresh button, and a search bar containing the URL <https://www.microsoft365.com/copilot>. Below the navigation is a sidebar with icons for Home, Create, My Content, Feed, Apps, Copilot (which is highlighted), Outlook, Teams, and Word.

The main content area features a large Microsoft 365 logo and the Copilot Microsoft 365 Chat logo. On the right, there's a "Try these prompts" section with four cards:

- Catch up on meetings**: Catch me up on meetings I missed yesterday
- Catch up on comms**: Summarize unread message this morning
- Get up to speed**: List key points from file
- Polish my writing**: Suggest edits to file to make more concise

MICROSOFT 365

Microsoft 365 Copilot Lab



Copilot Lab

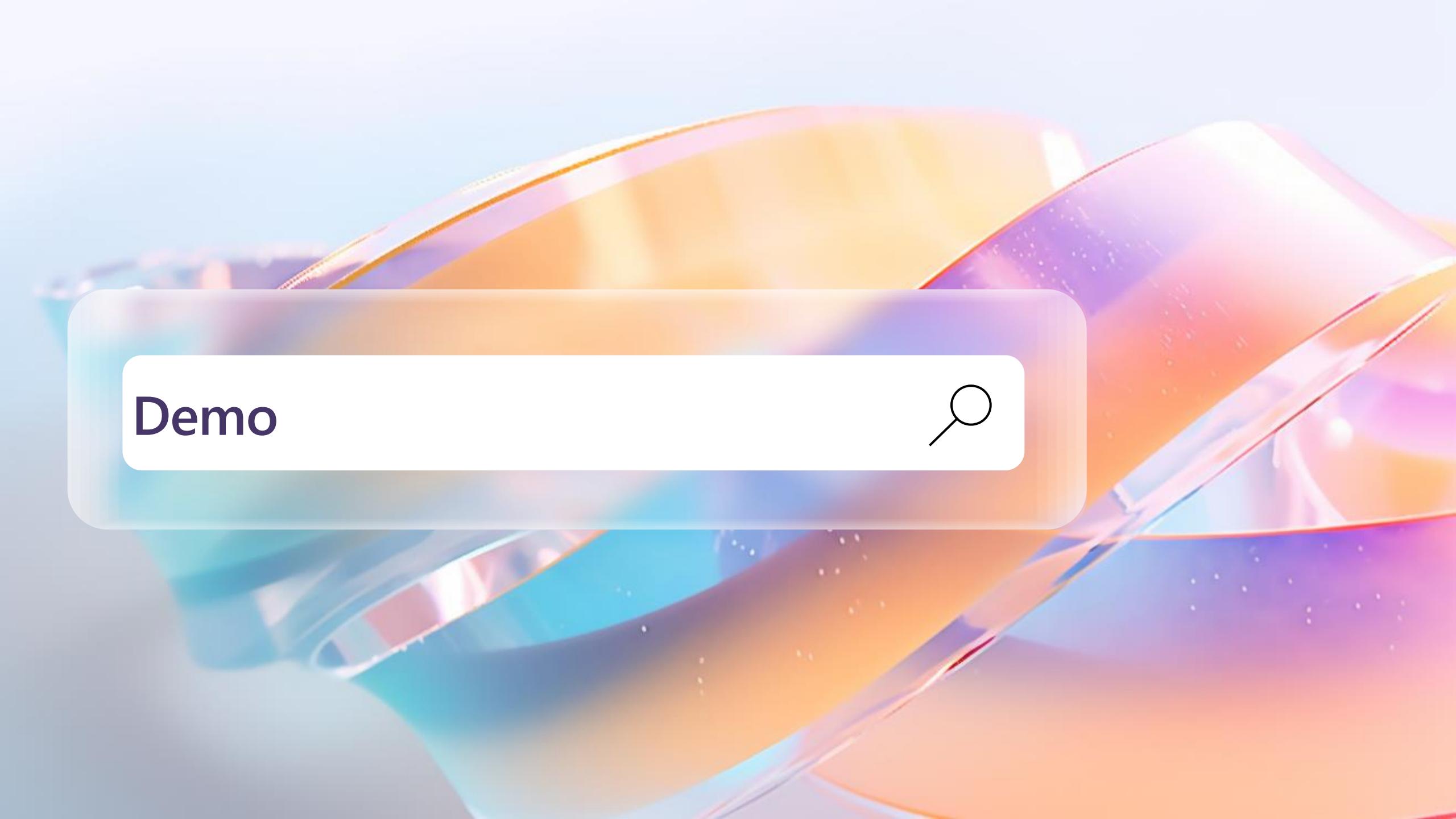
- A collection of prompts that can be used to explore and experiment with Copilot
- Learn the art and science of prompt Engineering in an easy way
- Provides latest information and resources
- Evolves and adapts as AI becomes more advanced

More prompts to try

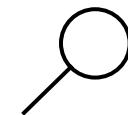
Work Personal

Apps Categories

Category	Prompt Title	Description
Work	Share meeting notes	Draft an email with notes and action items from [meeting]
Work	Write a status update	Write a status report to my manager based on [file]. Include any upcoming deliverables, due dates, and key decisions
Work	Catch up on messages	Summarize Teams messages from this week about...
Work	How to	How do I write a request for proposal?
Work	Help me write	Write an email to my team about our top priorities for next quarter from [file]
Work	Discover a company topic	I need to explain [concept] to a [role/target audience]. I need to include an explainer of what it is, how it works, and a
Work	Draft an FAQ	Create an FAQ based on [file]
Work	Describe something concisely	Summarize this doc into a high-level overview of the benefits of [topic]
Work	Get calendar info	When's my next meeting with [person]?
Work	Create a quiz	Write a practice quiz about [Topic]. Include at least 20 questions, and group questions by category. Provide a detailed
Work	Create based on a topic	Create 5 hypothetical courses about [Topic]. Include a brief summary for each course and a catchy title.
Work	Prep for a meeting	I've got an upcoming meeting with [person]. Based on my recent communication and recent news items, create a...
Personal	Add images	Add a relevant image to this
Personal	Get key info	List key points from [file]
Personal	Brainstorm	Suggest 10 compelling taglines
Personal	Draft an email template	Draft a personal email I can send



