

Need to Know Microsoft 365 Webinar December 2025

@directorcia

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by Robert Crane

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— Introducing —

Microsoft 365 Copilot Notebooks:

— A Beginner's Guide —



Robert Crane — director@ciaops.com

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

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Agenda

- Microsoft 365 Update
- Copilot Notebooks
- Q & A



Microsoft 365 Update

News

- New capabilities for AI admins from Ignite 2025
 - <https://techcommunity.microsoft.com/blog/microsoft365copilotblog/new-capabilities-for-ai-admins-from-ignite-2025/4478906>
- Ignite Recap: How Copilot Search and Connectors Are Redefining Productivity
 - <https://techcommunity.microsoft.com/blog/microsoft365copilotblog/ignite-recap-how-copilot-search-and-connectors-are-redefining-productivity/4477555>
- Surfing the AI Wave: Manage, Govern, and Protect AI Agents with Microsoft Entra Agent ID
 - <https://techcommunity.microsoft.com/blog/microsoft-entra-blog/surfing-the-ai-wave-manage-govern-and-protect-ai-agents-with-microsoft-entra-age/2464407>
- What's New in Microsoft 365 Copilot | November & December 2025
 - <https://techcommunity.microsoft.com/blog/microsoft365copilotblog/what%E2%80%99s-new-in-microsoft-365-copilot--november--december-2025/4469738>
- Meet Agents in OneDrive : Your AI assistant built with your own content
 - <https://techcommunity.microsoft.com/blog/spblog/meet-agents-in-onedrive--your-ai-assistant-built-with-your-own-content/4475566>

Copilot Notebooks



In a nutshell

- AI across limited amount of data
- Connected to OneNote
- Use Copilot pages
- Include Researcher agent
- Can be shared internally
- Somewhat like NotebookLM

DEMO

Take aways

- Notebooks are great for projects
- Must add the data you want
- Allow focused AI role and persona
- Included ability to create an audio summary
- Expect more enhancements soon
- OneNote integrates with Notebooks

Resources

- Get started with Microsoft 365 Copilot Notebooks - <https://support.microsoft.com/en-us/topic/get-started-with-microsoft-365-copilot-notebooks-0775e693-11c6-4d80-8aba-fcc81a737a06>
- How To use Microsoft Copilot Notebooks | Full Tutorial [2025] - <https://www.youtube.com/watch?v=o6iSvQurSYE>
- Microsoft 365 Copilot Notebooks Explained: A Complete Guide (2025- <https://techcommunity.microsoft.com/discussions/microsoft365copilot/microsoft-365-copilot-notebooks-explained-a-complete-guide-2025/4419568>
- Gather and create notes with Copilot in your personal OneNote notebooks directly on the page - <https://techcommunity.microsoft.com/blog/microsoft365insiderblog/gather-and-create-notes-with-copilot-in-your-personal-onenote-notebooks-directly/4294053>
- Introducing Copilot Notebooks: A whole new way to work with AI in OneNote - https://techcommunity.microsoft.com/blog/microsoft_365blog/introducing-copilot-notebooks-a-whole-new-way-to-work-with-ai-in-onenote/4428626

CIAOPS Resources



- Blog – <http://blog.ciaops.com>
- Free Office 365, Azure video tutorials – <http://www.youtube.com/directorciaops>
- Free documents, presentations, etc – <https://github.com/directorcia/general/>
- Office 365, Azure, Cloud podcast – <http://ciaops.podbean.com>
- Office 365 and Azure community – <http://www.ciaopspatron.com>
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Questions

That's all folks!

Thanks for attending