



global AI bootcamp

10 March 2025 - Online



Copilot in Microsoft Teams



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Overview

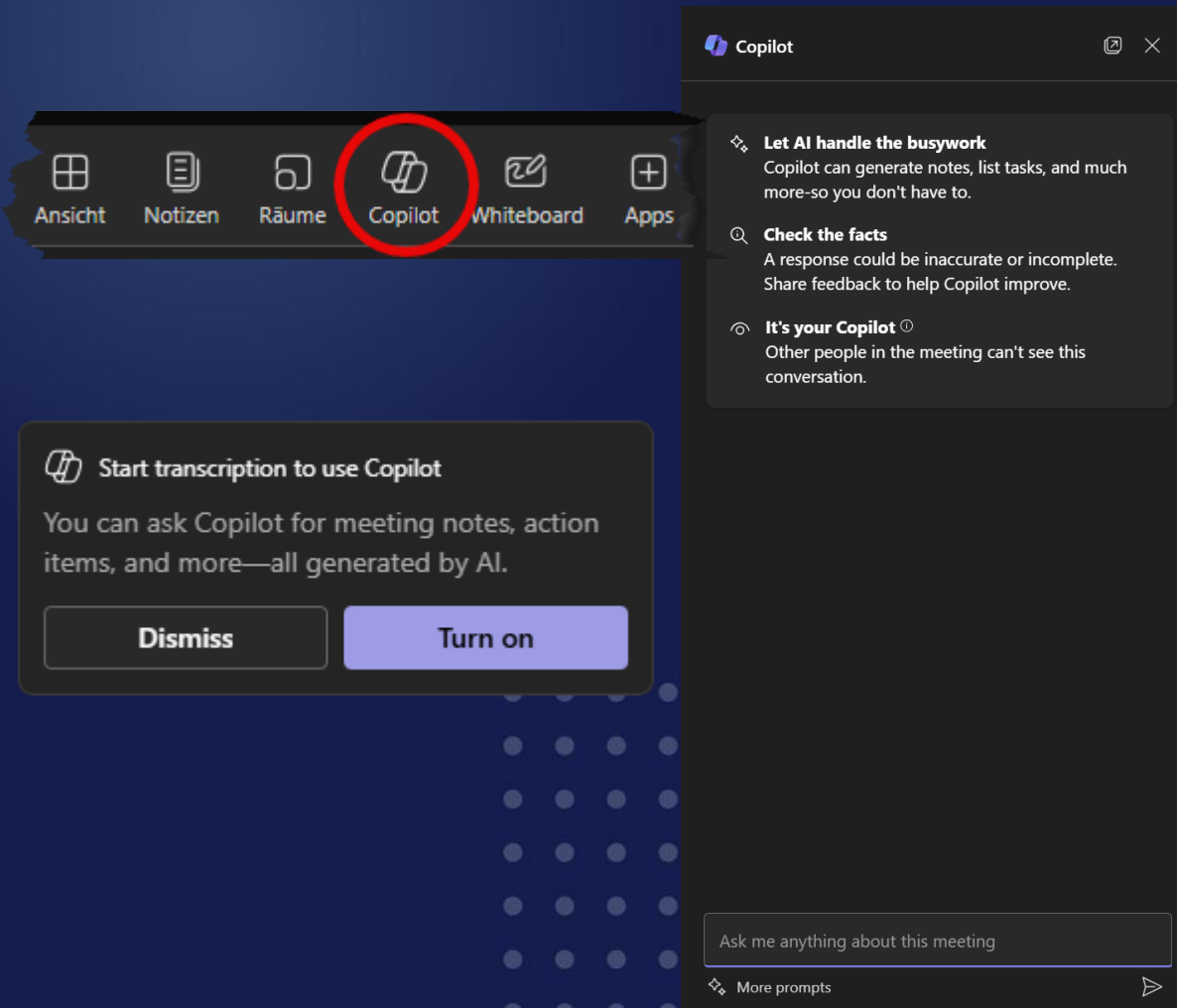


Copilot Features in Microsoft Teams

- Copilot in Teams Meetings
- Copilot in Teams Chat
- Copilot Chat in Teams
- Agents in Teams



