

Get proactive
overviews of your day



Copilot
Chat

Bridge your
knowledge sources



Copilot
connectors

Prepare for
a customer meeting



Researcher

Start your workday
hands-free



Voice in
Copilot mobile

Interpret multilingual
conversations in real time



Interpreter



How do you use Copilot today?

Never take meeting
notes again



Facilitator

Automate reminders
and tasks



Workflows

Quickly
find content



Copilot Search

Jumpstart
document drafting



Agent Mode
in Word

Quickly onboard onto
new roles or projects



Notebooks

What would you do with an extra hour in your day?

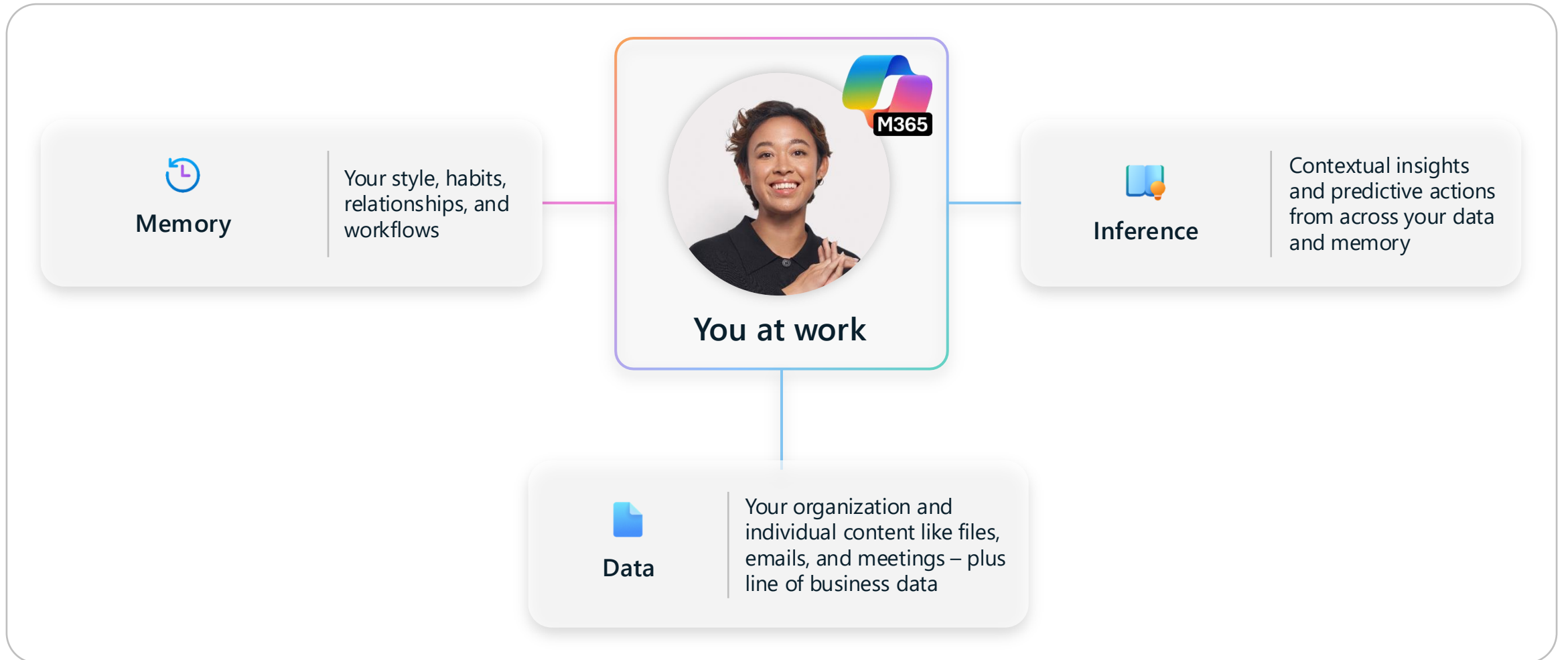
Check your email...

Copilot is delegation, not typing

What Executives Actually Use Copilot For

- Turning noise into clear next steps
- Getting ahead of risks and escalations
- Preparing for meetings in minutes
- Accelerating communication and follow-ups
- Staying aligned across email, meetings, and chats

Work IQ



Outlook – Turn Chaos into Organization

Cut through the noise...

I just got back from the weekend, give me a quick summary of the emails, meetings, and messages I missed and tell me what to tackle first?

Reflect:

What did Copilot get right?

What did it miss?

