

Get proactive  
overviews of your day



Interpret multilingual  
conversations in real time



Automate reminders  
and tasks



Bridge your  
knowledge sources



Prepare for  
a customer meeting



Start your workday  
hands-free



## How do you use Copilot today?

Quickly  
find content



Jumpstart  
document drafting



Quickly onboard onto  
new roles or projects



**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

Copilot

X

My Day

ⓘ 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.



 General

From: Michael Goad (michaelgoad@microsoft.com)

To:  Michael Goad

Subject: Re: Copilot Adoption Report - Final



What do you want to draft?

Suggested drafts AI-generated

-  Thanks for report
-  Reviewing adoption data
-  Questions about findings

Suggested prompts

-  Short and friendly message
-  Give update

# Draft and Write Emails from Prompts

# Schedule Meeting from Email Threads

The screenshot shows the Microsoft Copilot interface integrated into an email thread. At the top, there's a header with the Copilot logo, a menu icon, a green checkmark, and a globe icon. Below the header, the word "Today" is displayed. A message bubble contains the text "Re: Copilot Ado...". In the main content area, a box displays the instruction "schedule a meeting with my manager about this". Below this, the Copilot logo and a list of reasons are shown:

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

Text below the list states: "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." A detailed view of a meeting slot for "Discussion on Copilot Adoption Report" on "12/1 Monday" from 4:30 PM - 4:55 PM is shown, indicating availability for MG (busy) and TH (free). Other suggested slots for Tuesday are listed: "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".

# 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 several participants. Below the grid, a speaker timeline displays colored markers indicating when each participant spoke. The speakers listed are Julie O'Connor (JO), Carrie Scott (CS), Andrea Barrett (AB), Darrington Moncrieffe (DM), and Maria Jumawan (MJ). The timeline markers are color-coded to match the speakers' icons.

**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 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** 1

**Copilot** 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 ... 🔍 🗑️

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  
Physican 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 6/16

Type a message

PR Marketing Managers Chat Shared +1

Meet now 🔍

- 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

Unknown User left the chat.

November 6

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?