Demo

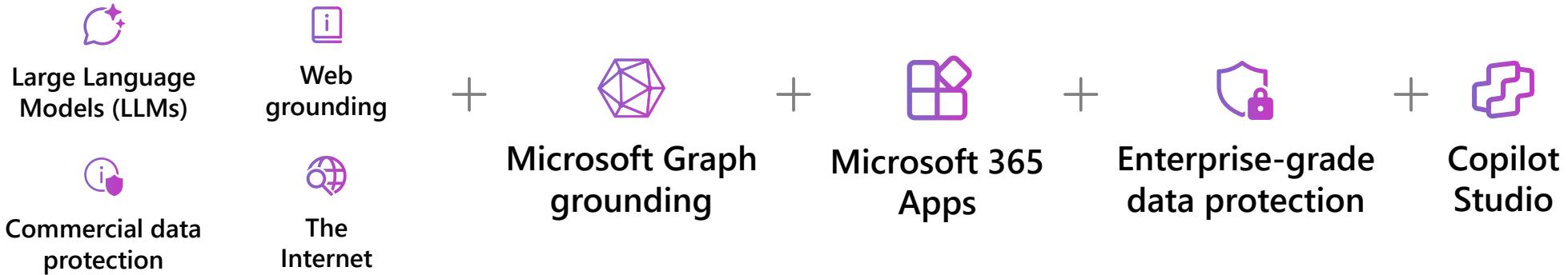




Microsoft Copilot for Microsoft 365

Your everyday AI companion at work

Natural Language





Copilot Studio

in Copilot for Microsoft 365

Make Copilot work for you

Connect Copilot
to your data
everywhere

Customize copilot to
your business needs
and workflows

Control & manage
customizations
centrally



Microsoft Copilot for Sales

Your everyday AI ~~assistant for sales teams~~

Natural Language



Large Language
Models (LLMs)



Web
grounding



Microsoft Graph
grounding



Enterprise-grade
data protection

+



CRM platform

Salesforce Sales Cloud
Microsoft Dynamics 365 Sales
Sales insights, content, and
recommendations



Commercial data
protection



The
Internet



Microsoft 365
Apps



Copilot
Studio

Microsoft Copilot for Sales

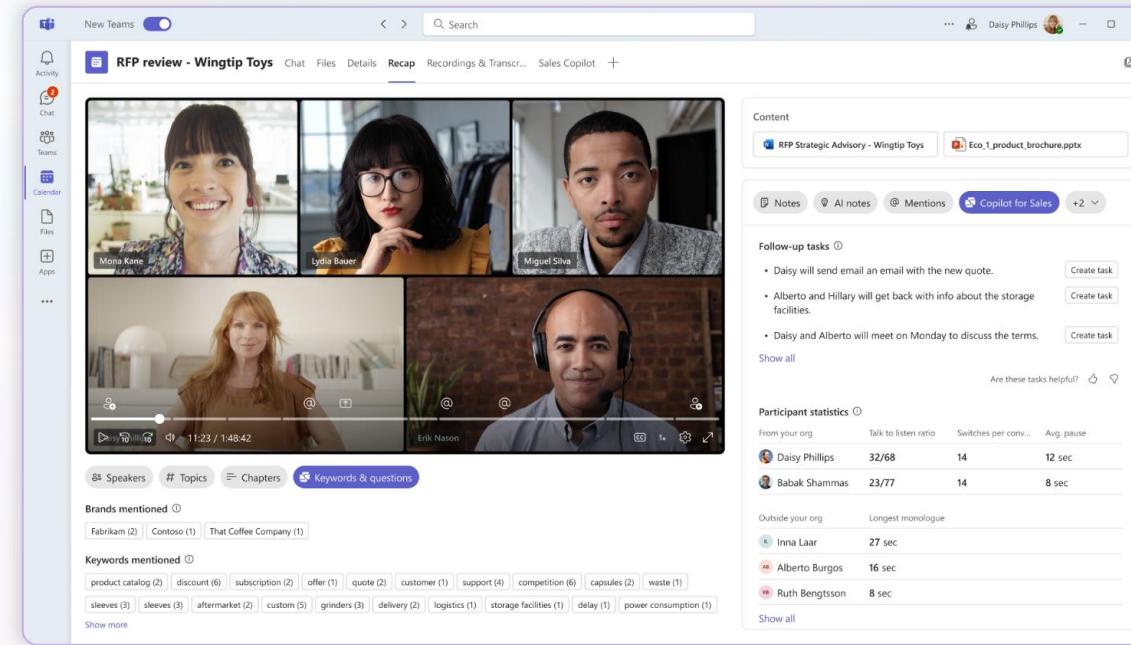
Maximize productivity and close more deals with the AI assistant for sellers

View opportunity summary 

Analyze sales conversations 

Draft a proposal 

Create a revenue data chart 



 Create CRM tasks from a meeting

 Update opportunity stage

 Show conversion rate

 Create a pitch presentation

Copilot for Sales is experienced in Microsoft 365 and connects to your CRM system



