How do you use Copilot today?

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

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…

The real constraint isn’t information. It’s attention.

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

Copilot is delegation, not typing

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:

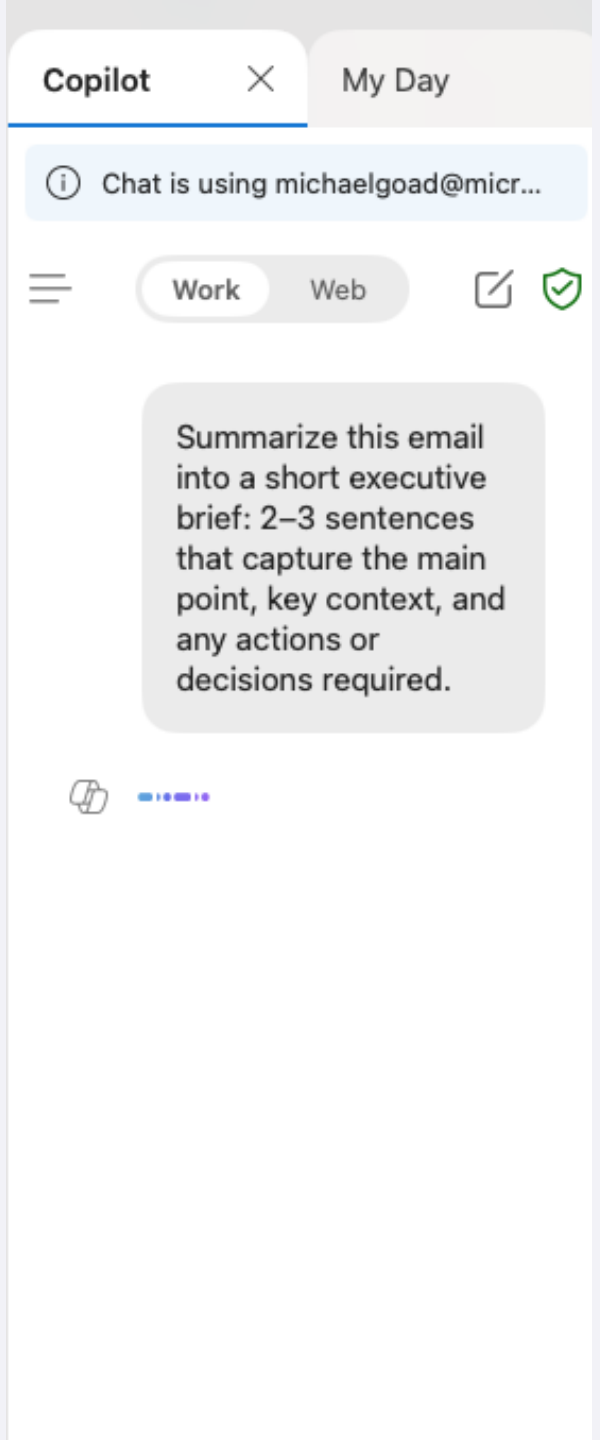
What did Copilot get right?
What did it miss?
How could we guide it better?

People Insights

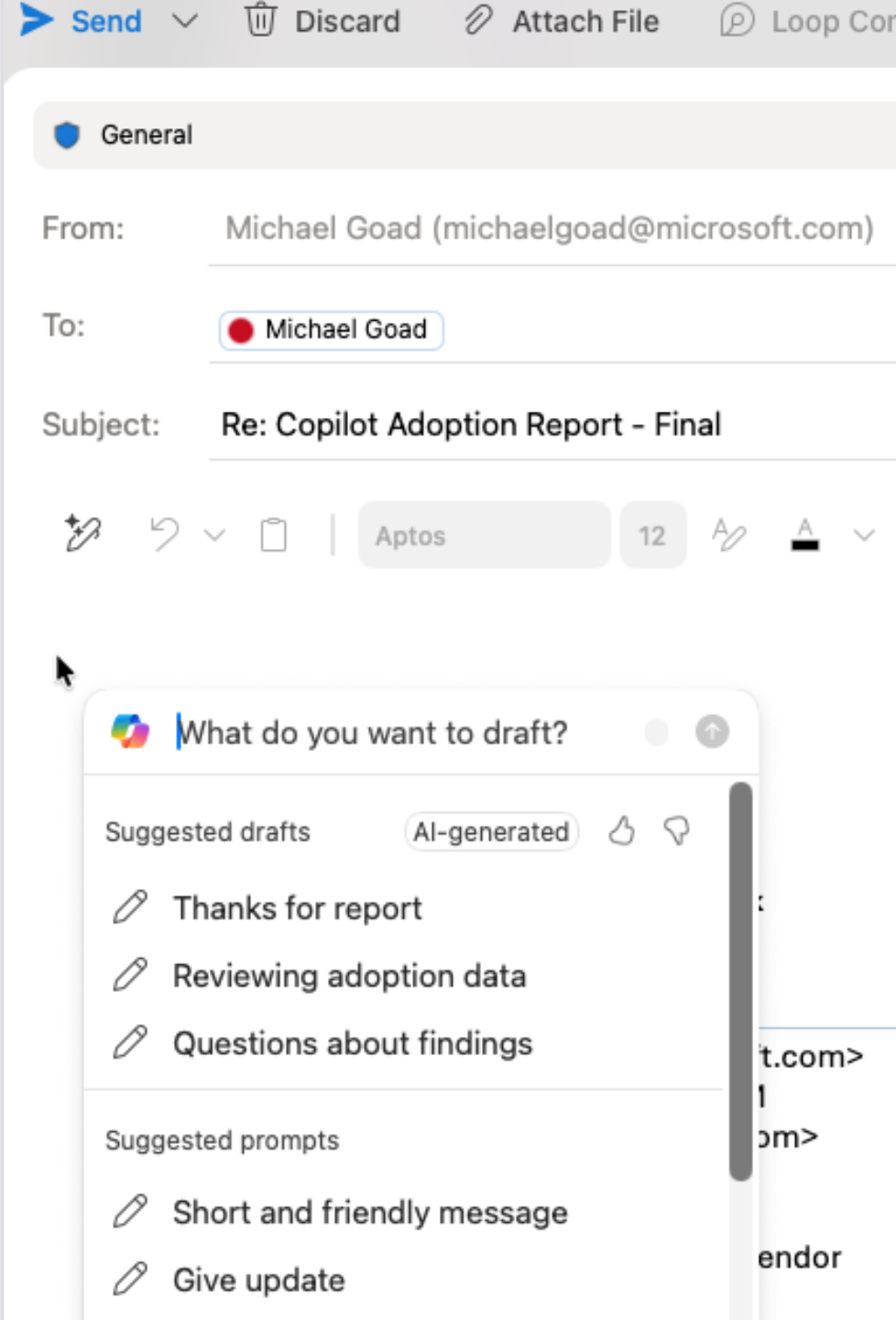
What’s new from {person}? Only show items requiring my action