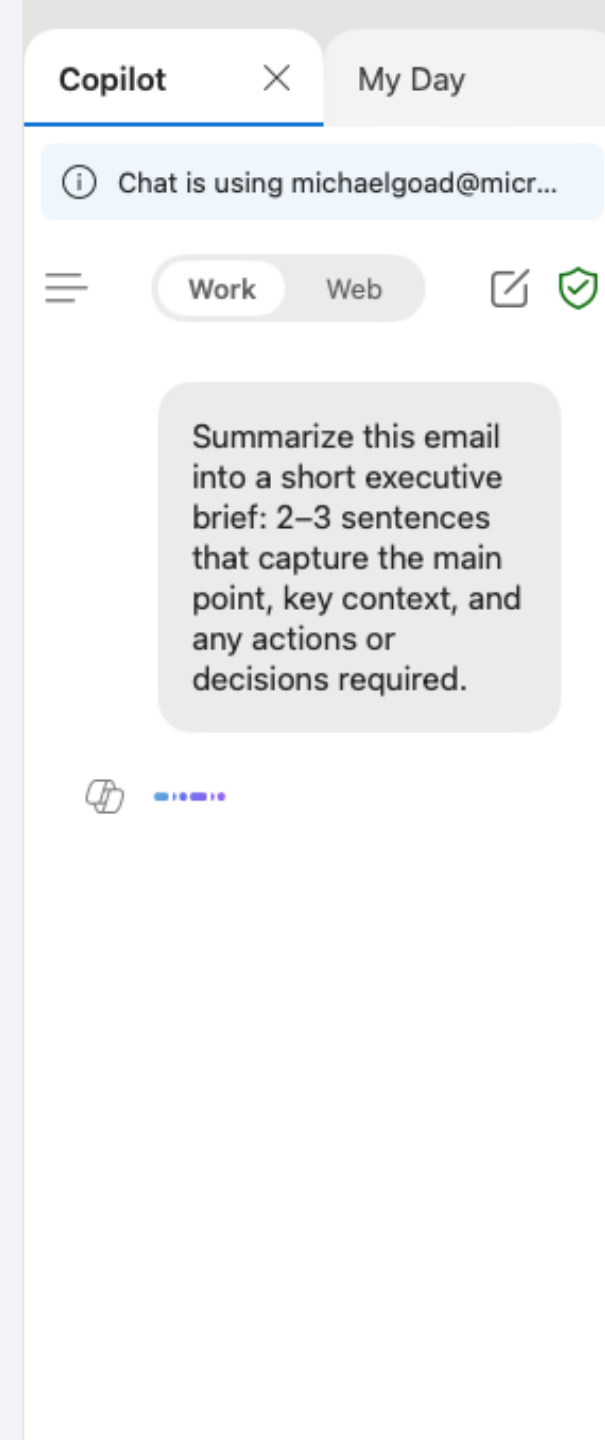
How could we guide it better?

People Insights

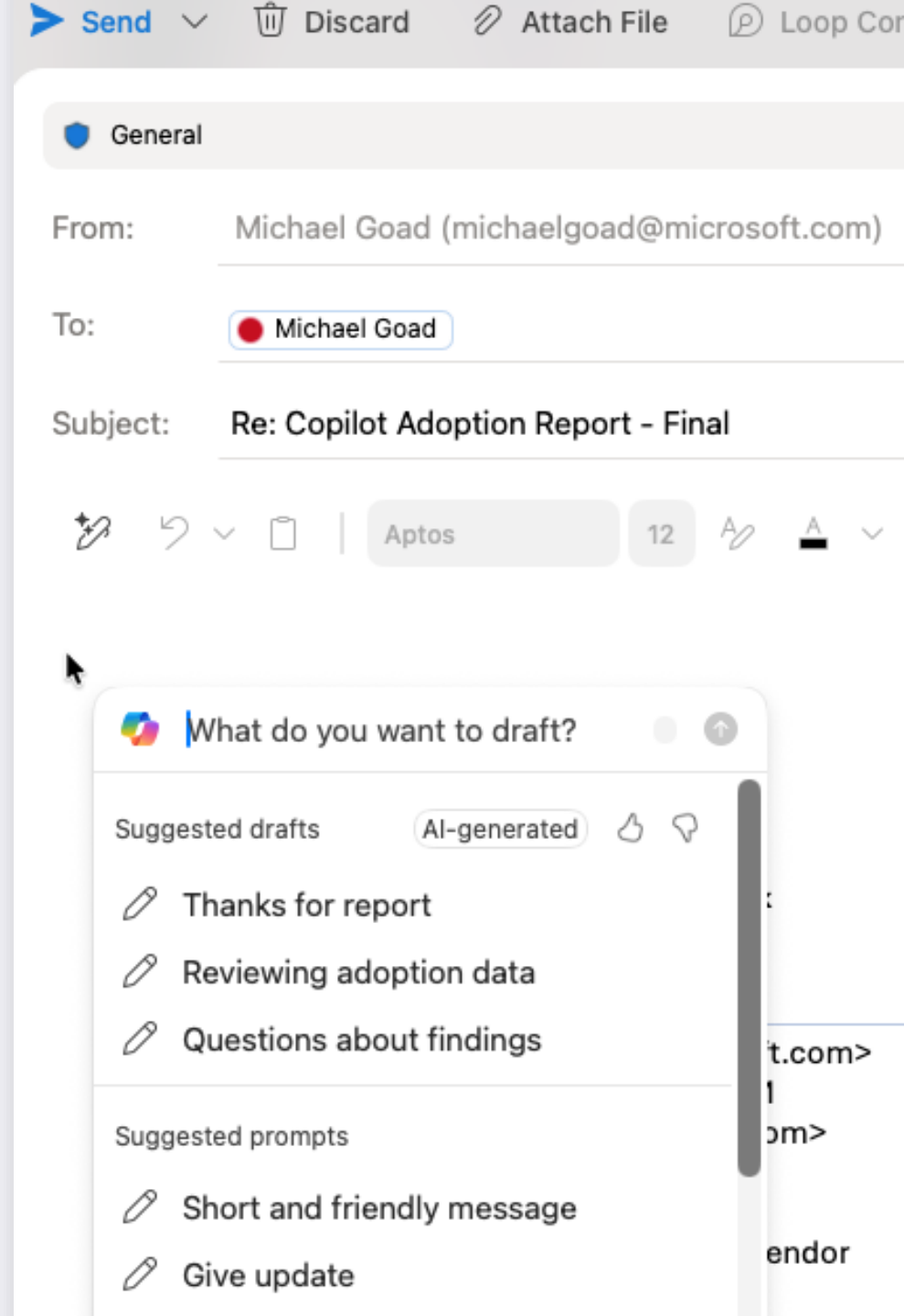
What's new from {person}? Only show items requiring my action