Microsoft Copilot for Service

Your everyday AI ~~assistant for service teams~~

Natural Language



Large Language
Models (LLMs)



Web
grounding



Microsoft Graph
grounding



Enterprise-grade
data protection



Contact center systems

Surface knowledge, summarize cases and conversations, draft contextual responses, and more



Commercial data
protection



The
Internet



Microsoft 365
Apps



Copilot
Studio

Microsoft Copilot for Service

Maximize agent productivity in the flow of work

Embed Copilot directly into agent desktops

Ask questions and receive relevant answers from across CRM solutions, contact center systems, and other knowledge sources

Surface knowledge directly in Teams and Outlook

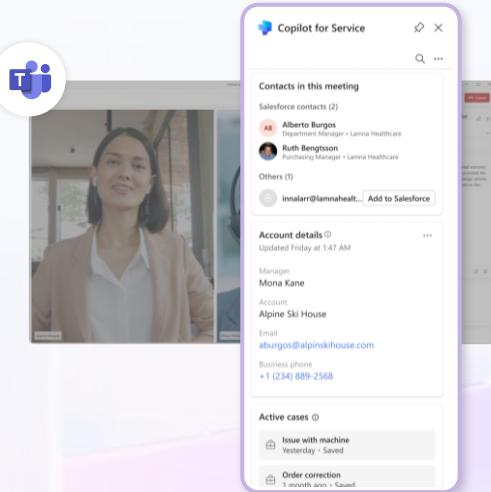
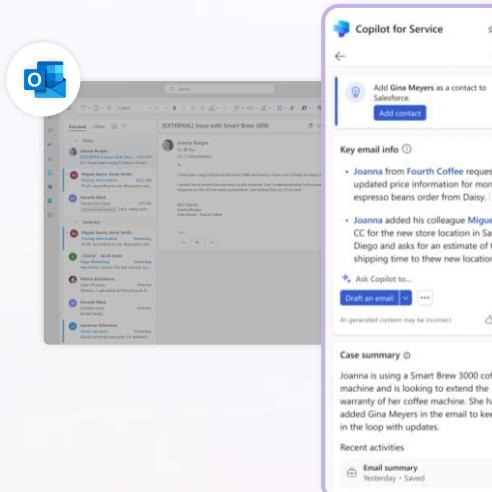
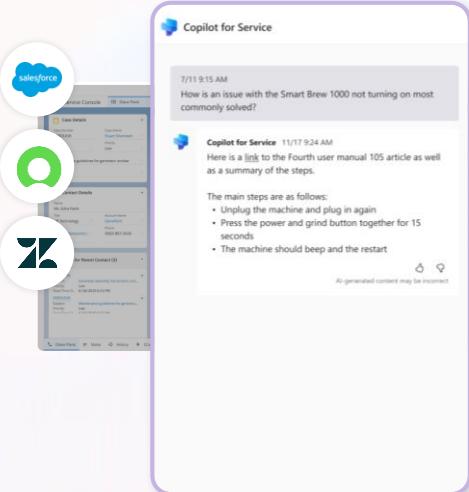
Generate case summaries from CRM records

Draft personalized emails and follow-ups using contextual data

Browse and update CRM records

Create a meeting invite with detailed case summaries

View conversation summaries with CRM record information



Generate meeting recaps with suggested follow-ups



Microsoft Copilot

Copilot

Free

Foundational Capabilities



Copilot for Microsoft 365

\$30

Web Grounding



Commercial Data Protection



Enterprise-Grade Data Protection



Graph Grounding



Microsoft 365 Apps



Copilot Studio



Role Specific Capabilities

\$50

Copilot for Sales

\$50

Copilot for Service

\$50

The AI-powered organization

01



Foundational productivity

Get AI-ready checklist



Standardize onto Microsoft 365

Enrich your Copilot experience by getting your data into the Microsoft 365 Cloud.



Protect sensitive business data

Protect internal data from accidental leakage. Ensure users have the right access to the right internal content.



Empower employees with secure, AI-powered tools

Start using secure AI-powered web chat for the workplace with Bing Chat Enterprise.

The AI-powered organization

01



Foundational productivity

Get AI Ready Checklist



Standardize onto Microsoft 365

Enrich your Copilot experience by getting your data into the Microsoft 365 Cloud.



Protect sensitive business data

Protect internal data from accidental leakage. Ensure users have the right access to the right internal content.



Empower employees with secure, AI-powered tools

Start using secure AI-powered web chat for the workplace with Microsoft Chat.

Copilot business value: sample metrics

All Up Value

Productivity / Efficiency / Fulfillment / Creativity

- X% more productive
- X% more satisfying work
- X% able to focus on more fulfilling work
- Save X hours per day for more important work
- Spend X% less time in meetings, processing email
- Less time on repetitive or mundane tasks
- Stay in the flow
- Be more creative

"Worth It"

- X% would not want to go back to working without Copilot
- Disappointed if had to give it up
- Influence choice of employer

Value by Workflow

Microsoft Copilot

- Less time searching for information
- Complete tasks faster
- Stay on top of my inbox
- Focus on more important work

Effective Meetings [Teams]

- More efficient meetings
- Easier to catch up on what I missed
- Easier to take next action
- Attend fewer meetings

Email Processing [Outlook]

- Less time processing email
- Saves time drafting quick replies

Content Writing [Word]

- Generate a good first draft faster
- Jump start the creative process

Visual Content Creation [PowerPoint]