Summarize Long Email Threads

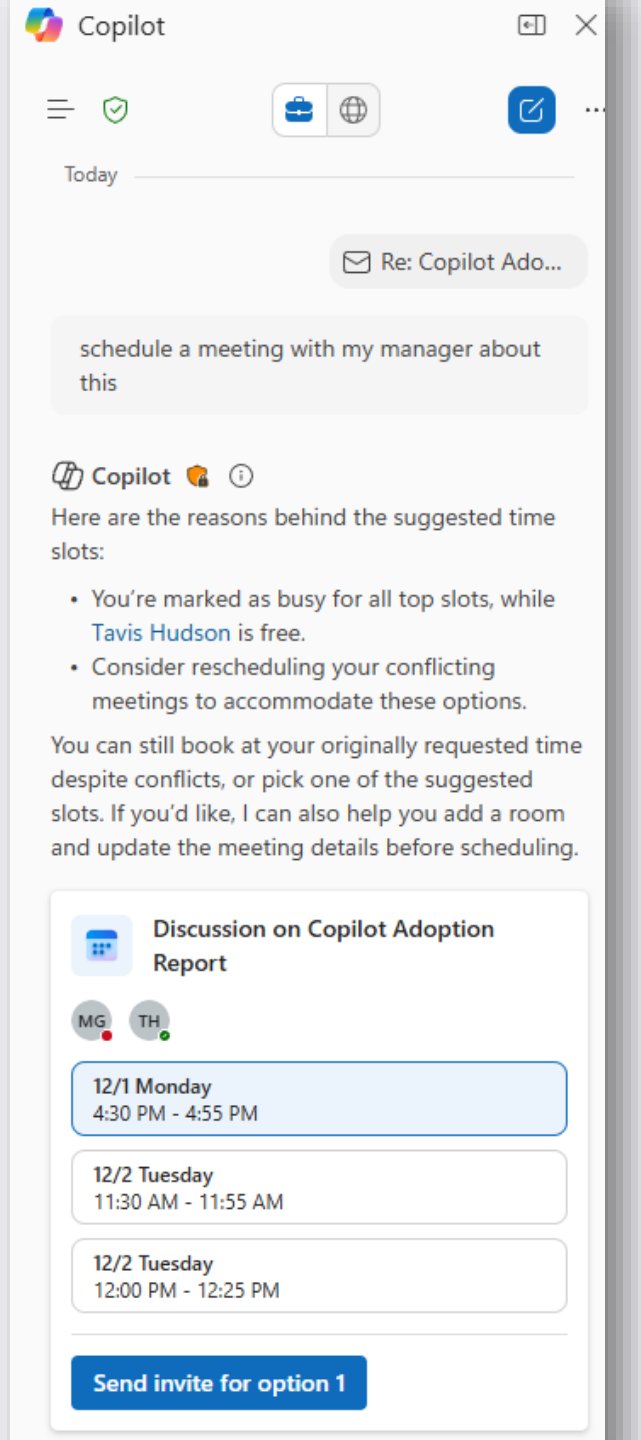
Give me the executive summary of this thread and the decisions required.



