

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?

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?

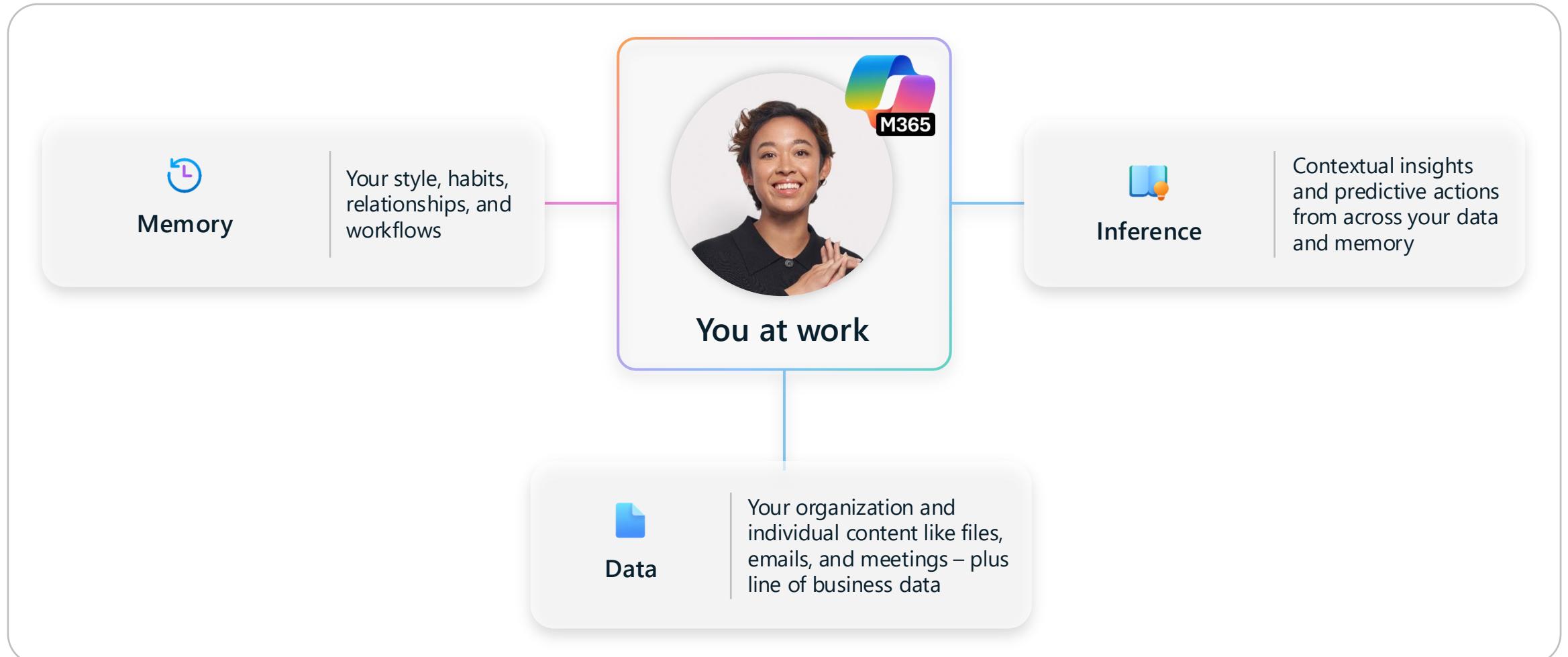
Check your email...