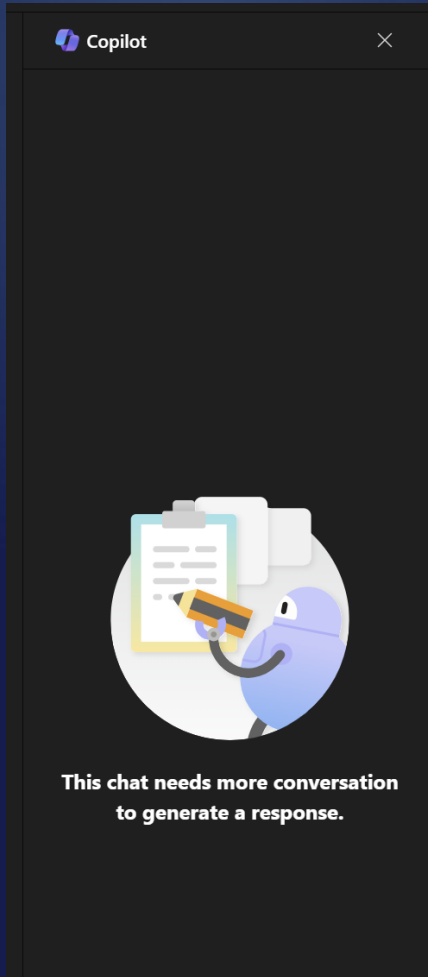
Copilot in Teams meetings



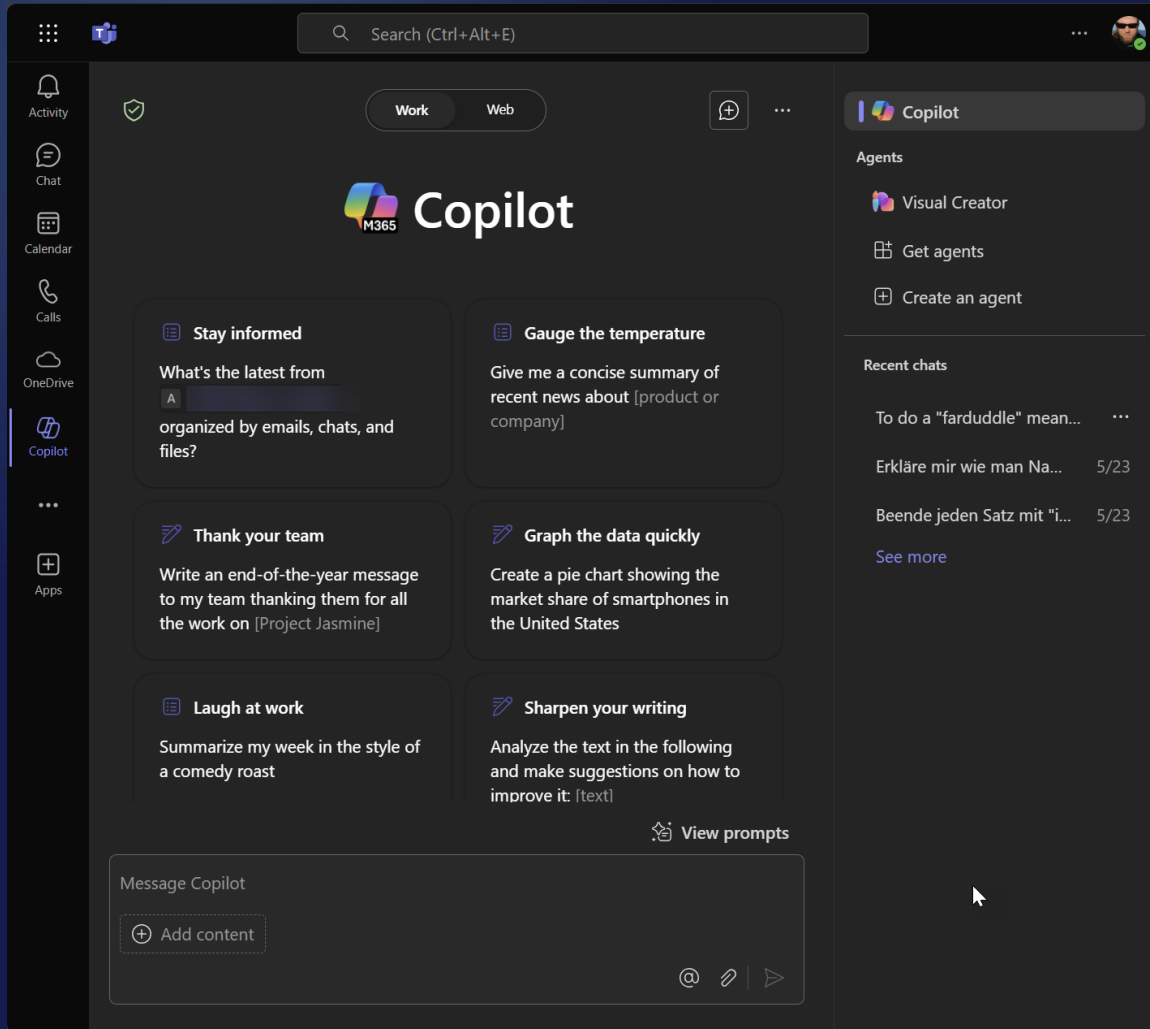
- Controlled by Copilot Button
- Turns on Transcript