Draft and Write Emails from Prompts

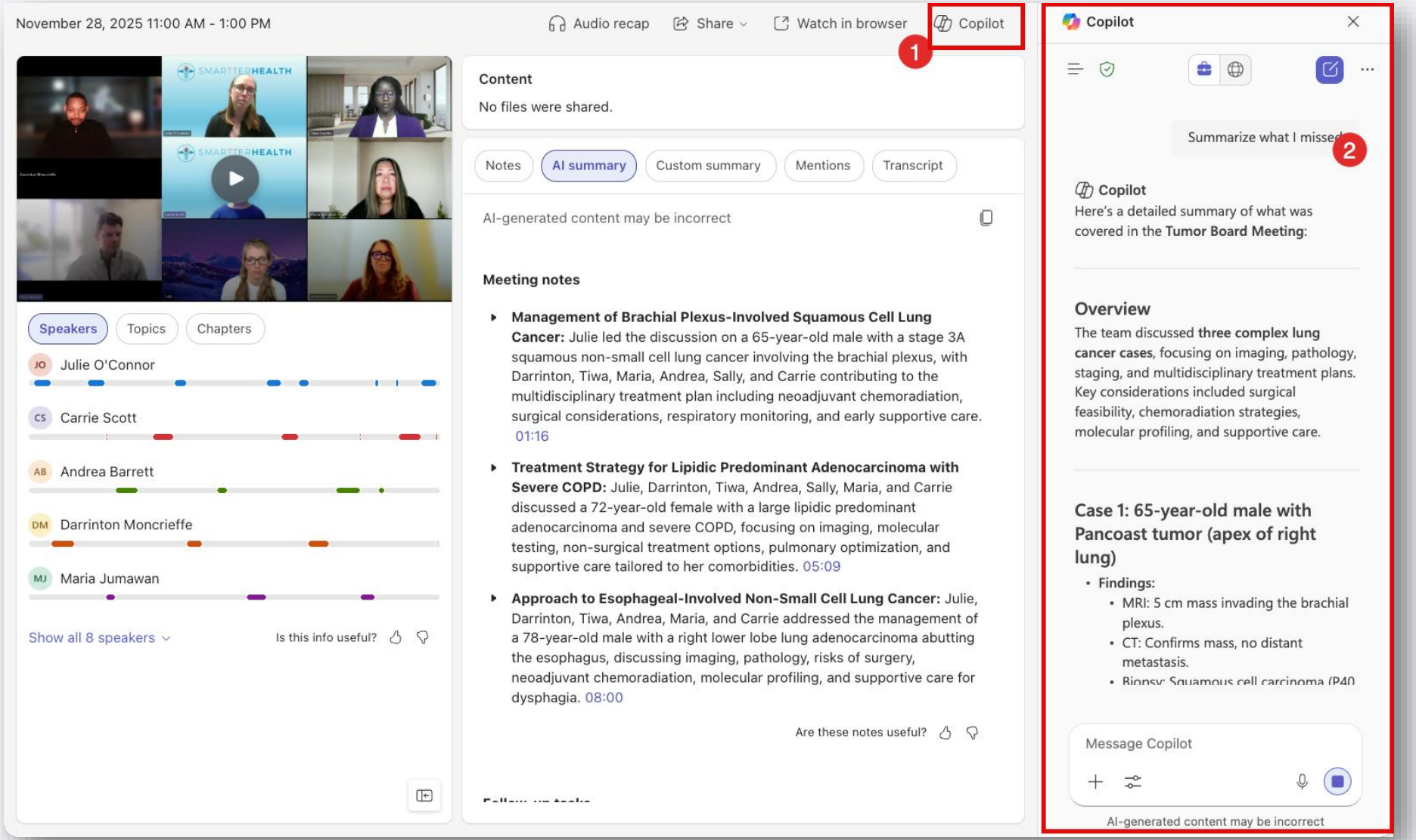


Schedule Meeting from Email Threads



Jump Into Teams – Summarize The Noise

Catch Up on Missed Meetings



Summaries That Matter