Summarize Long Email Threads


Give me the executive summary of this thread and the decisions required.









Draft and Write Emails from Prompts




Schedule Meeting from Email Threads




 Copilot



Today

 Re: Copilot Ado...


schedule a meeting with my manager about this

 Copilot  

Here are the reasons behind the suggested time slots:

- You're marked as busy for all top slots, while [Tavis Hudson](#) is free.
- Consider rescheduling your conflicting meetings to accommodate these options.

You can still book at your originally requested time despite conflicts, or pick one of the suggested slots. If you'd like, I can also help you add a room and update the meeting details before scheduling.

 **Discussion on Copilot Adoption Report**

MG

TH

12/1 Monday
4:30 PM - 4:55 PM

12/2 Tuesday
11:30 AM - 11:55 AM

12/2 Tuesday
12:00 PM - 12:25 PM

Send invite for option 1

Jump Into Teams – Summarize The Noise

November 28, 2025 11:00 AM - 1:00 PM

Audio recapShareWatch in browserCopilot

1

SpeakersTopicsChapters

JO Julie O'Connor

CS Carrie Scott

AB Andrea Barrett

DM Darrinton Moncrieffe

MJ Maria Jumawan

Show all 8 speakers ▾Is this info useful? 👍🗨️

Content

No files were shared.

NotesAI summaryCustom summaryMentionsTranscript

AI-generated content may be incorrect ⓘ

Meeting notes

- ▶ Management of Brachial Plexus-Involvement Squamous Cell Lung Cancer: Julie led the discussion on a 65-year-old male with a stage 3A squamous non-small cell lung cancer involving the brachial plexus, with Darrinton, Tiwa, Maria, Andrea, Sally, and Carrie contributing to the multidisciplinary treatment plan including neoadjuvant chemoradiation, surgical considerations, respiratory monitoring, and early supportive care. 01:16
- ▶ Treatment Strategy for Lipid Predominant Adenocarcinoma with Severe COPD: Julie, Darrinton, Tiwa, Andrea, Sally, Maria, and Carrie discussed a 72-year-old female with a large lipidic predominant adenocarcinoma and severe COPD, focusing on imaging, molecular testing, non-surgical treatment options, pulmonary optimization, and supportive care tailored to her comorbidities. 05:09
- ▶ Approach to Esophageal-Involvement Non-Small Cell Lung Cancer: Julie, Darrinton, Tiwa, Andrea, Maria, and Carrie addressed the management of a 78-year-old male with a right lower lobe lung adenocarcinoma abutting the esophagus, discussing imaging, pathology, risks of surgery, neoadjuvant chemoradiation, molecular profiling, and supportive care for dysphagia. 08:00

Are these notes useful? 👍🗨️

Copilot

Summarize what I missed?

2

CopilotHere's a detailed summary of what was covered in the Tumor Board Meeting:

OverviewThe team discussed three complex lung cancer cases, focusing on imaging, pathology, staging, and multidisciplinary treatment plans. Key considerations included surgical feasibility, chemotherapy strategies, molecular profiling, and supportive care.