- Create visually appealing presentations faster
- Create content I couldn't have on my own
- Less intimidated creating visual content

Data Analysis [Excel]

- Analyze data faster
- Help me turn data into insights

Search [Bing Chat]

- Speed and accuracy

Value by Role/Function

1. By Persona

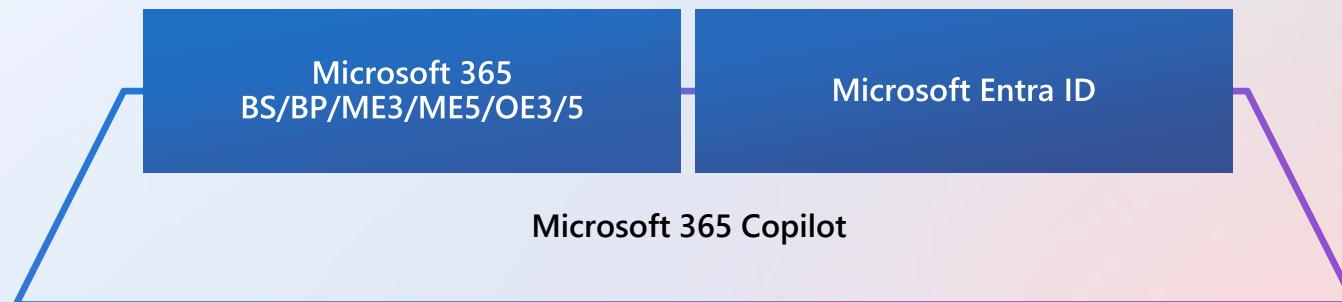
- IC: Content creation, project management, less time on mundane tasks, etc.
- Manager: More time for team development, etc.
- BDM: Make decisions faster; focus on top priorities, grow business

2. By Role/Function: Sales, Finance, HR, etc.

- Sales (Example Metrics):
 - X% more customer interactions
 - Created X% more opportunities
 - Created customer proposals X% faster
 - Discovered and shared X% more sales content
 - Closed deals X% faster