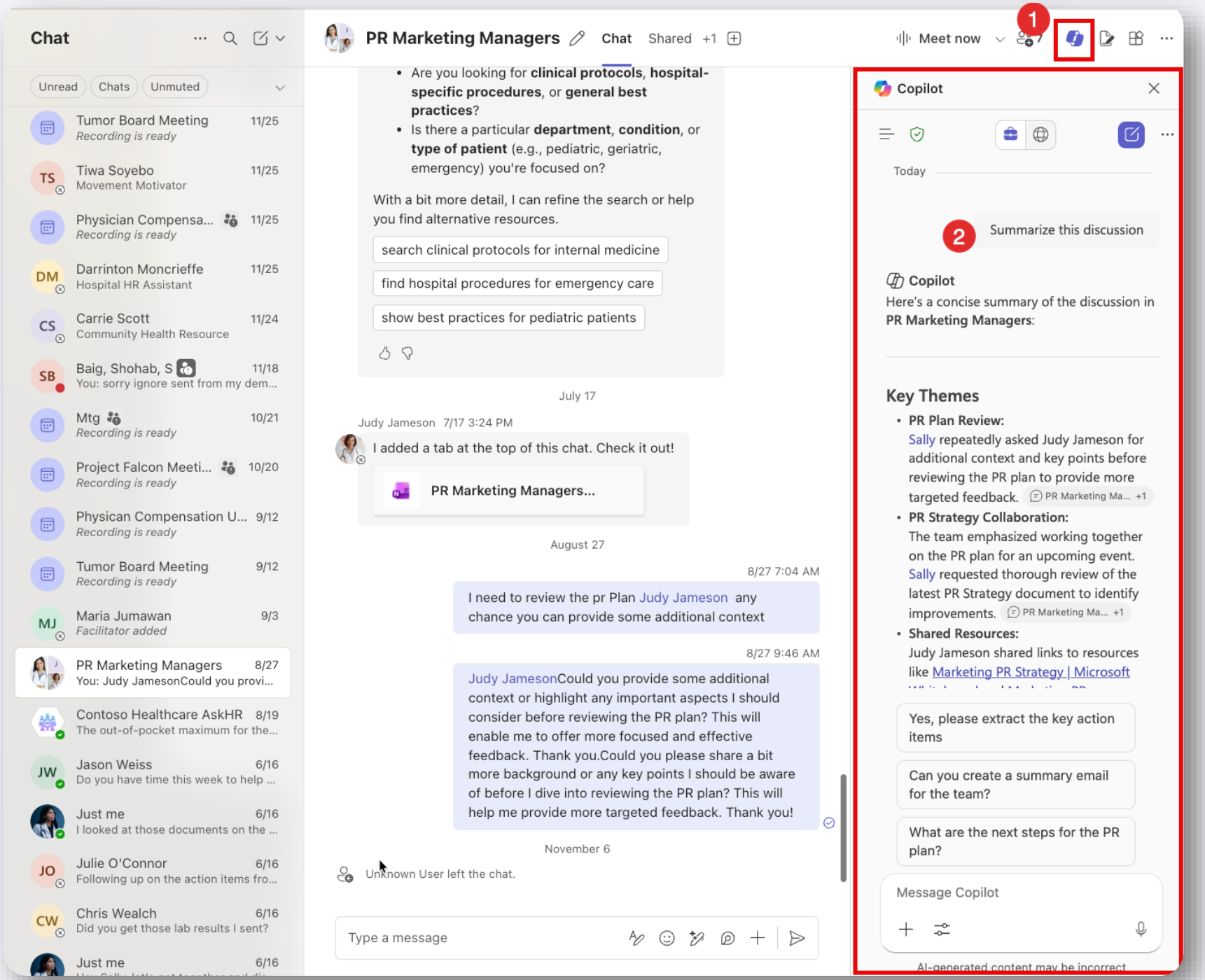
Give me the executive summary of this meeting. Focus on decisions, risks, impact, and what I need to act on

Follow-up:

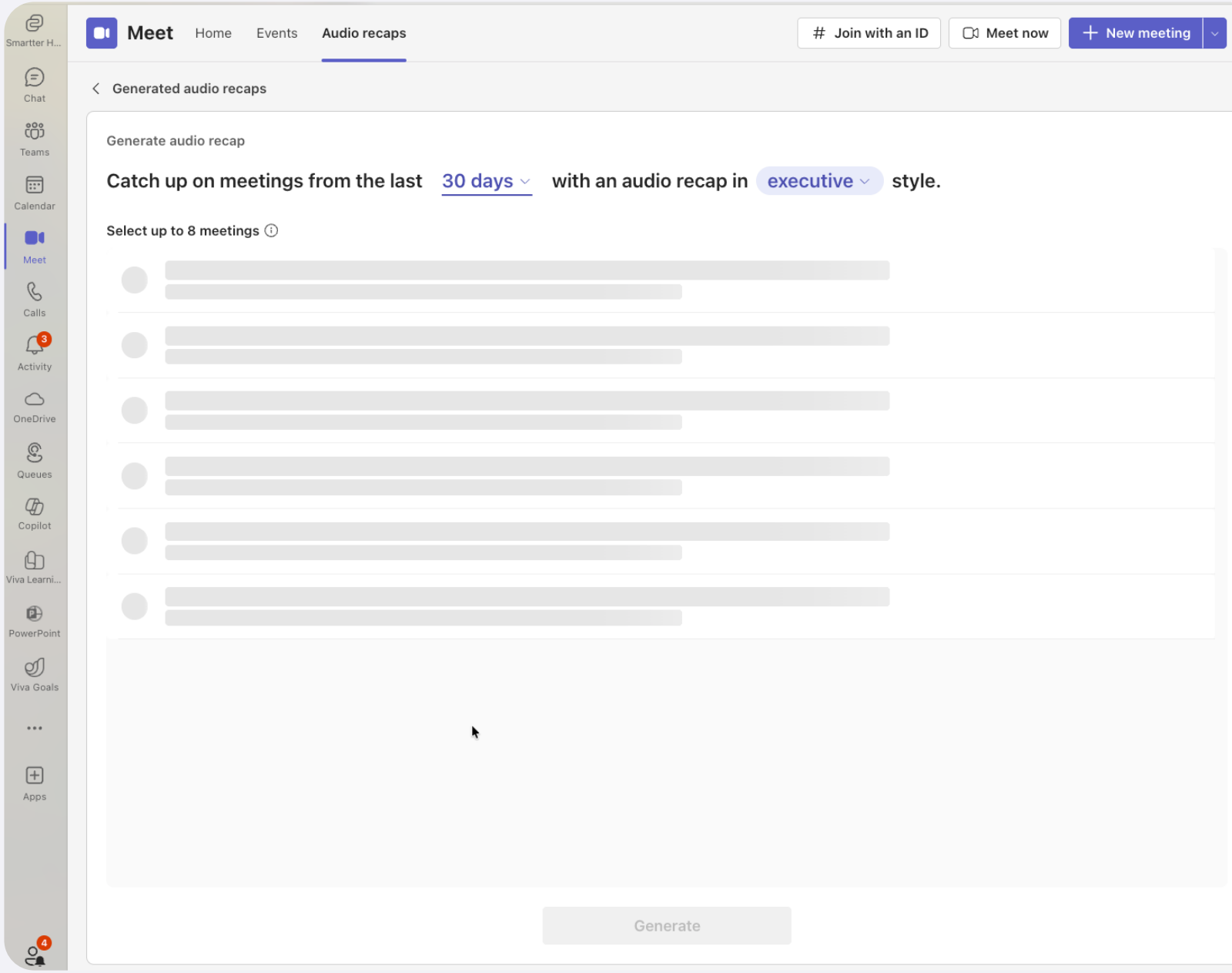
What’s unclear or contradictory?