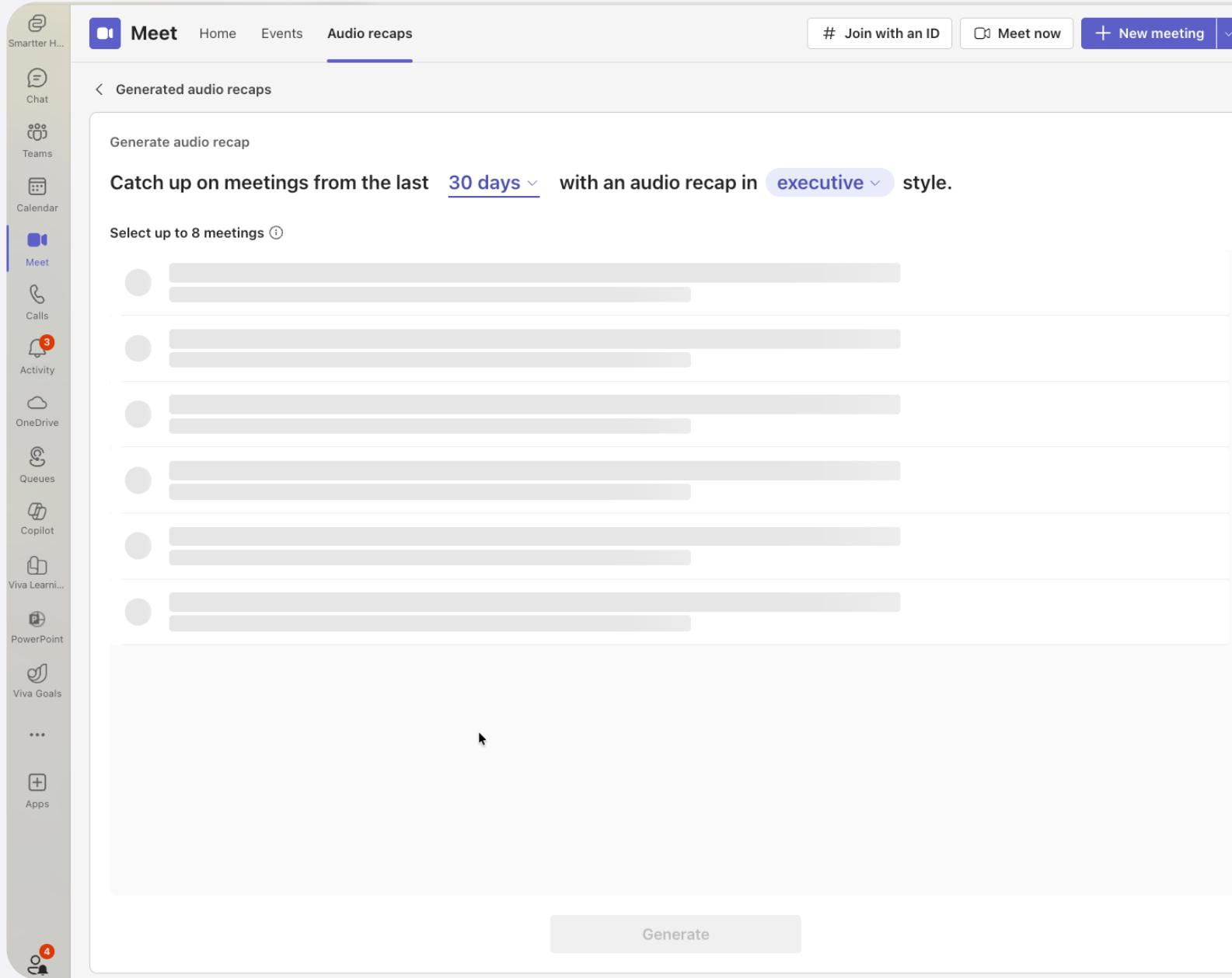
What are the next steps for the PR plan?

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 recording interface includes a video grid with nine participants, a timeline showing speaking turns for five speakers, and a sidebar with AI-generated content and follow-up tasks.

**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 65-year-old male with a stage 3A squamous non-small cell lung cancer involving the brachial plexus. Julie, Darrington, Carrie, Maria, 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. (Andrea)

# 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 with a sidebar on the left containing navigation links: General, Data controls, Personalization (which is selected and highlighted in blue), Agents, and Sources. The main content area is titled 'Personalization' and includes a sub-section titled 'Custom instructions'. This section contains the text 'Add details about your preferences so Copilot can respond your way.' and a blue toggle switch that is turned on. A red rectangular box highlights this entire section. Below it are two more sections: 'Work profile' and 'Saved memories', each with their own descriptive text and a blue toggle switch.

Chat settings

General

Data controls

**Personalization**

Agents

Sources

Custom instructions

Add details about your preferences so Copilot can respond your way.

[Edit instructions >](#)