Case 1: 65-year-old male with Pancoast tumor (apex of right lung)

- Findings:
 - MRI: 5 cm mass invading the brachial plexus.
 - CT: Confirms mass, no distant metastasis.
 - Biomarkers: Squamous cell carcinoma (P40)

Message Copilot

+ 🔧🔊

AI-generated content may be incorrect

Summaries That Matter

**Give me the executive summary of this meeting.
Focus on decisions, risks, impact, and what I need to
act on**

Follow-up:

What's unclear or contradictory?

Catch up on a meeting chat with Copilot

Prompt: "Highlights from the past 7 days" or "What are the open items?"

Chat

Unread Chats Unmuted

Tumor Board Meeting
Recording is ready

11/25

TS
Tiwa Soyeb

Movement Motivator

11/25

Physician Compensa...
Recording is ready

11/25

DM
Darrinton Moncrieffe
Hospital HR Assistant

11/25

CS
Carrie Scott
Community Health Resource

11/24

SB
Baig, Shohab, S

You: sorry ignore sent from my dem...

11/18

Mtg

Recording is ready

10/21

Project Falcon Meeti...
Recording is ready

10/20

Physican Compensation U...
Recording is ready

9/12

Tumor Board Meeting
Recording is ready

9/12

MJ
Maria Jumawan
Facilitator added

9/3

PR Marketing Managers
You: Judy JamesonCould you provi...

8/27

Contoso Healthcare AskHR
The out-of-pocket maximum for the...

8/19

JW
Jason Weiss

Do you have time this week to help ...

6/16

Just me

I looked at those documents on the ...

6/16

JO
Julie O'Connor

Following up on the action items fro...

6/16

CW
Chris Wealch

Did you get those lab results I sent?

6/16

Just me

How Sally let's get together and di...

6/16

PR Marketing Managers

Chat Shared +1

1

Are you looking for **clinical protocols, hospital-specific procedures, or general best practices**?

Is there a particular **department, condition, or type of patient** (e.g., pediatric, geriatric, emergency) you're focused on?

With a bit more detail, I can refine the search or help you find alternative resources.

search clinical protocols for internal medicine

find hospital procedures for emergency care

show best practices for pediatric patients

July 17

Judy Jameson 7/17 3:24 PM

I added a tab at the top of this chat. Check it out!

PR Marketing Managers...

August 27

8/27 7:04 AM

I need to review the pr Plan [Judy Jameson](#) any chance you can provide some additional context

8/27 9:46 AM

[Judy Jameson](#)Could you provide some additional context or highlight any important aspects I should consider before reviewing the PR plan? This will enable me to offer more focused and effective feedback. Thank you.Could you please share a bit more background or any key points I should be aware of before I dive into reviewing the PR plan? This will help me provide more targeted feedback. Thank you!

November 6

Unknown User left the chat.

Type a message

Copilot

2

Summarize this discussion

Copilot

Here's a concise summary of the discussion in PR Marketing Managers:

Key Themes

PR Plan Review:

[Sally](#) repeatedly asked [Judy Jameson](#) for additional context and key points before reviewing the PR plan to provide more targeted feedback. [PR Marketing Ma...](#) +1

PR Strategy Collaboration:

The team emphasized working together on the PR plan for an upcoming event. [Sally](#) requested thorough review of the latest PR Strategy document to identify improvements. [PR Marketing Ma...](#) +1

Shared Resources:

[Judy Jameson](#) shared links to resources like [Marketing PR Strategy](#) | [Microsoft](#)