Catch up on a meeting chat with Copilot

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

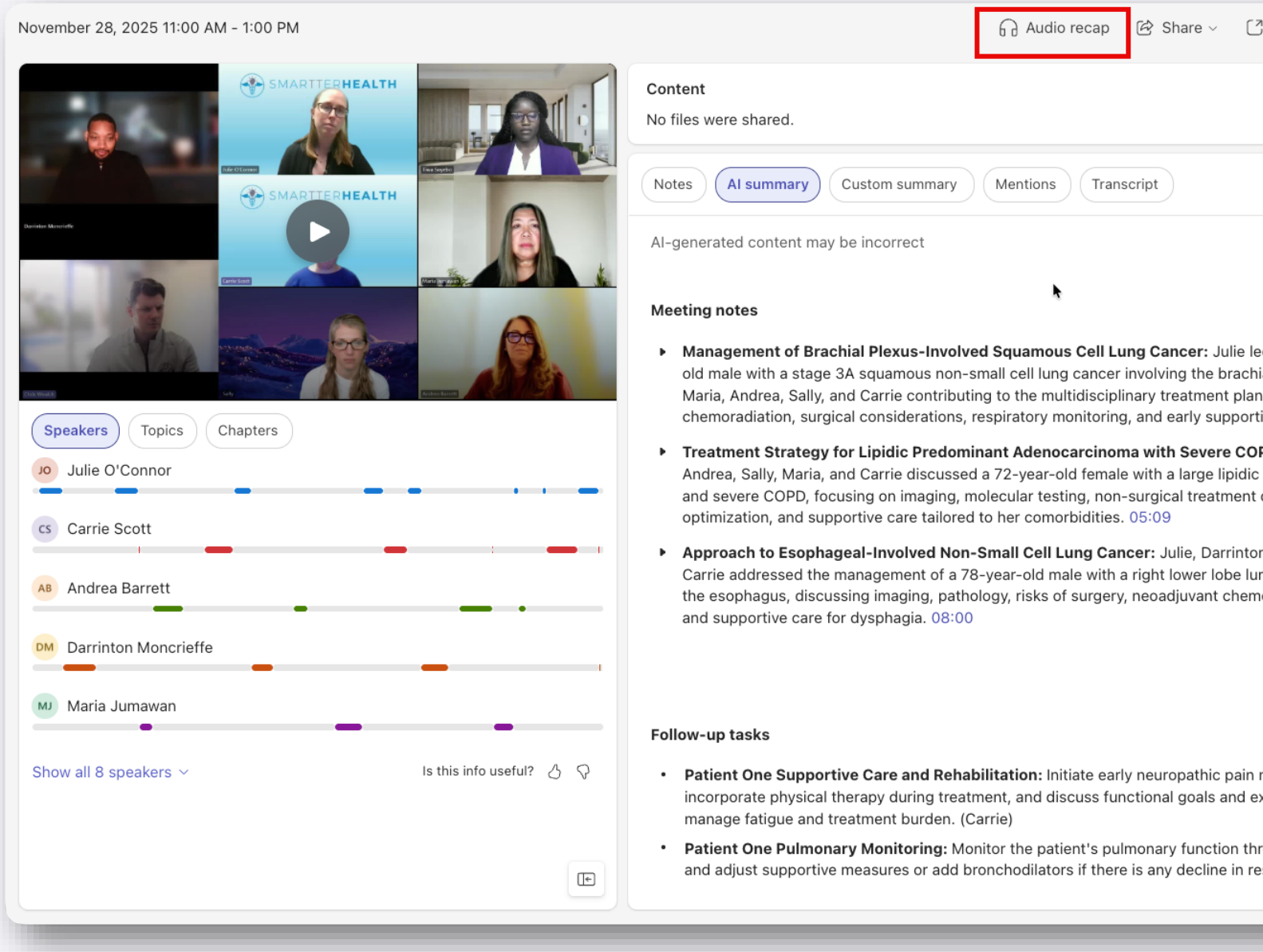


Teams Audio Overview



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.