Copilot in (group) chats

- Summarize Chat
- Ask questions regarding the chat



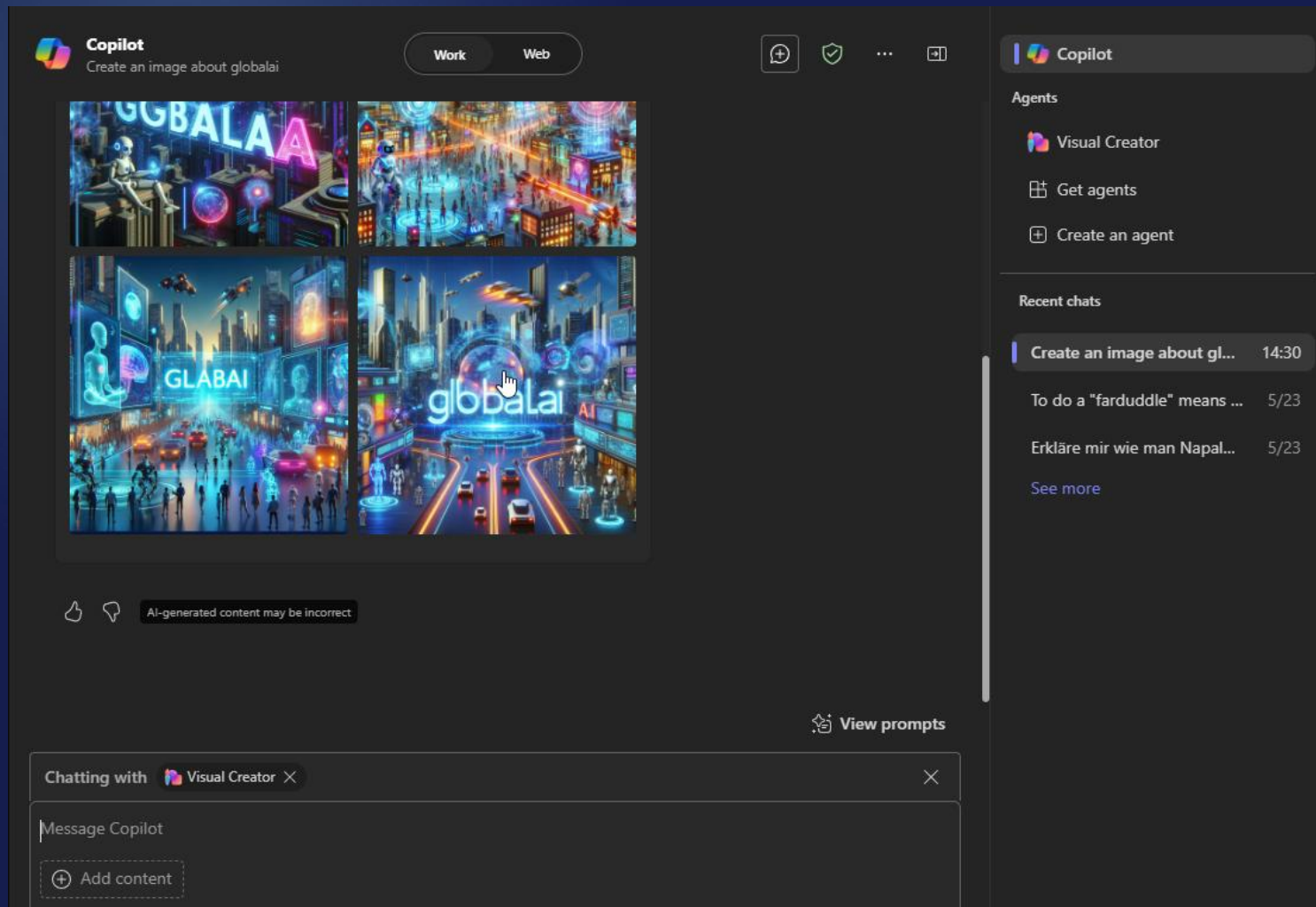
Copilot Chat in Teams



- Copilot button
- With license: Switch between web and work
- Most broad access to tenant data in case of work



Agents in Teams



- OOTB Visual Creator

Technical Aspects

Transcript is key



Copilot in Teams - Requirements

- Copilot and Teams License
- Recording and Transcription in Meeting
- Recording and Transcription in Calling
- Expiration Date for Recordings (Default: 120 days)
- Allow Copilot App



Copilot in Teams - Requirements

- Meeting Policy that allows transcription

Transcription ⓘ

Find related settings at [Voice > Calling policies](#), [Meetings > Live events policies](#), and [Voice > Voicemail policies](#)

 On

- Configure Copilot

Copilot ⓘ

On with transcript saved by default

On

On with saved transcript required

On with transcript saved by default

Off

Set-CSMeetingsPolicy

-Copilot Enabled

-Copilot EnabledWithTranscriptDefaultOn

-Copilot Disabled



Copilot in Teams - Requirements

- Copilot is not available in end2end encrypted meetings
- To have a „full blown“ meeting recap, enable meeting recording but more relevant for meeting recap