Yes, please extract the key action items

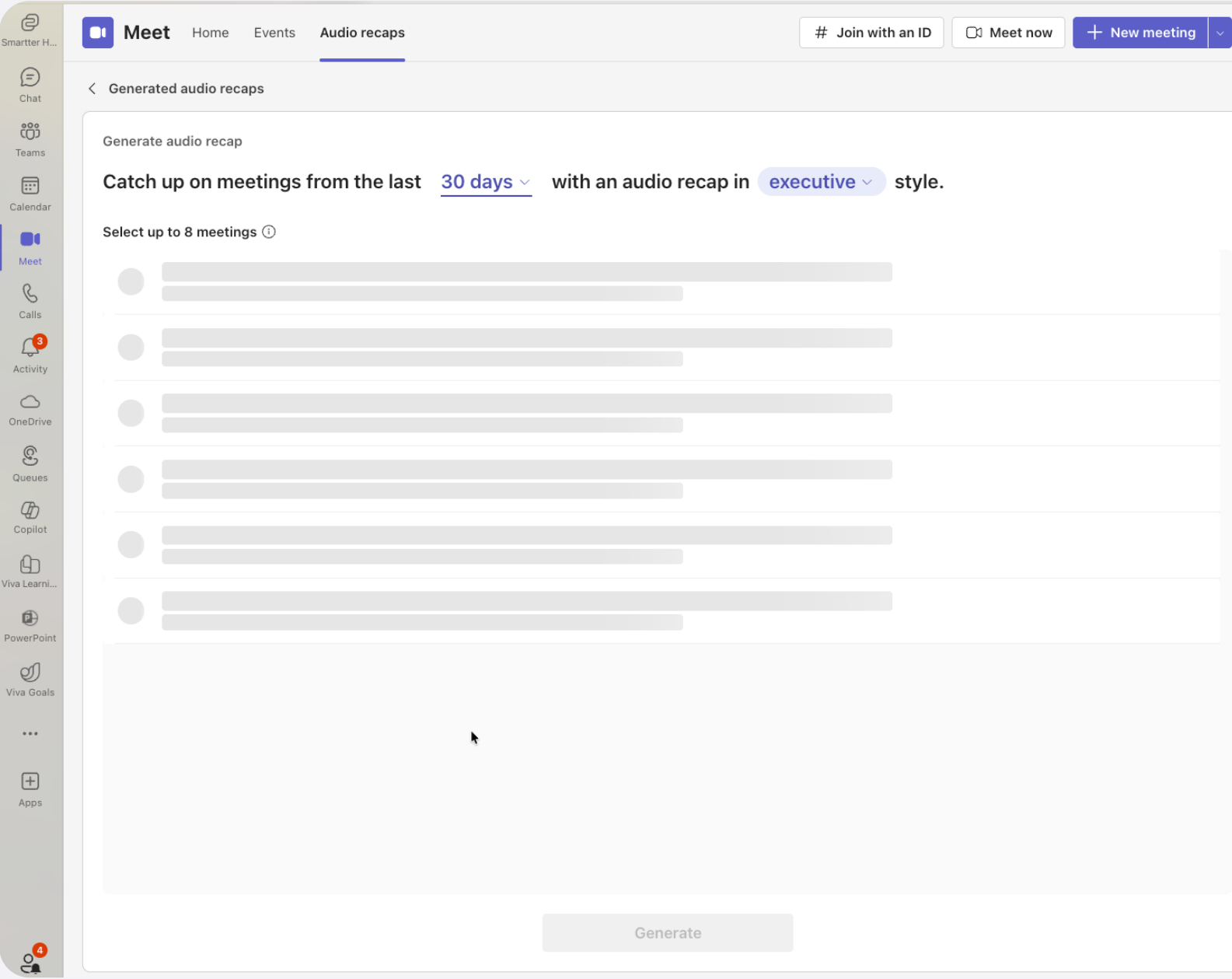
Can you create a summary email for the team?

What are the next steps for the PR plan?

Message Copilot

AI-generated content may be incorrect

Teams Audio Overview



How It Works:

- After a meeting ends, go to the meeting recording in Teams or select the Meet app within Teams
- If you do not have the Teams app, select apps at the bottom to search and add or work with your IT team to add to your application.
- If within a Meeting Recording, Click Copilot → Create Audio Overview.

The screenshot displays the Microsoft Teams meeting recording interface. At the top, the date and time are "November 28, 2025 11:00 AM - 1:00 PM". In the top right corner, the "Audio recap" button is highlighted with a red box, alongside "Share" and "More options" icons. The main area shows a 6-person video grid with a central play button. Below the grid are tabs for "Speakers", "Topics", and "Chapters". The "Speakers" tab is active, showing a timeline for six participants: Julie O'Connor (JO), Carrie Scott (CS), Andrea Barrett (AB), Darrinton Moncrieffe (DM), Maria Jumawan (MJ), and a "Show all 8 speakers" link. To the right, the "Content" section states "No files were shared." Below this are tabs for "Notes", "AI summary" (selected), "Custom summary", "Mentions", and "Transcript". A warning message reads "AI-generated content may be incorrect". The "Meeting notes" section contains three bullet points: "Management of Brachial Plexus-Involved Squamous Cell Lung Cancer", "Treatment Strategy for Lipidic Predominant Adenocarcinoma with Severe COPD", and "Approach to Esophageal-Involved Non-Small Cell Lung Cancer". The "Follow-up tasks" section lists "Patient One Supportive Care and Rehabilitation" and "Patient One Pulmonary Monitoring".

November 28, 2025 11:00 AM - 1:00 PM

Audio recap Share

Content

No files were shared.