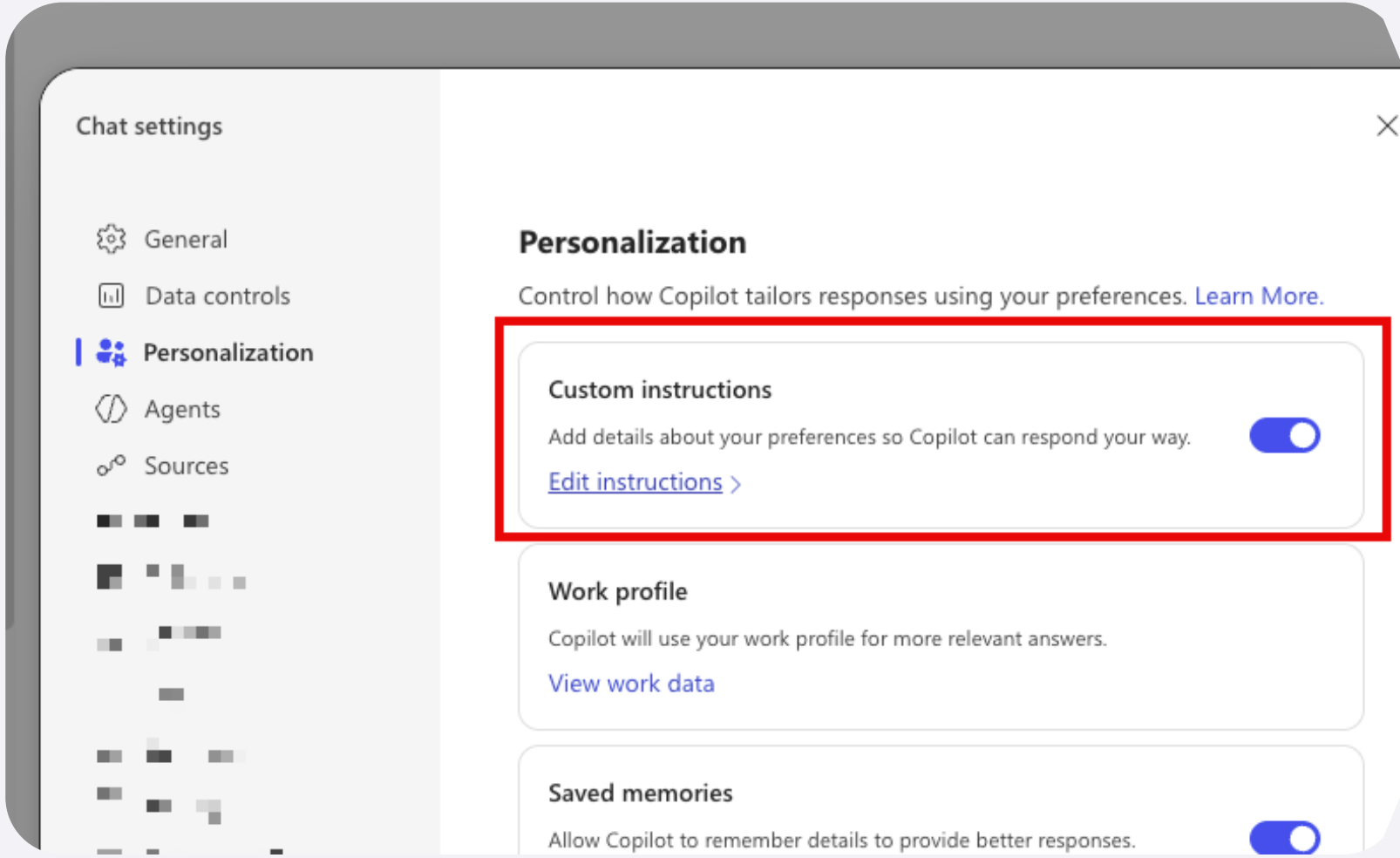


Connecting The Dots Across Your Day with Copilot Chat

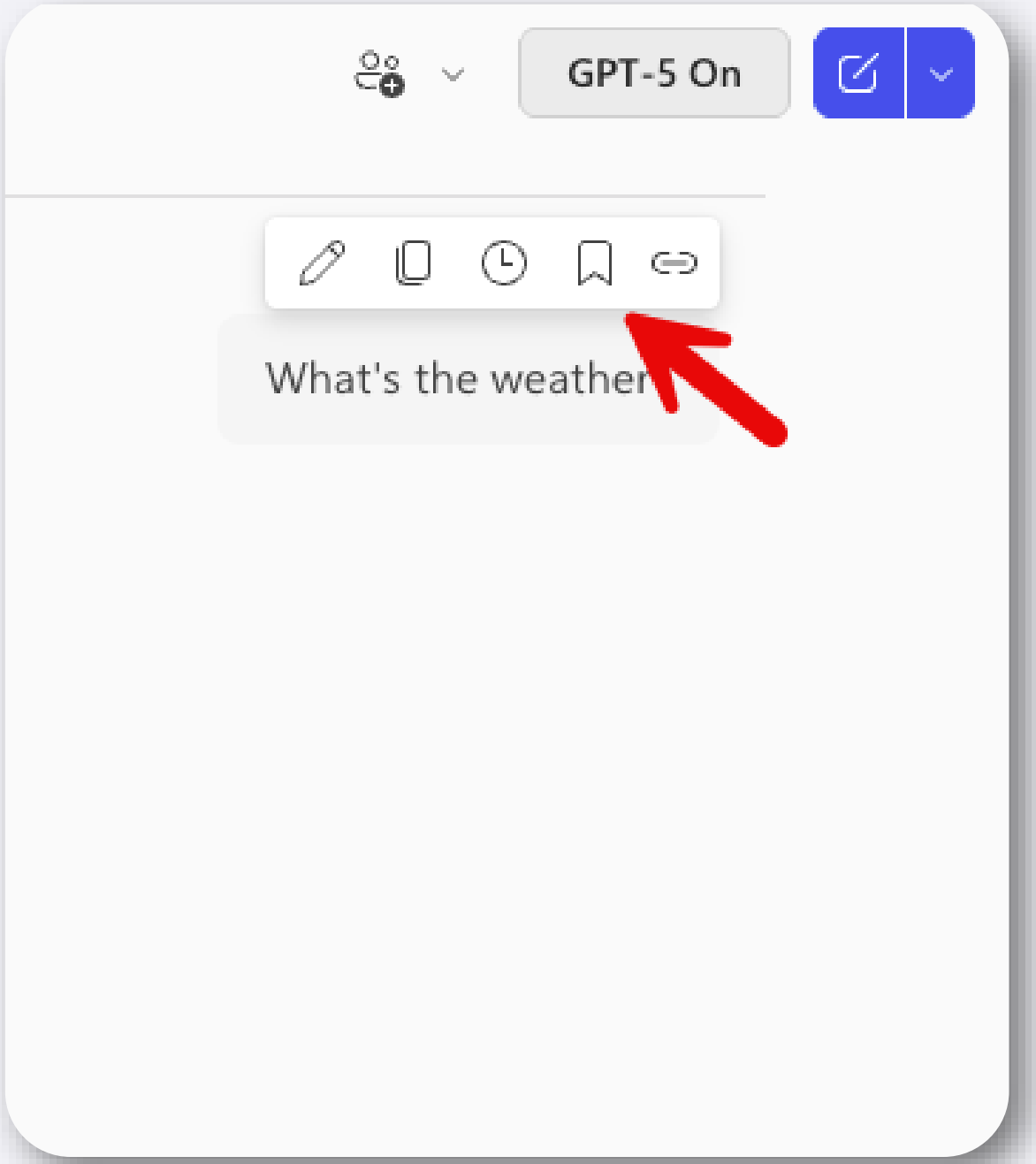
Pull the signal from noise on {topic}. Show patterns, risks, and anything waiting on me

