

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...**

**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?**

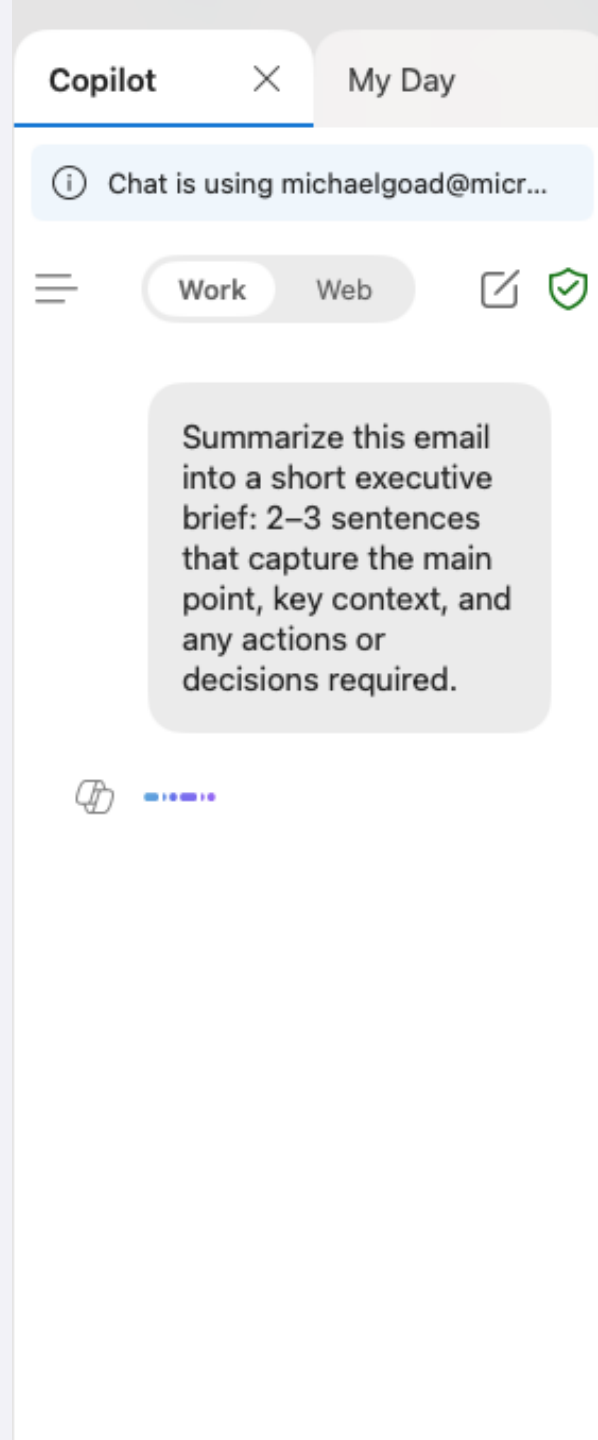
**How could we guide it better?**

# People Insights

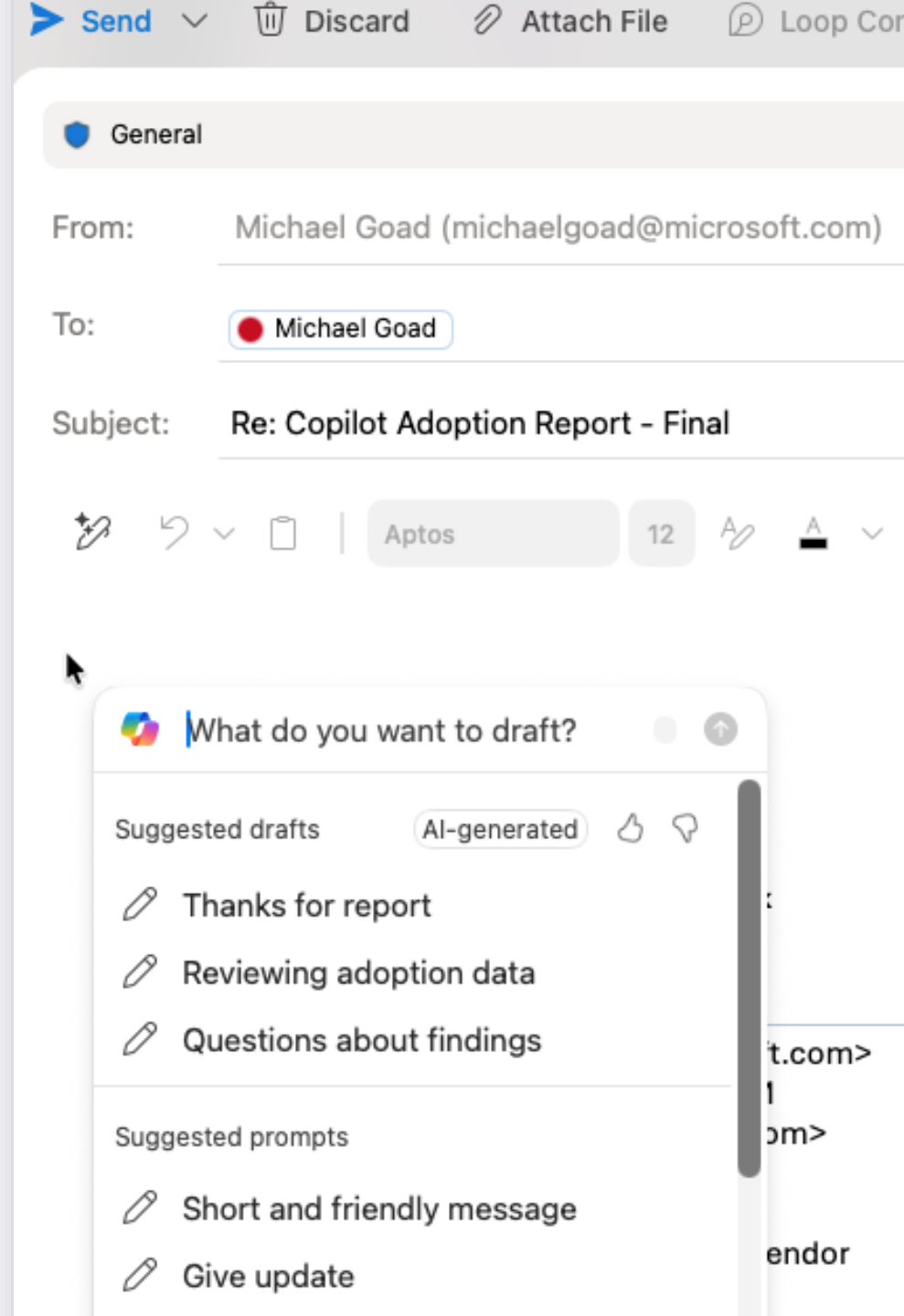
What's new from {person}? Only show items requiring my action

# 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




 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**

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 recap Share Watch in browser Copilot

**Speakers** Topics Chapters

- 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.

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 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 Lipidic 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-Involved 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? 👍👎

Follow up tasks

### Copilot

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.
  - Biosy: 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 Meeting11/25Recording is ready

TS Tiwa Soyebo11/25Movement Motivator

Physician Compensa...11/25Recording is ready

DM Darrinton Moncrieffe11/25Hospital HR Assistant

CS Carrie Scott11/24Community Health Resource

SB Baig, Shohab, S11/18You: sorry ignore sent from my dem...

Mtg10/21Recording is ready

Project Falcon Meeti...10/20Recording is ready

Physican Compensation U...9/12Recording is ready

Tumor Board Meeting9/12Recording is ready

MJ Maria Jumawan9/3Facilitator added

PR Marketing Managers8/27You: Judy JamesonCould you provi...

Contoso Healthcare AskHR8/19The out-of-pocket maximum for the...

JW Jason Weiss6/16Do you have time this week to help ...

Just me6/16I looked at those documents on the ...

JO Julie O'Connor6/16Following up on the action items fro...

CW Chris Wealch6/16Did you get those lab results I sent?