Notes AI summary Custom summary Mentions Transcript

AI-generated content may be incorrect

Meeting notes

- ▶ **Management of Brachial Plexus-Involved Squamous Cell Lung Cancer:** Julie le old male with a stage 3A squamous non-small cell lung cancer involving the brachi Maria, Andrea, Sally, and Carrie contributing to the multidisciplinary treatment plan chemoradiation, surgical considerations, respiratory monitoring, and early supporti
- ▶ **Treatment Strategy for Lipidic Predominant Adenocarcinoma with Severe COP** Andrea, Sally, Maria, and Carrie discussed a 72-year-old female with a large lipidic and severe COPD, focusing on imaging, molecular testing, non-surgical treatment optimization, and supportive care tailored to her comorbidities. 05:09
- ▶ **Approach to Esophageal-Involved Non-Small Cell Lung Cancer:** Julie, Darrinton Carrie addressed the management of a 78-year-old male with a right lower lobe lun the esophagus, discussing imaging, pathology, risks of surgery, neoadjuvant chem and supportive care for dysphagia. 08:00

Follow-up tasks

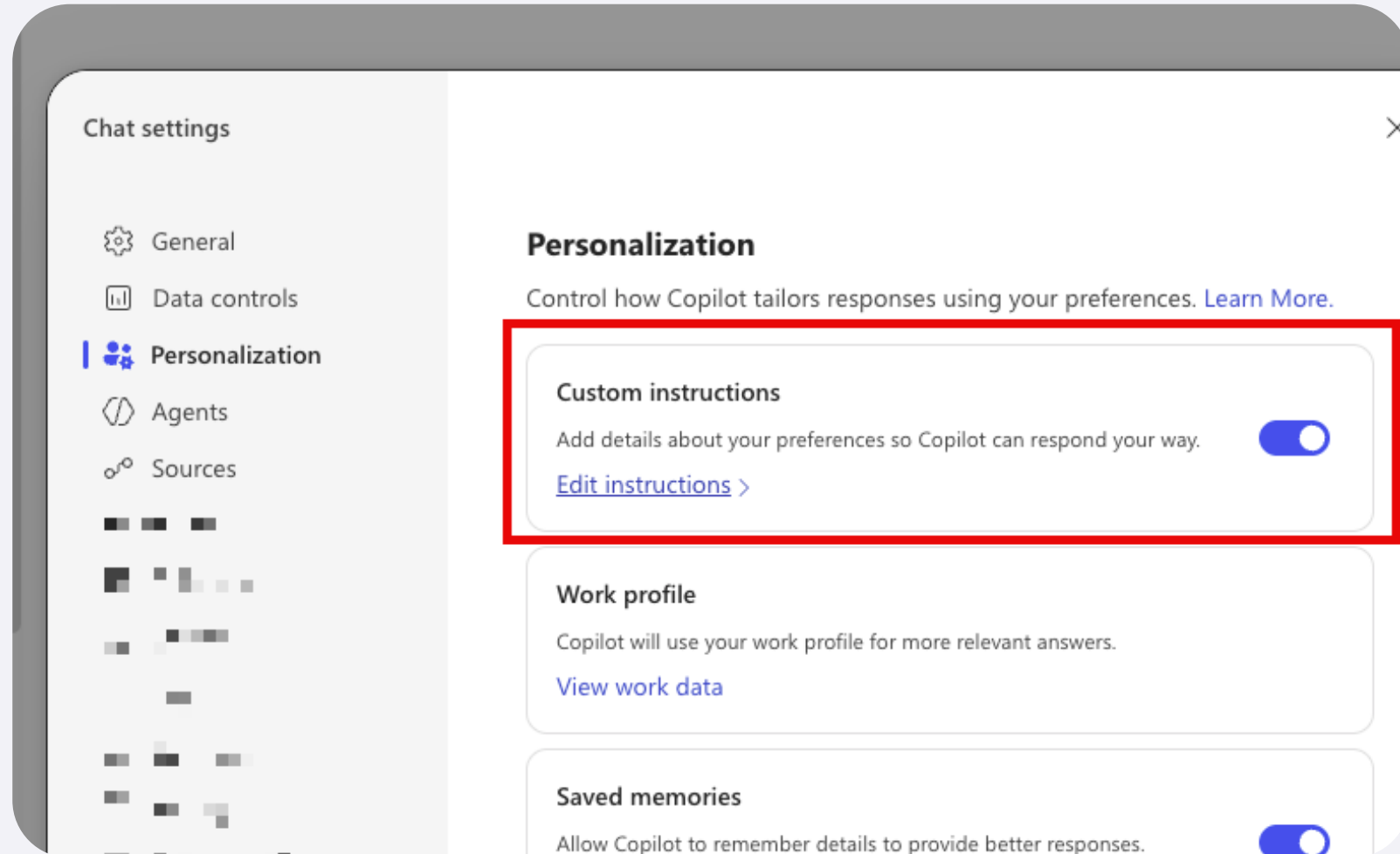
- **Patient One Supportive Care and Rehabilitation:** Initiate early neuropathic pain r incorporate physical therapy during treatment, and discuss functional goals and ex manage fatigue and treatment burden. (Carrie)
- **Patient One Pulmonary Monitoring:** Monitor the patient's pulmonary function thr and adjust supportive measures or add bronchodilators if there is any decline in re