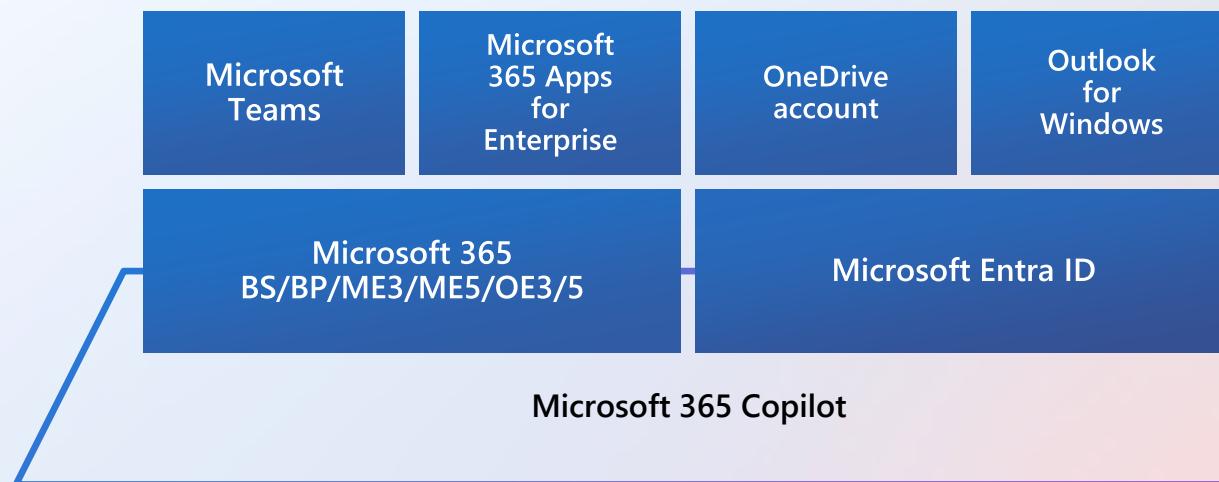


The Copilot and Business Premium Get AI Ready building Blocks



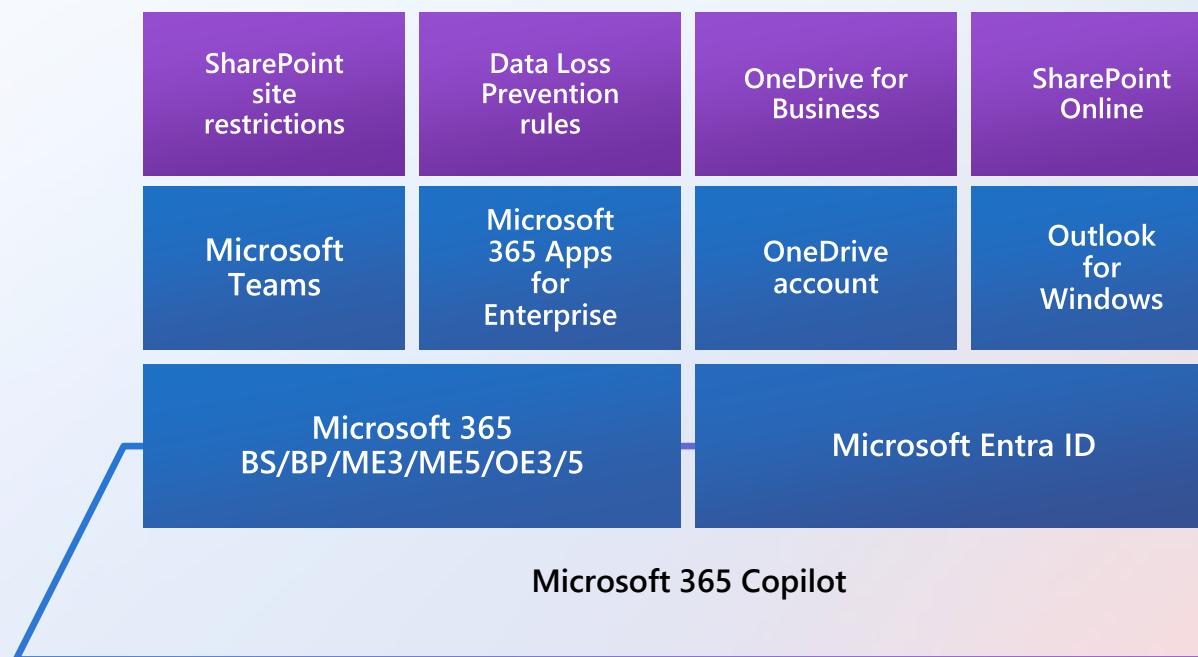


The Copilot and Business Premium Get AI Ready building Blocks



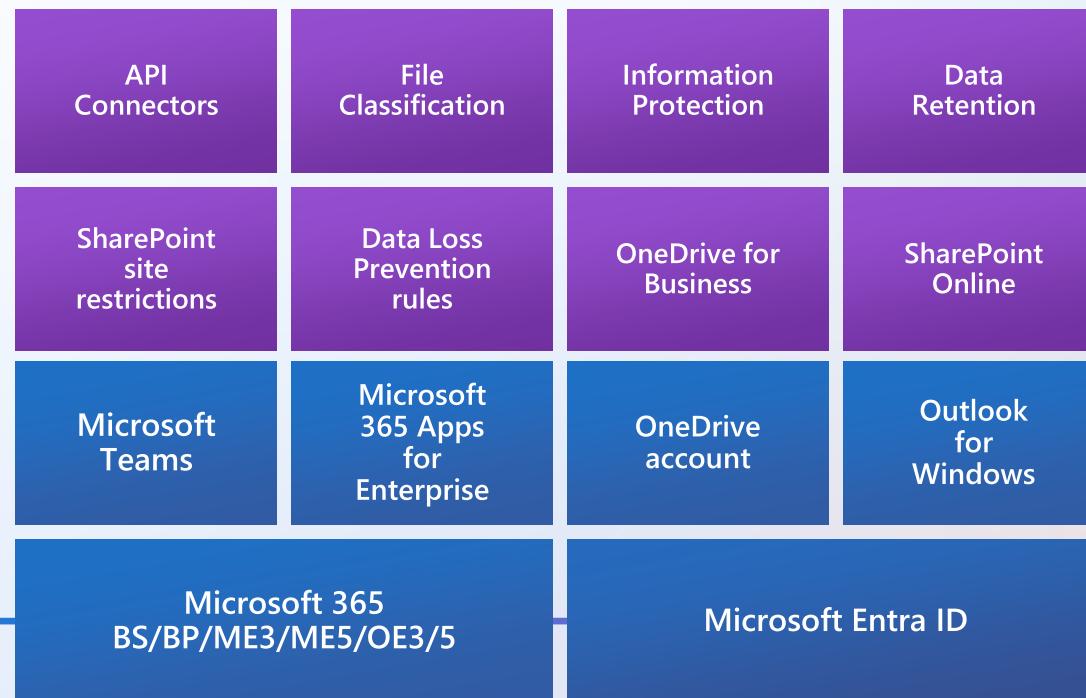


The Copilot and Business Premium Get AI Ready building Blocks





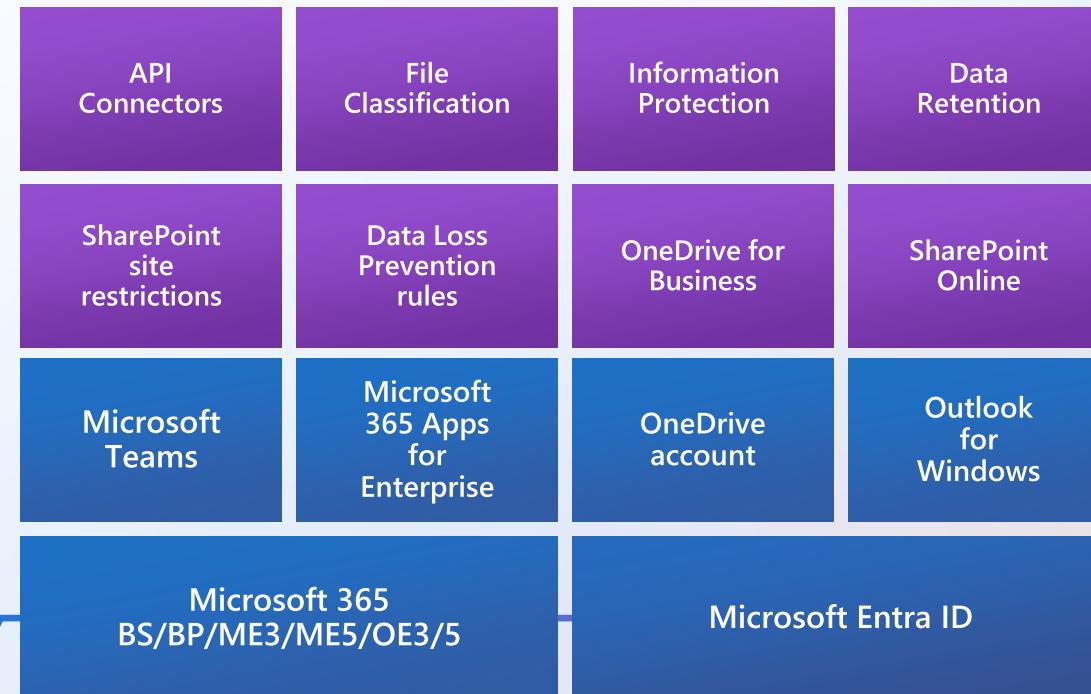
The Copilot and Business Premium Get AI Ready building Blocks