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

ⓘ Chat is using michaelgoad@microsoft.com



Work

Web



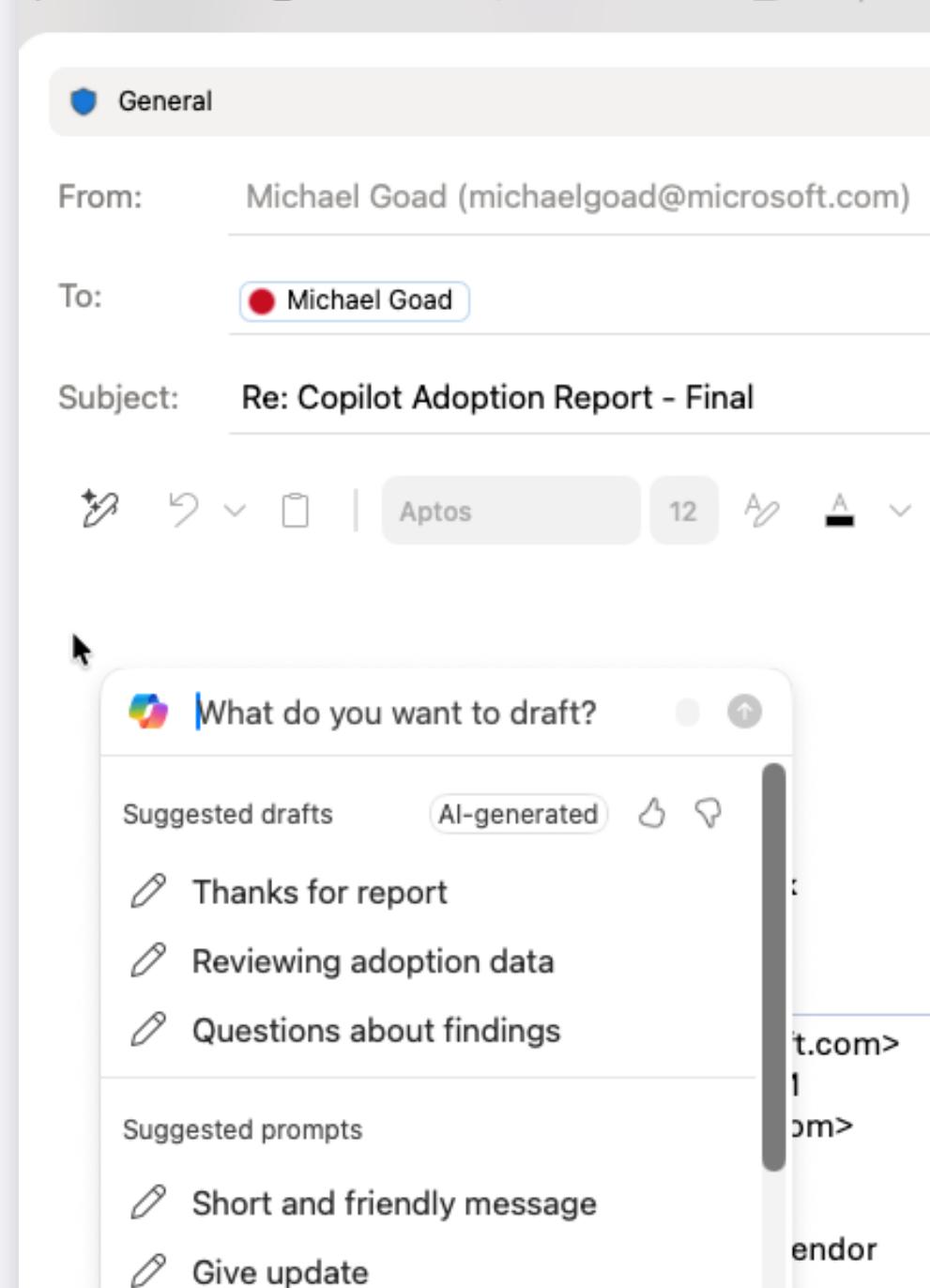
Summarize Long Email Threads

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

Summarize this email into a short executive brief: 2–3 sentences that capture the main point, key context, and any actions or decisions required.



Draft and Write Emails from Prompts



Schedule Meeting from Email Threads

The screenshot shows the Microsoft Copilot interface integrated into an email thread. The title bar says "Copilot". The main content area displays a message from "Re: Copilot Ado...". A suggestion box contains the text "schedule a meeting with my manager about this". Below it, a section titled "Copilot" provides reasons for suggested time slots, mentioning "Tavis Hudson" and conflict with other meetings. It also notes that the user is marked as busy. A summary box for "Discussion on Copilot Adoption Report" lists three available slots: "12/1 Monday 4:30 PM - 4:55 PM", "12/2 Tuesday 11:30 AM - 11:55 AM", and "12/2 Tuesday 12:00 PM - 12:25 PM". A blue button at the bottom right says "Send invite for option 1".