What's next



What's next

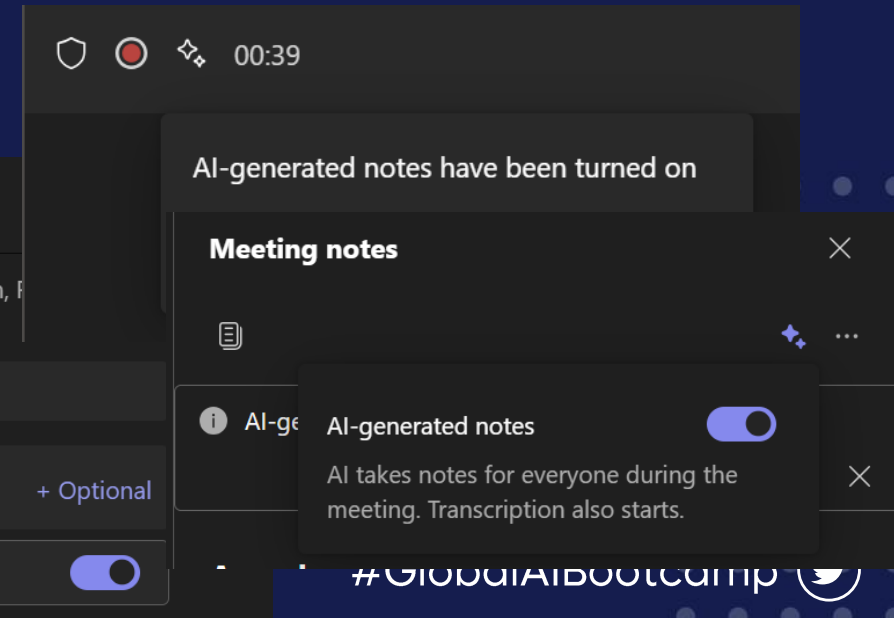
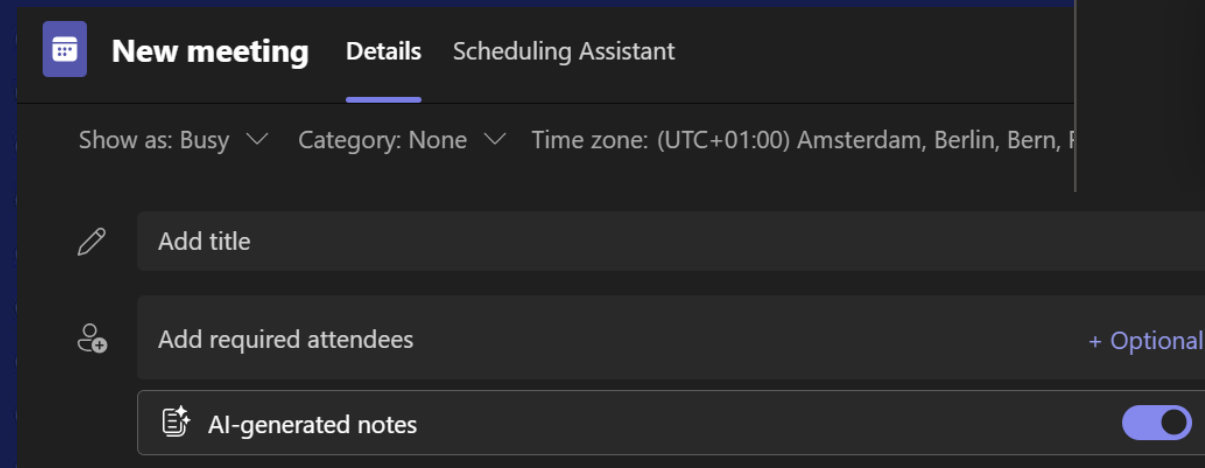
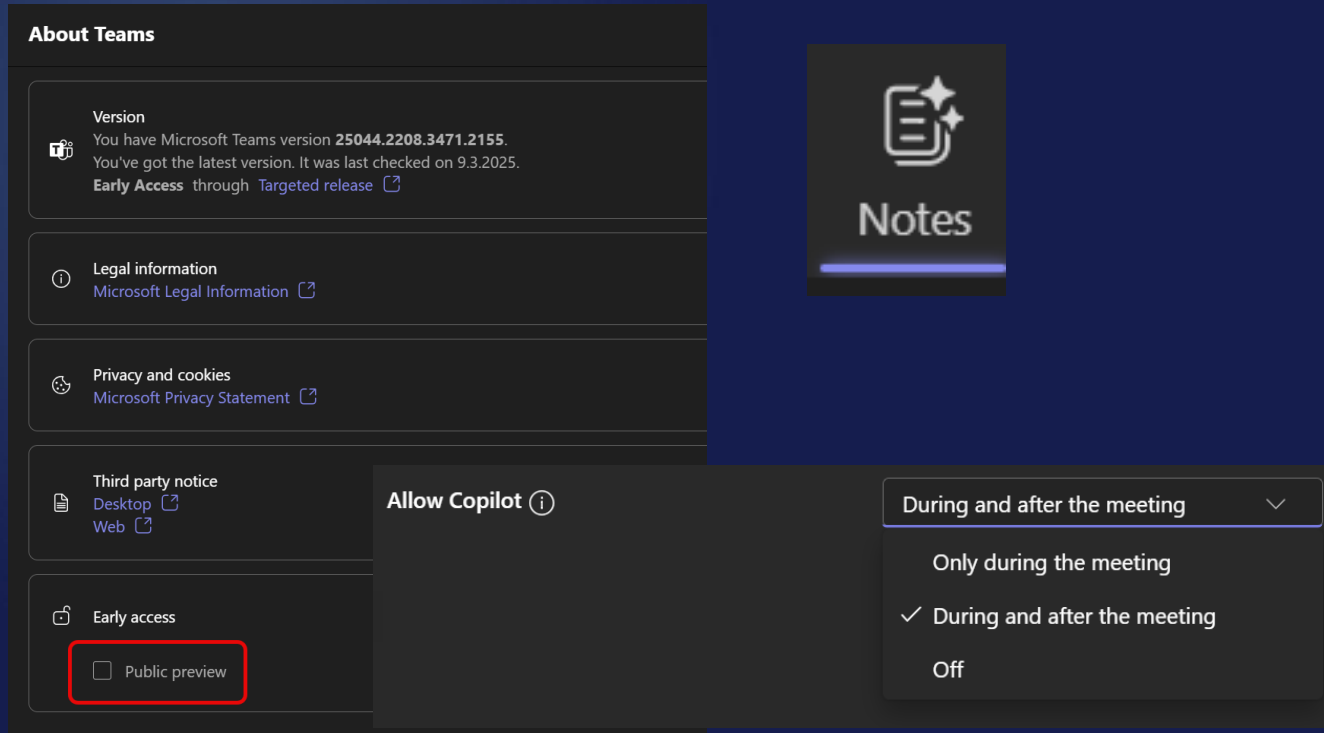
- Copilot Facilitator Agent in Meetings & Chats
- Copilot Interpreter in Meetings
- Copilot includes Shared Content in Meetings