Microsoft 365 Copilot



The Copilot and Business Premium Get AI Ready building Blocks



Microsoft 365 Copilot

AI-powered chat with commercial data protection

**Business data
is protected**



User and business data is protected and will not leak outside the organization.

**Chat data is
not saved**



Chat data is not saved, and no one at Microsoft can view customer data.

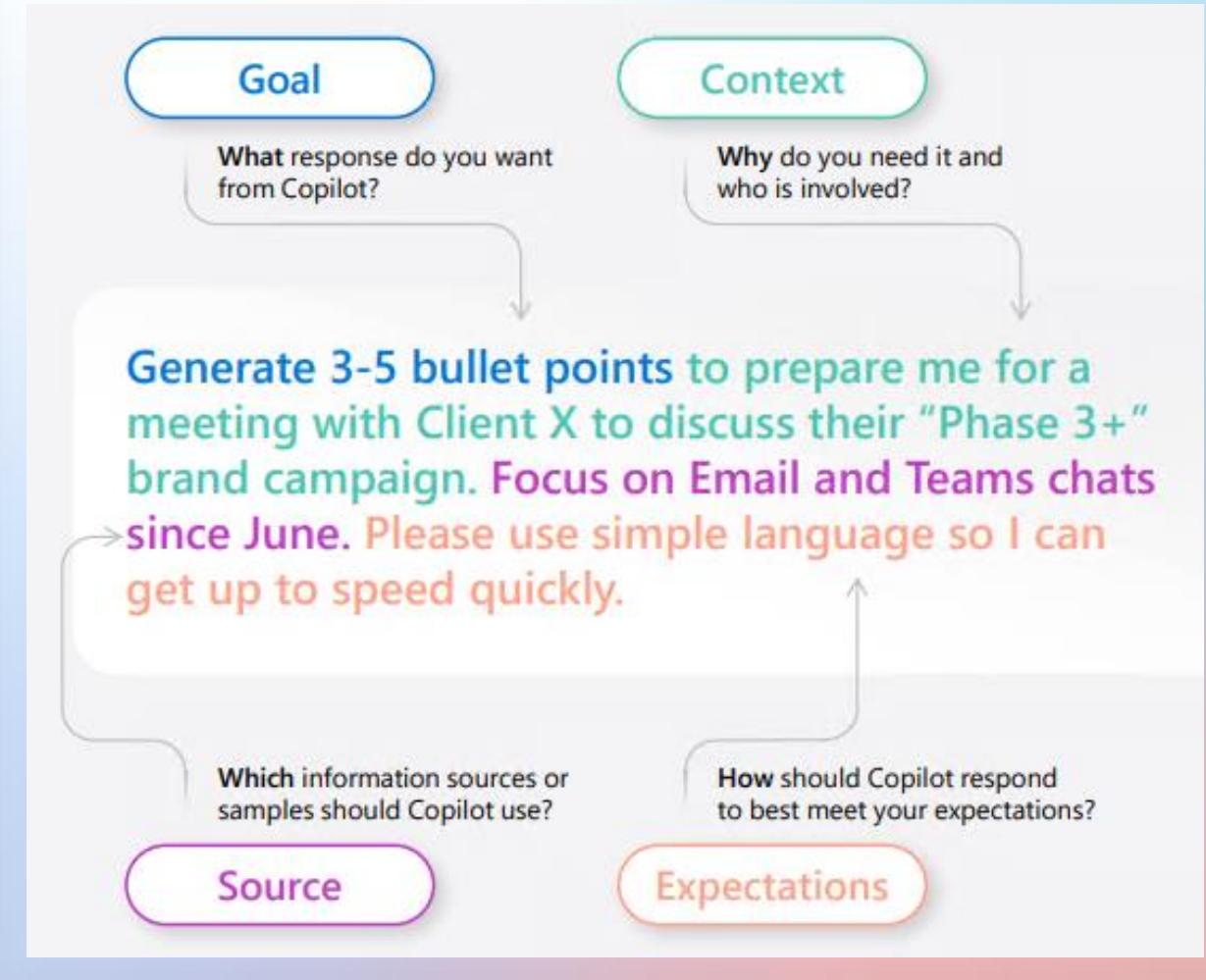
**Data is not used
to train the model**



Chat data is not used to train the Large Language Models used by AI.

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.



Copilot Extensibility

Plugin types

Use existing integrations or build new ones to extend your organization's AI-powered skills.

Teams Message Extensions

Message extensions allow users to interact with a web service through buttons and forms in the Microsoft Teams, Outlook, and Microsoft 365 app clients.



Power Platform Connectors

A proxy or a wrapper around an API that allows users to leverage a set of prebuilt actions and triggers to build their apps and workflows.



Open AI Plugins

Open AI plugins connect ChatGPT to APIs, enabling it to perform actions like browsing and interacting with websites and games.