Just me6/16

PR Marketing Managers Chat Shared +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

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

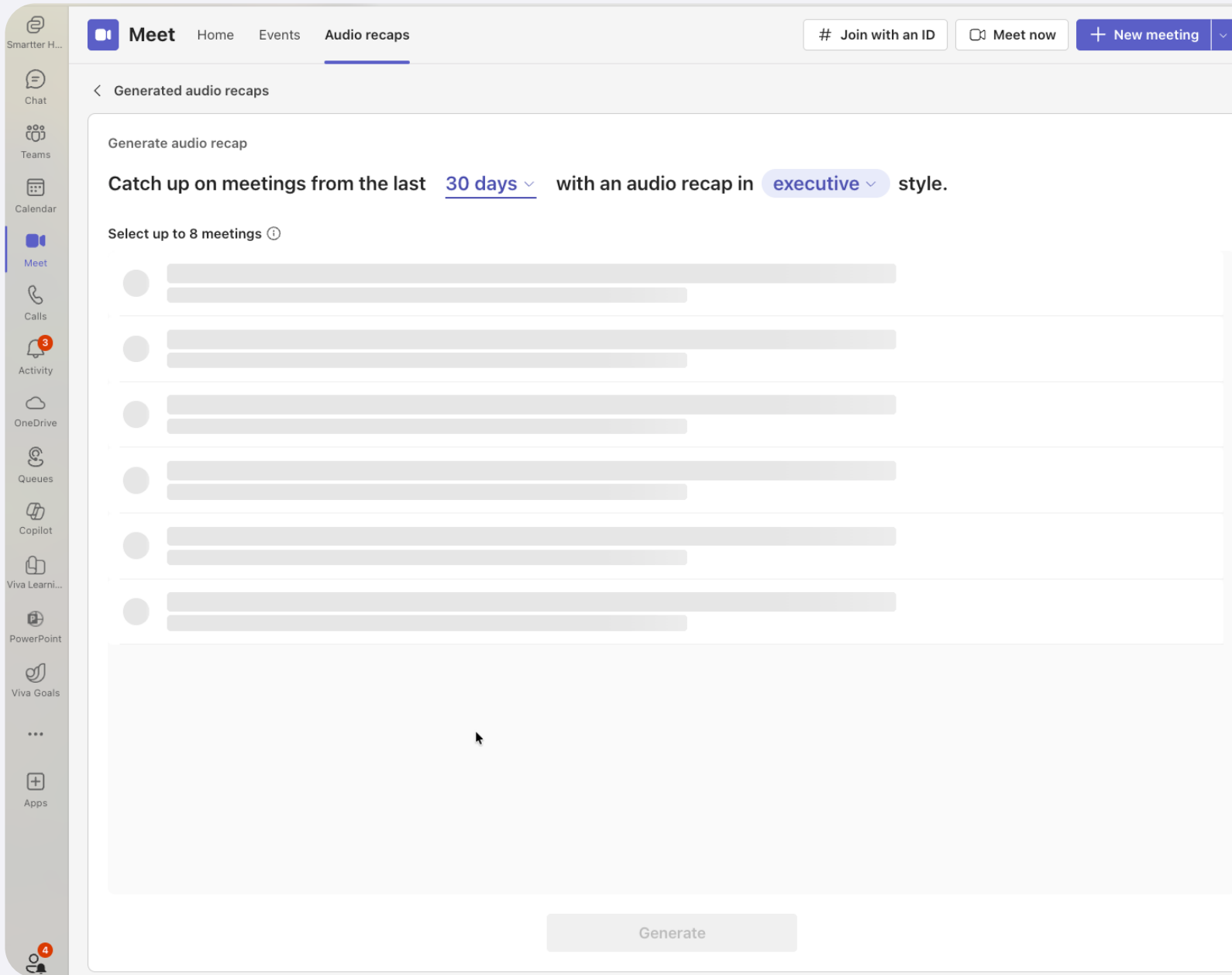
Can you create a summary email for the team?

What are the next steps for the PR plan?

Message Copilot

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# 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 list of participants with their initials and names: Julie O'Connor (JO), Carrie Scott (CS), Andrea Barrett (AB), Darrinton Moncrieffe (DM), and Maria Jumawan (MJ). Each name has a corresponding colored bar indicating their speaking time. At the bottom of the grid area, there is a link "Show all 8 speakers" and a feedback prompt "Is this info useful?" with thumbs up/down icons. To the right of the grid, the "Content" section states "No files were shared." Below this are tabs for "Notes", "AI summary" (which is selected), "Custom summary", "Mentions", and "Transcript". A warning message reads "AI-generated content may be incorrect". The "Meeting notes" section contains three bullet points with detailed medical case discussions and timestamps. The "Follow-up tasks" section lists two tasks related to patient care.