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

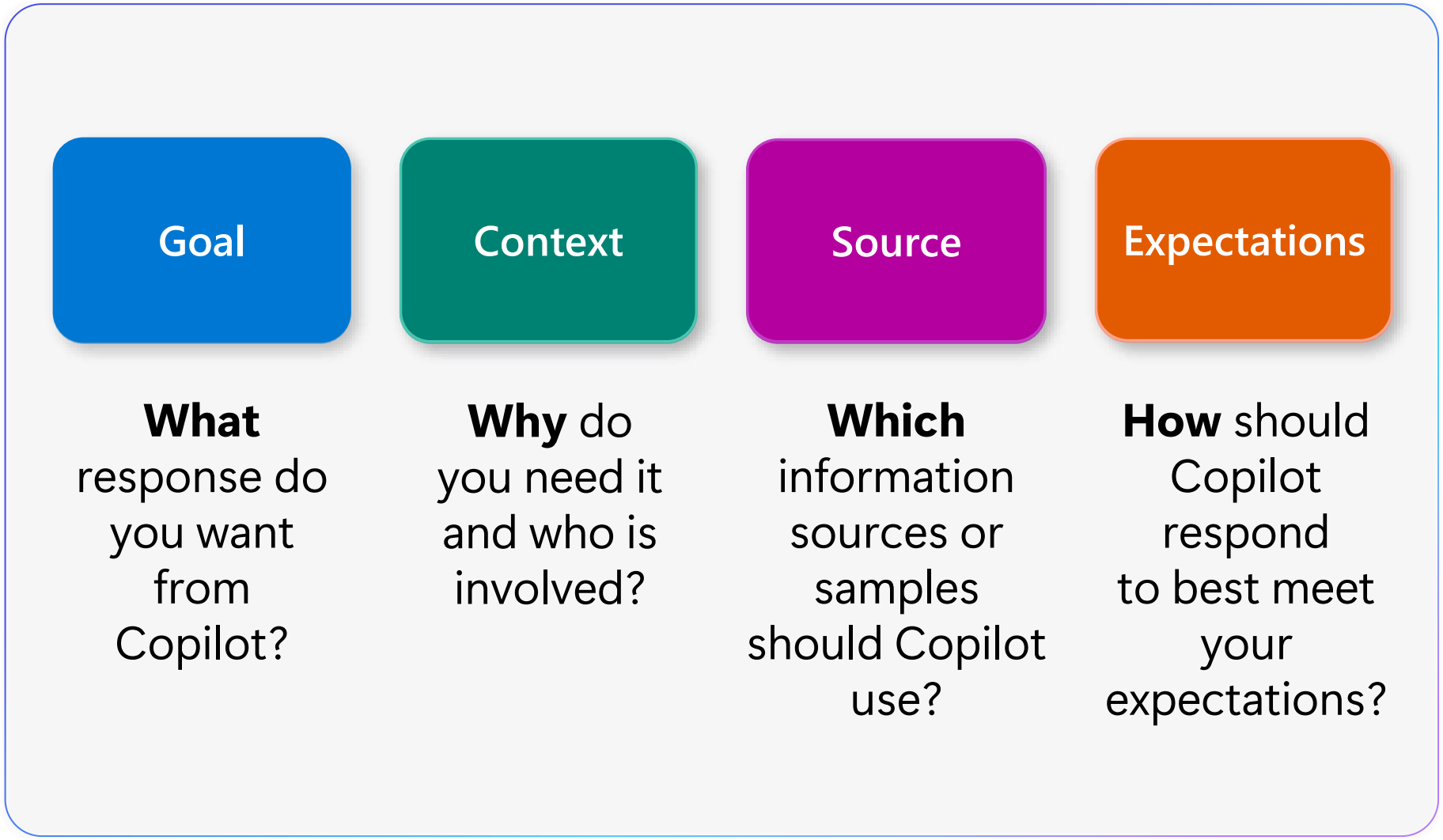
Personalizing Copilot To Your Voice



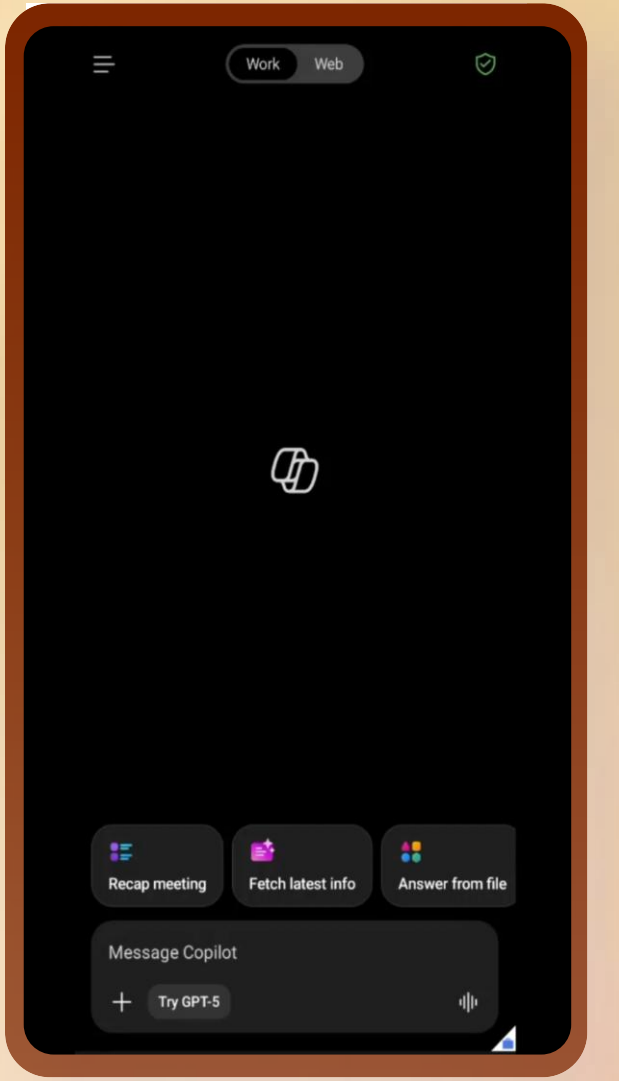