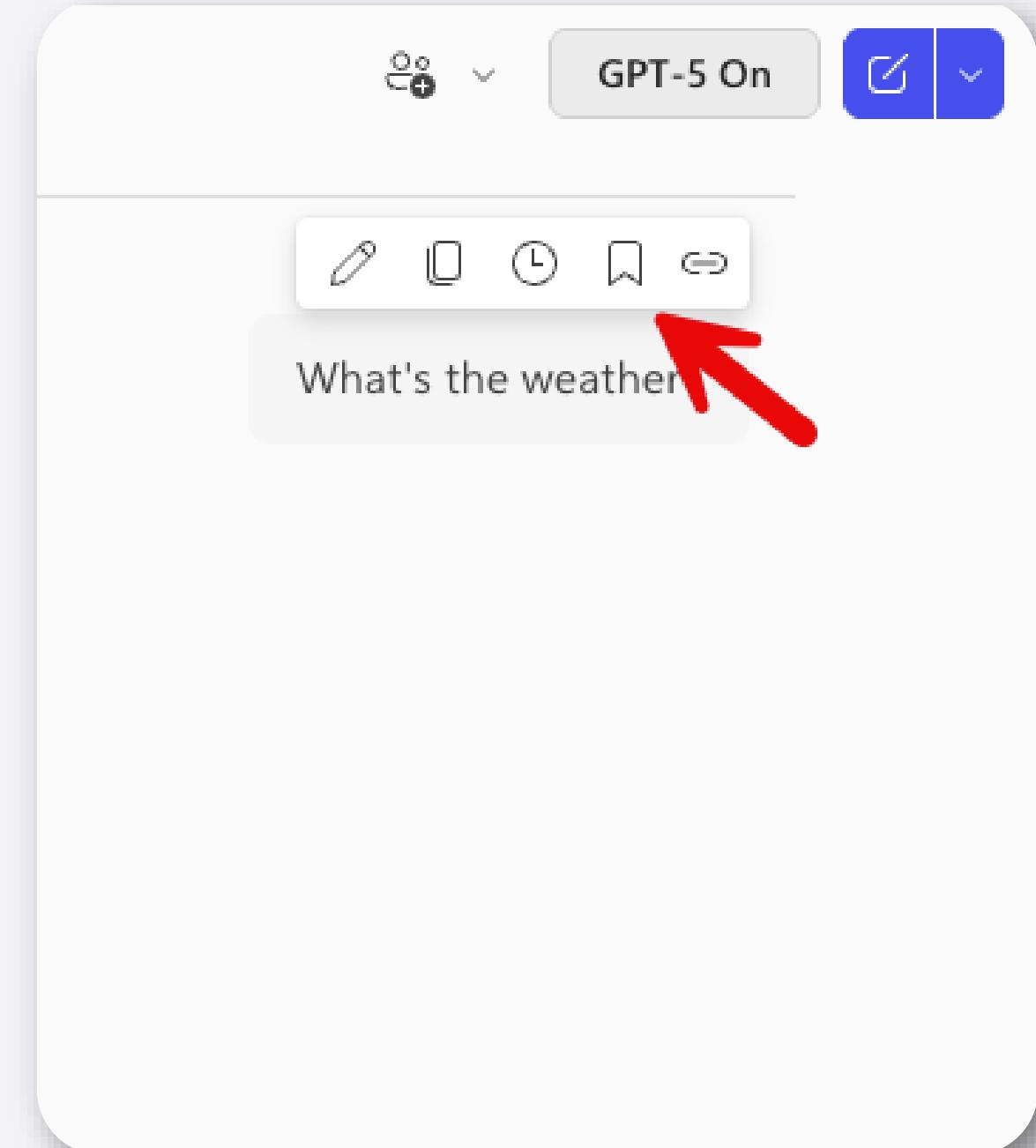
Work profile

Copilot will use your work profile for more relevant answers.

[View work data](#)

Saved memories

Allow Copilot to remember details to provide better responses.