Connecting The Dots Across Your Day with Copilot Chat

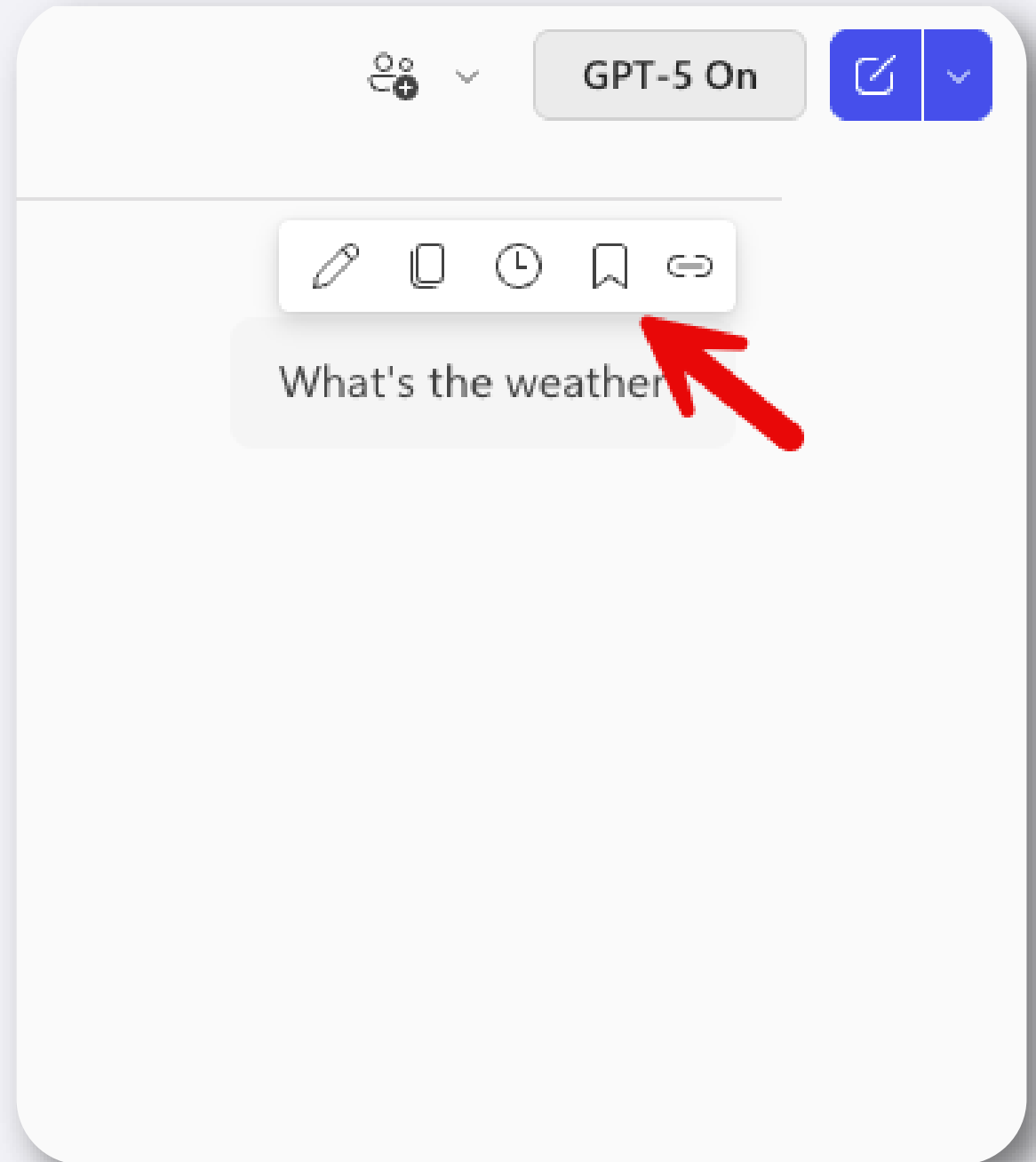
**Pull the signal from noise on {topic}.
Show patterns, risks, and anything
waiting on me**

**Recap /meeting name with decisions, risks, impact,
asks.**

Personalizing Copilot To Your Voice



Save Your Prompts in Copilot



Prompt ingredients

Goal

What
response do
you want
from
Copilot?

Context

Why do
you need it
and who is
involved?