Save Your Prompts in Copilot



Prompt ingredients



The future…
is here



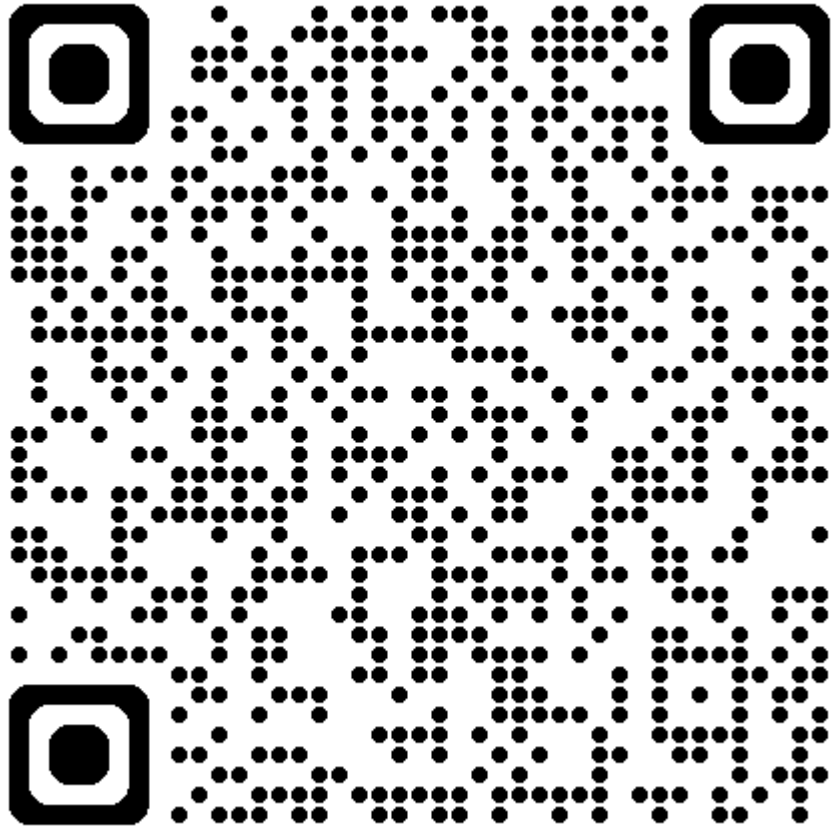
Copilot

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.