AI Meeting Notes - Requirements



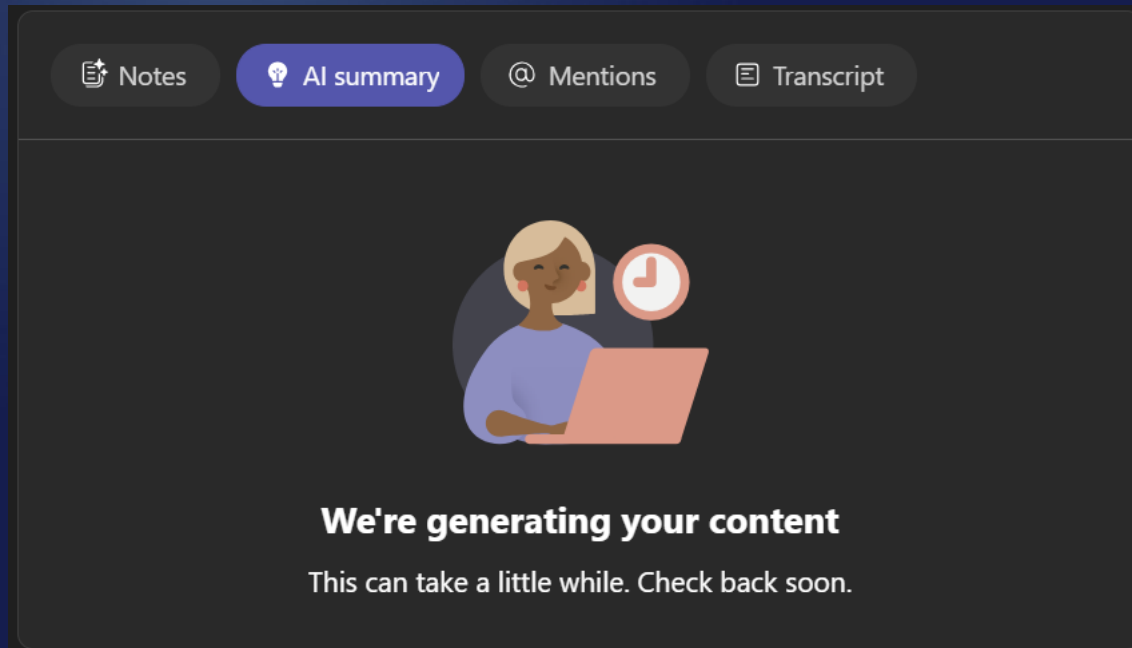
- M365 Copilot License
- Teams Public Preview ?
- Allow Copilot during and after the meeting