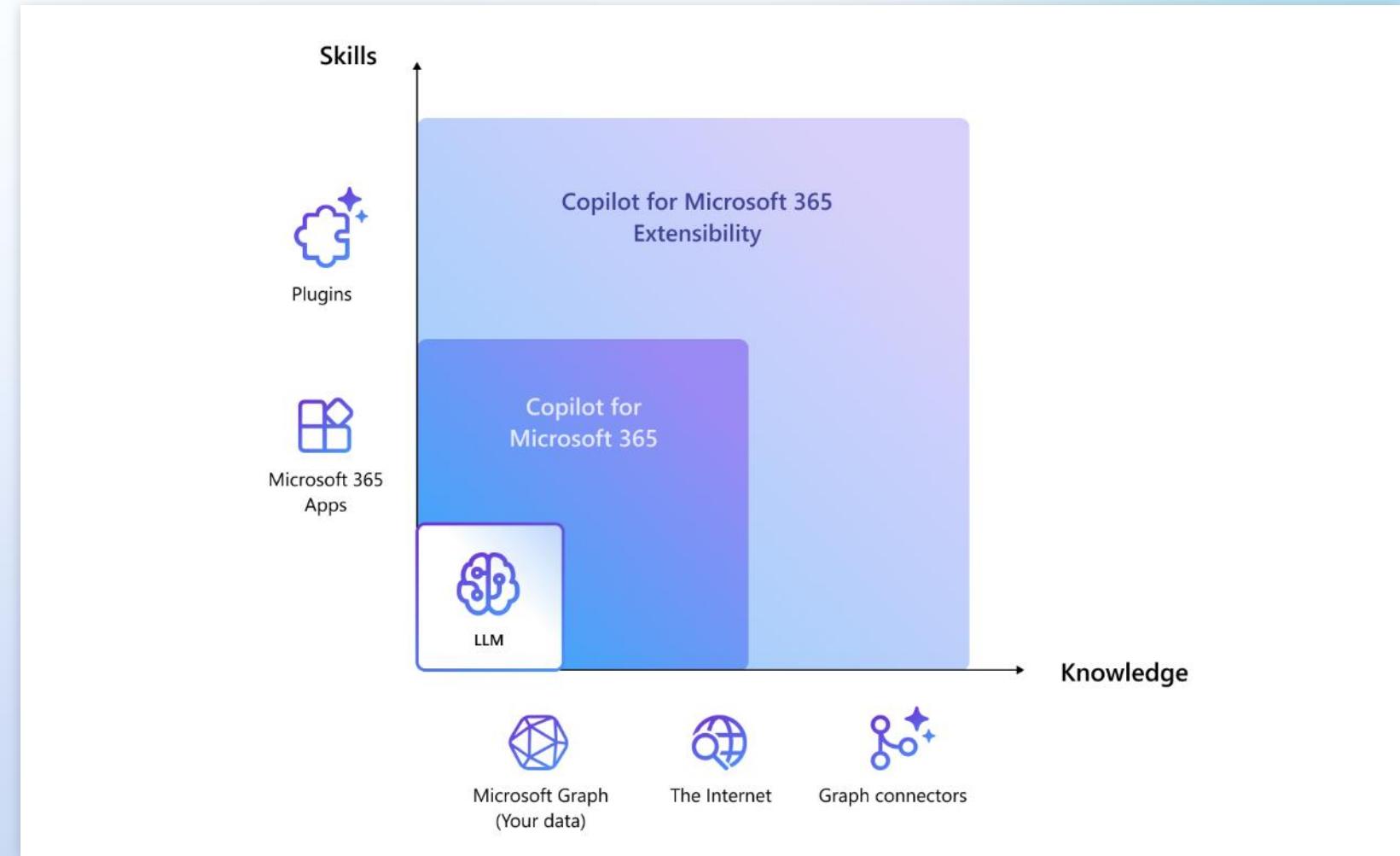


Existing Investments

New

Extend Microsoft Copilot for Microsoft 365

- Enrich the data estate of your enterprise with industry-leading AI.
- Keep your users in the flow of their work, start to finish.
- Inherit world-class security, compliance, and privacy policies