## Save Your Prompts in Copilot

# Prompt ingredients

Goal

Context

Source

Expectations

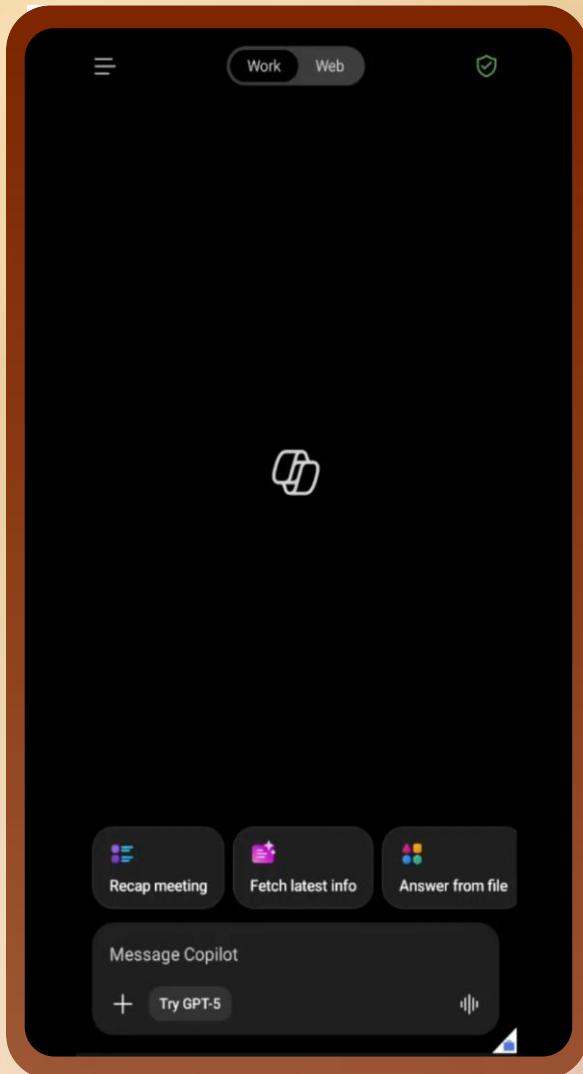
**What**  
response do  
you want  
from  
Copilot?

**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

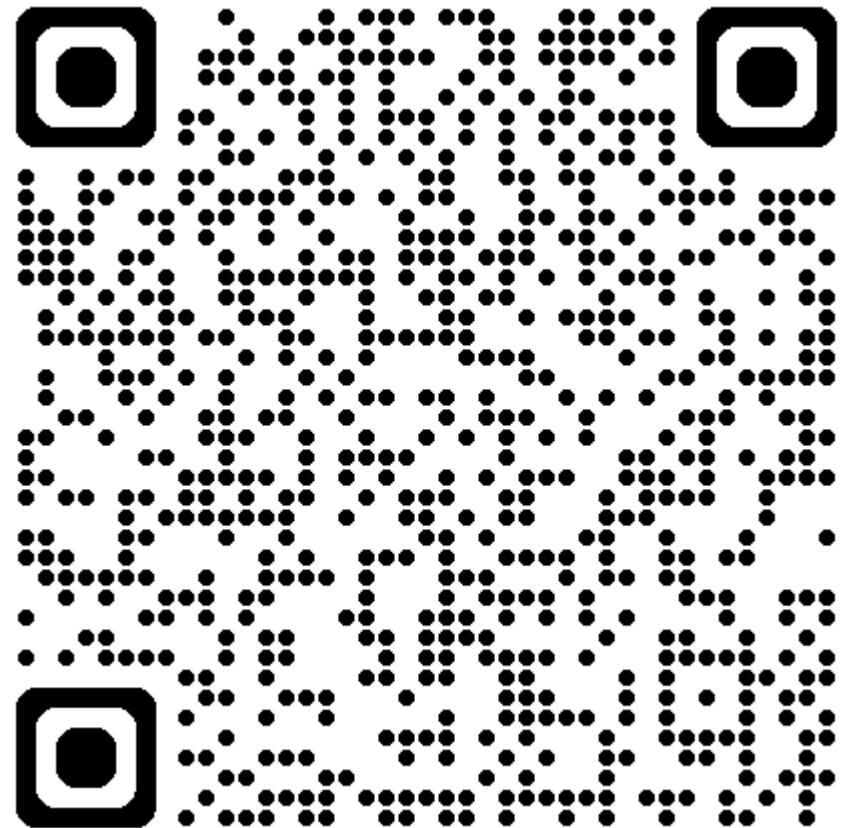


# **Your challenge today...commit to one habit**

- 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.