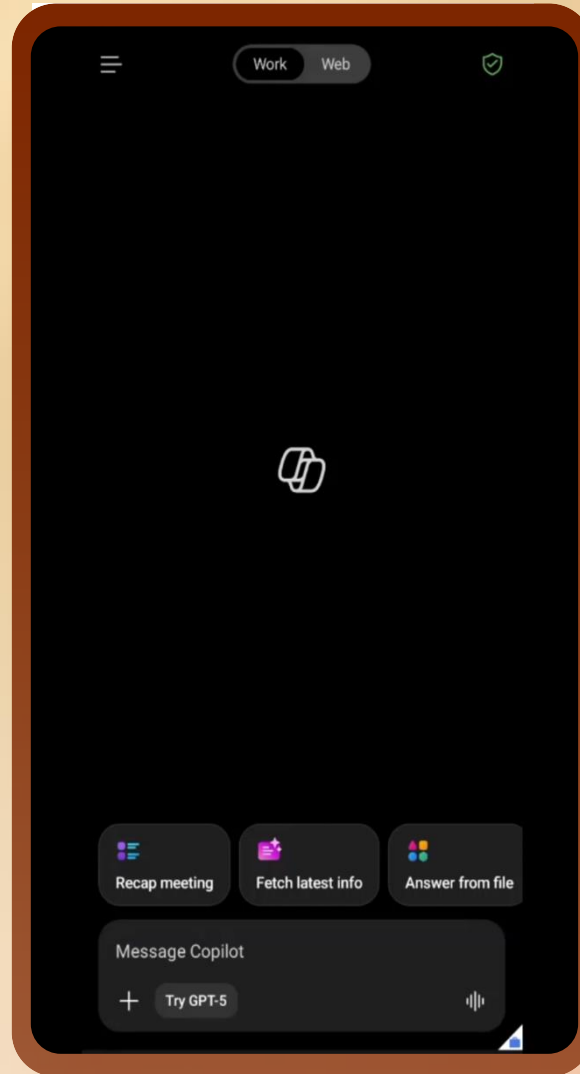
Source

Which
information
sources or
samples
should Copilot
use?

Expectations

How should
Copilot
respond
to best meet
your
expectations?

The future...
is here



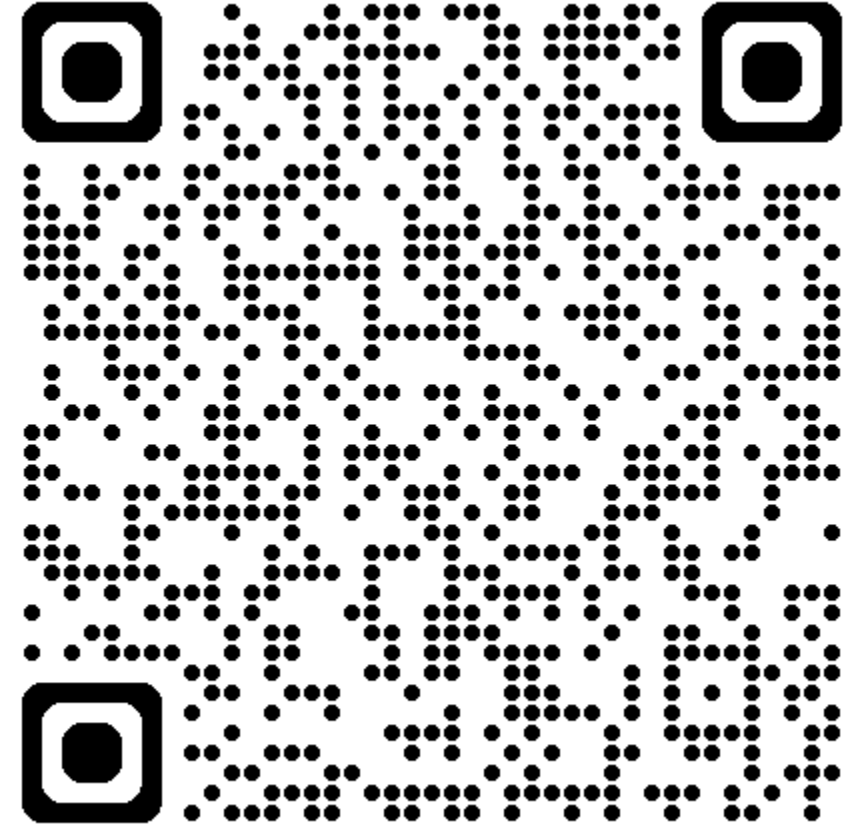
Copilot

Your challenge today...commit to one habit

- Morning inbox summary
- Daily meeting prep
- Friday risk scan
- Weekly team alignment review

10 Prompts Executives Should Use

1. Start my day: "What changed since yesterday?"
2. "What needs my decision today?"
3. "Prep me for my next meeting."
4. "Give me the patterns and risks on {topic}."
5. "Summarize this long thread."
6. "Draft a reply in my tone."
7. "Give me three options for this message."
8. "What did {person or team} say about {topic}?"
9. "Summarize this file into bullet points."
10. "Rewrite this for executives."



Copilot is delegation, not typing

Lead faster. Reduce noise. Protect your time.

Copilot gives you clarity so you can apply your judgment, not waste cycles gathering information.

Ask Copilot First...

Whenever you have any kind of question, there is a good chance Copilot can help.