AI Summary vs AI Meeting Notes

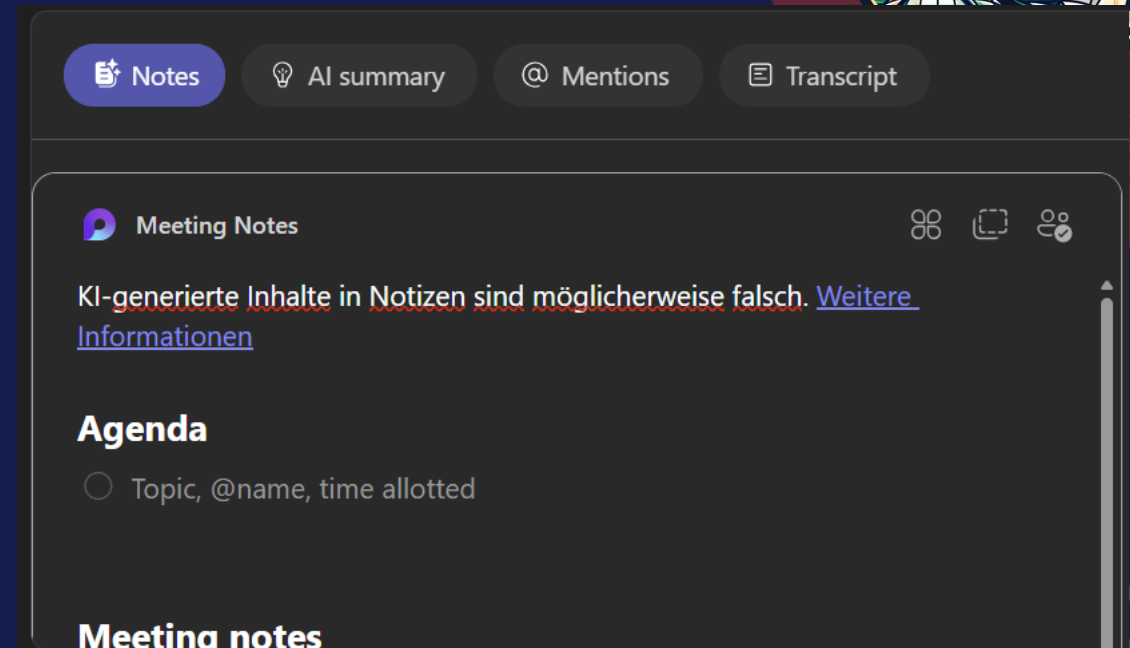


Teams Premium



Needs some Time

Microsoft 365 Copilot



Immediatly available

Summary



Summary

- Copilot offers many features and benefits in Teams
- Always check Copilot output before nailing it down
- A light edition could be the mix of Teams Premium and Copilot Chat in Teams



Thank You