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

Catch Up on Missed Meetings

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

The interface shows a grid of video feeds for participants. Below the grid, a speaker timeline displays colored bars indicating the duration each speaker was active during the meeting. The speakers listed are Julie O'Connor, Carrie Scott, Andrea Barrett, Darrington Moncrieffe, and Maria Jumawan. Each speaker's name is preceded by a small circular icon containing initials (JO, CS, AB, DM, MJ).

Content
No files were shared.

AI summary (highlighted with a red box labeled 1)

AI-generated content may be incorrect

Meeting notes

- Management of Brachial Plexus-Involved 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 Darrington, 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 Lipidic Predominant Adenocarcinoma with Severe COPD:** Julie, Darrington, 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-Involved Non-Small Cell Lung Cancer:** Julie, Darrington, 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

Show all 8 speakers ▾ Is this info useful?

Are these notes useful?

Copilot (highlighted with a red box labeled 2)

Summarize what I missed

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

Overview
The team discussed three complex lung cancer cases, focusing on imaging, pathology, staging, and multidisciplinary treatment plans. Key considerations included surgical feasibility, chemoradiation 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.
 - Rionsv: 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 ... 🔍 🗑️ ⚙️

PR Marketing Managers Chat Shared +1 1 Meet now 📲 🎫 🖥️ ⚙️

Unread Chats Unmuted

Tumor Board Meeting Recording is ready 11/25
Tiwa Soyebo Movement Motivator 11/25
Physician Compensation... Recording is ready 11/25
Darrington Moncrieffe Hospital HR Assistant 11/25
Carrie Scott Community Health Resource 11/24
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
Physician Compensation U... Recording is ready 9/12
Tumor Board Meeting Recording is ready 9/12
Maria Jumawan Facilitator added 9/3
PR Marketing Managers You: Judy Jameson Could you provi... 8/27
Contoso Healthcare AskHR The out-of-pocket maximum for the... 8/19
Jason Weiss Do you have time this week to help ... 6/16
Just me I looked at those documents on the ... 6/16
Julie O'Connor Following up on the action items fro... 6/16
Chris Wealch Did you get those lab results I sent? 6/16
Just me How do I add a tab to this chat? 6/16

• 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
I need to review the pr Plan Judy Jameson any chance you can provide some additional context

8/27 7:04 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!

8/27 9:46 AM

November 6
Unknown User left the chat.

Type a message

1 Copilot

Today

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?

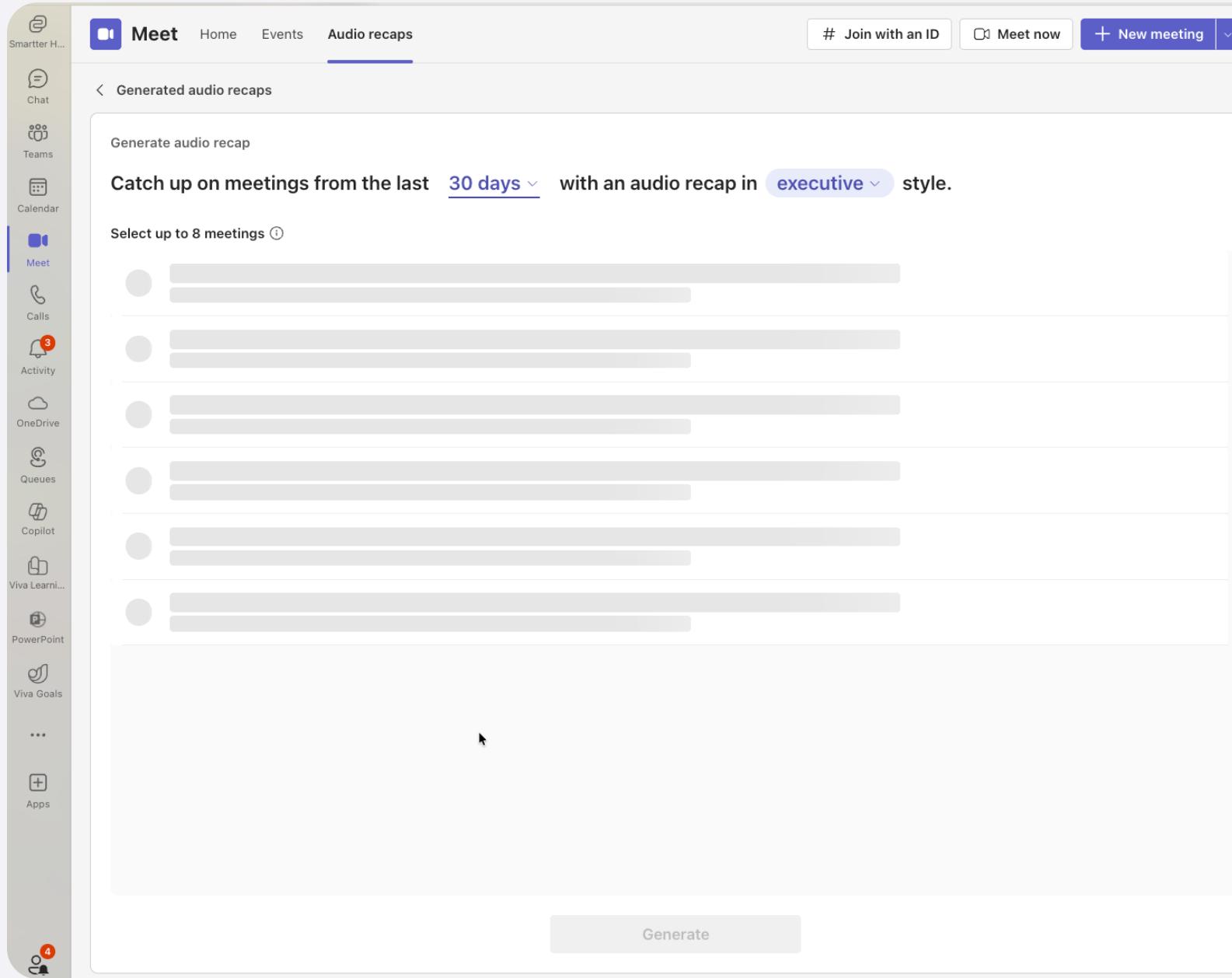
What are the next steps for the PR plan?