Copilot Customization

Introducing



Copilot Studio

Customize Copilot for Microsoft 365

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

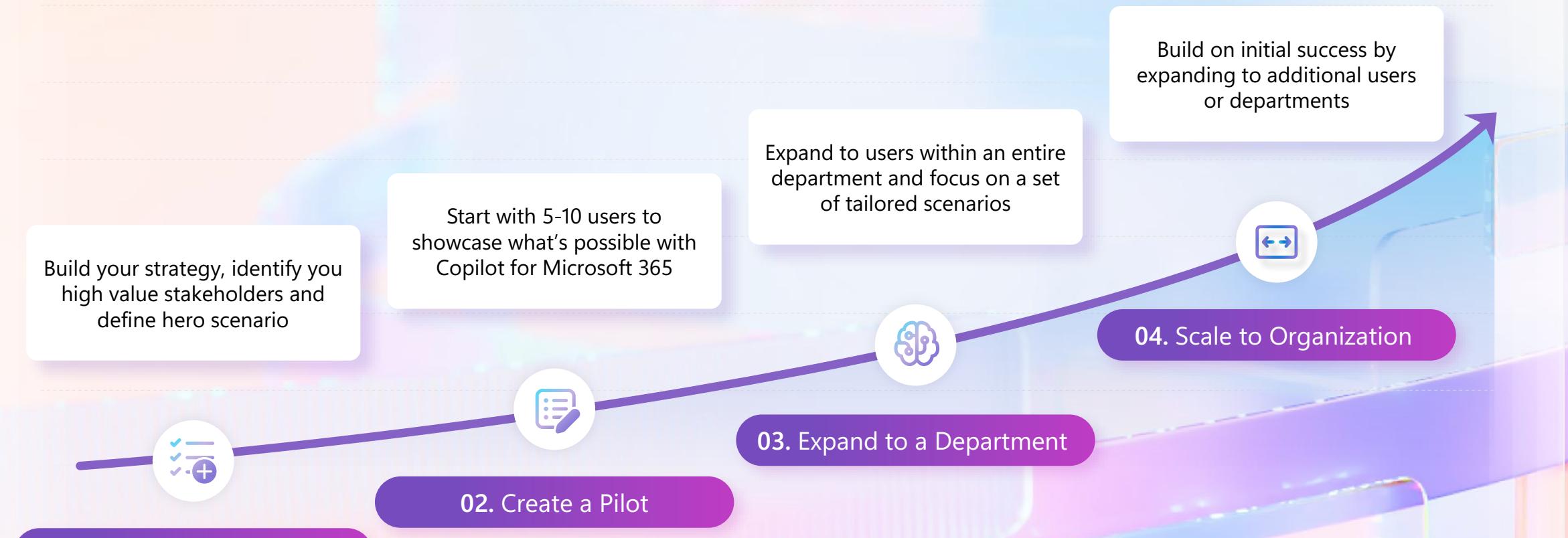
Create custom copilots and GPTs

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.

Four steps to drive Copilot success with customers



Copilot for Microsoft 365 Demos

- [Copilot for Microsoft 365 - Work On](#)
- [Copilot in Teams | Ask Better Questions](#)
- [Copilot in Teams | Discern Opinions Quickly](#)
- [Copilot in PowerPoint | Quickly generate ideas](#)
- [Copilot in PowerPoint | Create consistency](#)
- [Copilot in PowerPoint | Tell impactful stories](#)
- [Microsoft 365 Copilot | Get up to speed](#)
- [Microsoft 365 Copilot | Show up prepared – every time](#)
- [Microsoft 365 Copilot | Accomplish more in less time](#)
- [Copilot in Outlook | Translate an email](#)
- [Copilot in Outlook | Draft effective emails](#)
- [Copilot in Word | Request tailored edits](#)
- [Copilot in Word | Transform a document](#)
- [Microsoft 365 Copilot in Excel](#)
- [Copilot in Whiteboard | Brainstorming](#)
- [Microsoft 365 Copilot | Quickly align on next steps](#)
- [Semantic Index for Copilot: Explained by Microsoft](#)
- [The Copilot System: Explained by Microsoft](#)
- [Copilot Studios | Explained by Microsoft](#)
- [Microsoft Copilot Studio Demo – Microsoft Ignite 2023](#)

Check more demo videos at: [Copilot for Microsoft 365 Playlist](#)

Links to learn more (1 of 2)

What is Copilot?

- [Copilot for Microsoft 365](#)
- [The Copilot System](#)
- [ChatGPT vs. Copilot for Microsoft 365: What's the difference?](#)
- [Copilot for Microsoft 365 Early Access Program](#)
- [Copilot for Microsoft 365 Early Access Program FAQ](#)
- [Get Started with Copilot for Microsoft 365 \(Admin setup\)](#)

How Copilot works

- [How Copilot for Microsoft 365 works: Microsoft Mechanics video](#)
- [Semantic Index for Copilot](#)
- [Microsoft Graph](#)
- [Microsoft Graph connectors](#)

Additional copilot experiences across the Microsoft Cloud

- [Unleash your productivity with AI and Copilot for Microsoft 365](#)
- [Microsoft Dynamics 365 Copilot](#)
- [Copilot in Power Platform](#)
- [Microsoft Security Copilot](#)
- [GitHub Copilot](#)

Privacy

- [Microsoft's privacy policy](#)
- [Microsoft Privacy Statement](#)
- [Trust Center data protection and privacy](#)
- [Data, privacy, and security for Azure OpenAI Service](#)
- [Role-based access control](#)
- [User permissions and permission levels in SharePoint Server](#)
- [Customer Lockbox requests](#)
- [Microsoft 365 isolation controls](#)
- [Data Protection Addendum](#)

Links to learn more (2 of 2)

Data residency and storage

- EU Data Boundary
 - [Website](#)
 - [Blog](#)
 - [Documentation](#)

Compliance

- [Microsoft Compliance](#)
- [Service Trust Portal](#)
- [Compliance offering definitions](#)
- General Dat Protection Regulation (GDPR)
 - [Full summary](#)
 - [Short summary](#)

Security

- [Configure usage rights for Azure Information Protection \(AIP\)](#)
- [Universal Licensing Terms for Online Services](#)
- [Data Protection Addendum](#)
- [Isolation and Access Control in Microsoft 365](#)

How to prepare for Copilot for Microsoft 365

- [How to prepare for Copilot](#)
- [How to get ready for Copilot for Microsoft 365 \(Mechanics\)](#)
- [Learn about Microsoft feedback for your organization](#)
- [Manage Microsoft feedback for your organization](#)
- [How to manage Microsoft Search](#)
- [Microsoft 365 Product Terms](#)
- [AI and ML Connected Community](#)
- [Content management and security in SharePoint, OneDrive, and Teams](#)

Responsible AI

- Responsible AI core principles
 - [Videos](#)
 - [Documentation](#)
- [Microsoft Responsible AI Standard](#)
- [Governing AI: A Blueprint for the Future](#)



<https://bit.ly/ciacspcopilot>