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 shows a Microsoft Teams meeting recording from November 28, 2025, at 11:00 AM - 1:00 PM. The interface includes a video grid with nine participants, a timeline of speech segments for five speakers, and various AI-generated content sections.

Content
No files were shared.

Notes **AI summary** (highlighted with a red box) **Custom summary** **Mentions** **Transcript**

AI-generated content may be incorrect

Meeting notes

- ▶ **Management of Brachial Plexus-Involved Squamous Cell Lung Cancer:** Julie led a discussion about a 70-year-old male with stage 3A squamous non-small cell lung cancer involving the brachial plexus. Julie, Darrington, Andrea, Sally, and Carrie contributed to the multidisciplinary treatment plan, which included chemotherapy, radiation, surgical considerations, respiratory monitoring, and early supportive care. **05:09**
- ▶ **Treatment Strategy for Lipidic Predominant Adenocarcinoma with Severe COPD:** Andrea, Sally, Maria, and Carrie discussed a 72-year-old female with a large lipidic adenocarcinoma 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, Darrington, and Carrie addressed the management of a 78-year-old male with a right lower lobe lung cancer involving the esophagus, discussing imaging, pathology, risks of surgery, neoadjuvant chemotherapy, and supportive care for dysphagia. **08:00**

Follow-up tasks

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

Connecting The Dots Across Your Day with Copilot Chat

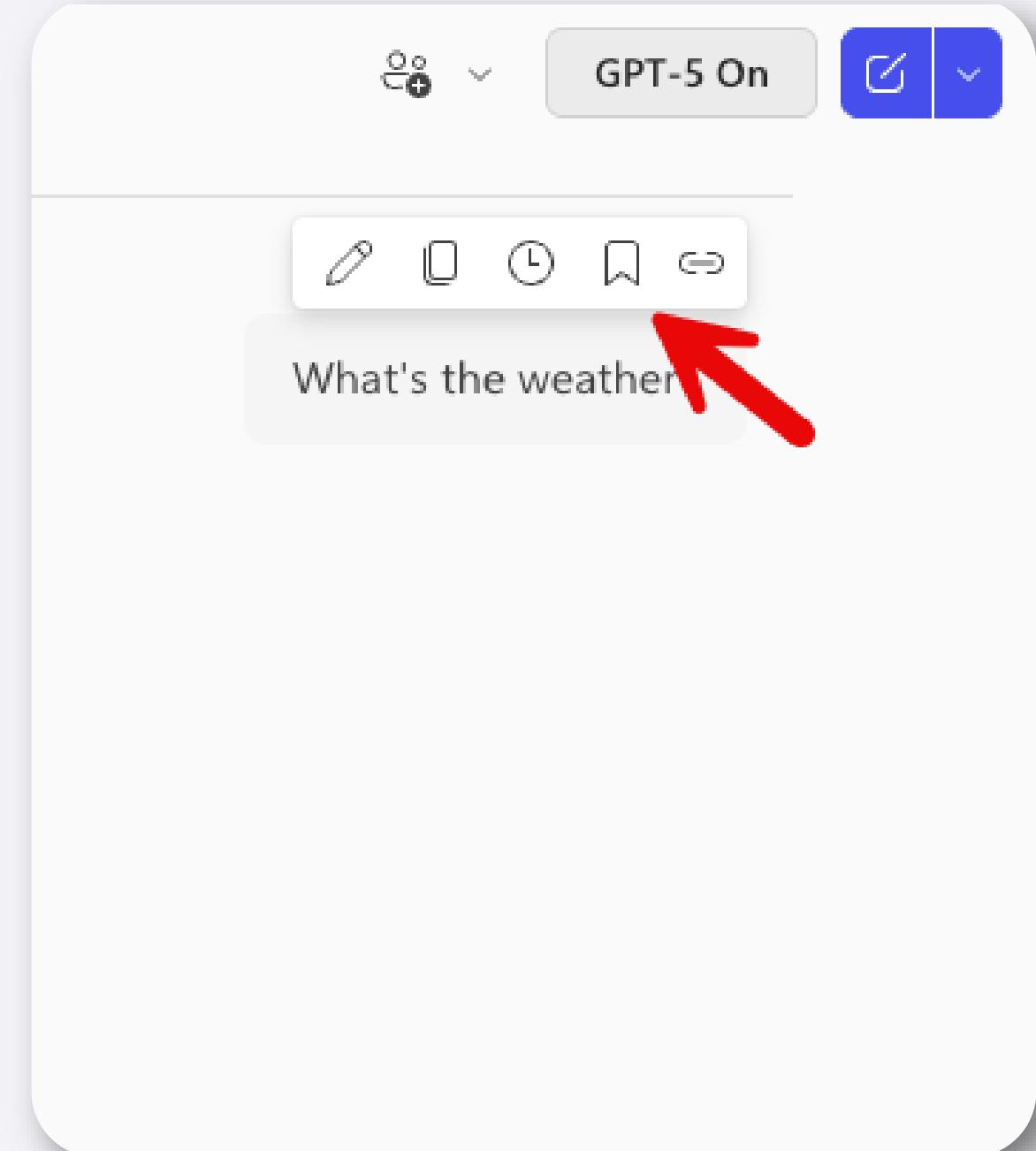
Pull the signal from noise on {topic}.
Show patterns, risks, and anything
waiting on me

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

Personalizing Copilot To Your Voice

The screenshot shows the 'Chat settings' interface for Microsoft Copilot. On the left, a sidebar lists 'General', 'Data controls', 'Personalization' (which is selected and highlighted in blue), 'Agents', and 'Sources'. The main content area is titled 'Personalization' and contains the following sections:

- Custom instructions**: A box containing the text "Add details about your preferences so Copilot can respond your way." with a link "Edit instructions >". This entire section is highlighted with a red border.
- Work profile**: A box stating "Copilot will use your work profile for more relevant answers." with a "View work data" link.
- Saved memories**: A box stating "Allow Copilot to remember details to provide better responses." with a blue toggle switch.



Save Your Prompts in Copilot

Prompt ingredients

Goal

Context

Source

Expectations

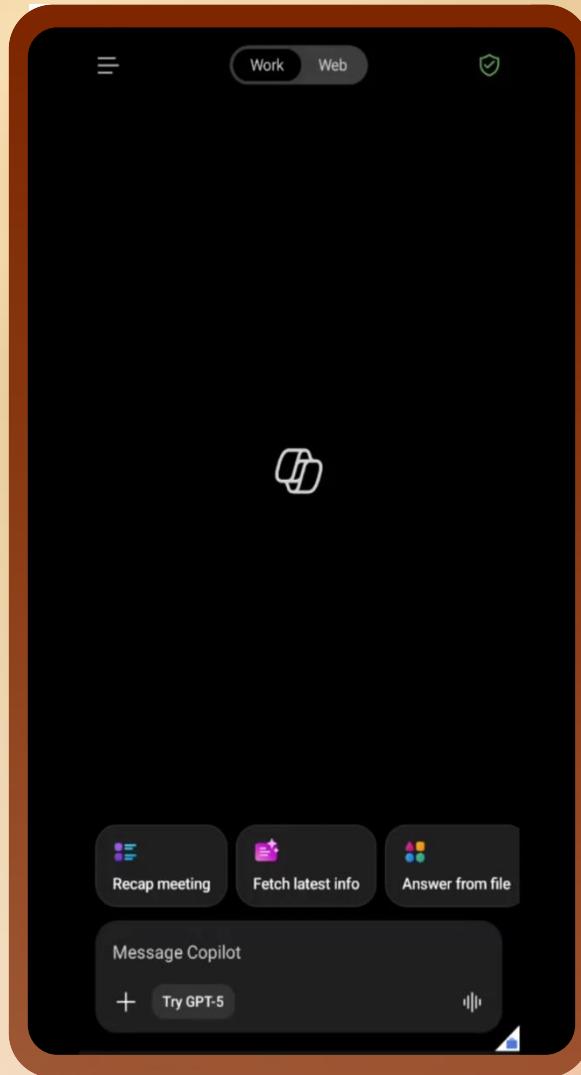
What
response do
you want
from
Copilot?

Why do
you need it
and who is
involved?

Which
information
sources or
samples
should Copilot
use?

How should
Copilot
respond
to best meet
your
expectations?

The future...
is here

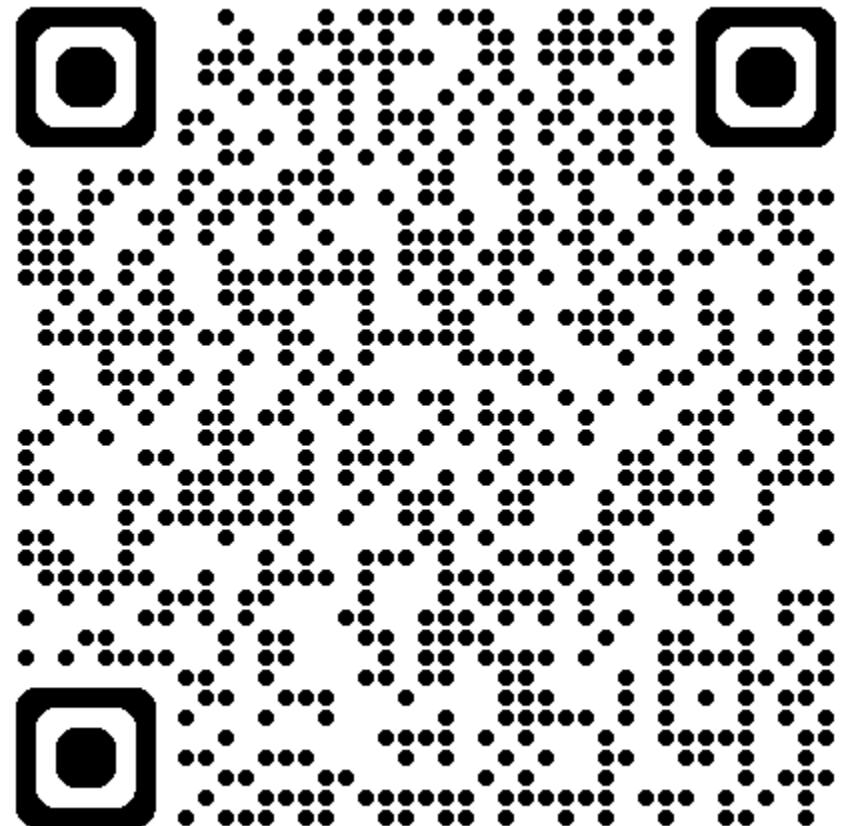


Your challenge today...commit to one habit

- 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.