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

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Follow-up tasks

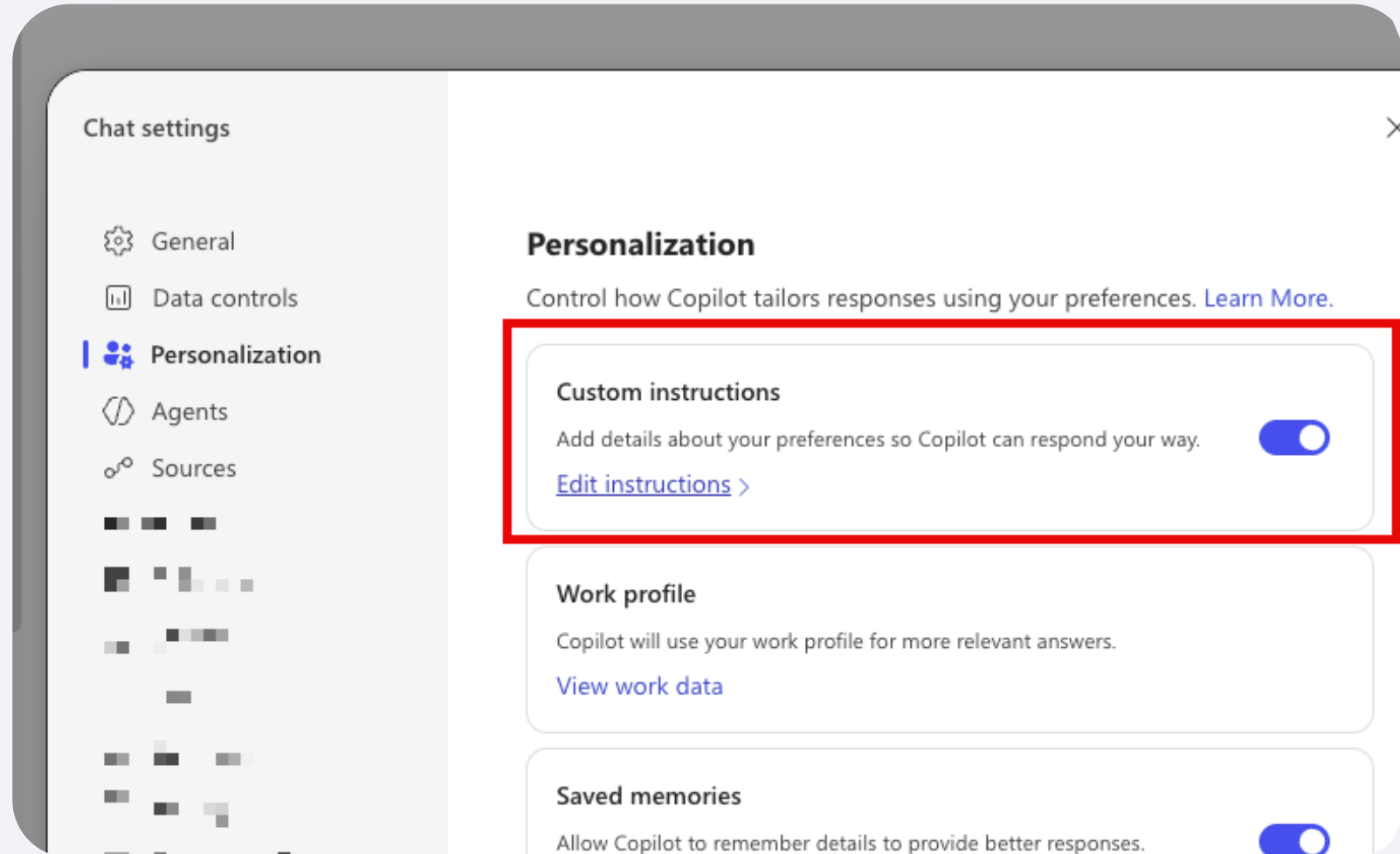
- **Patient One Supportive Care and Rehabilitation:** Initiate early neuropathic pain r incorporate physical therapy during treatment, and discuss functional goals and ex manage fatigue and treatment burden. (Carrie)
- **Patient One Pulmonary Monitoring:** Monitor the patient's pulmonary function thr 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**

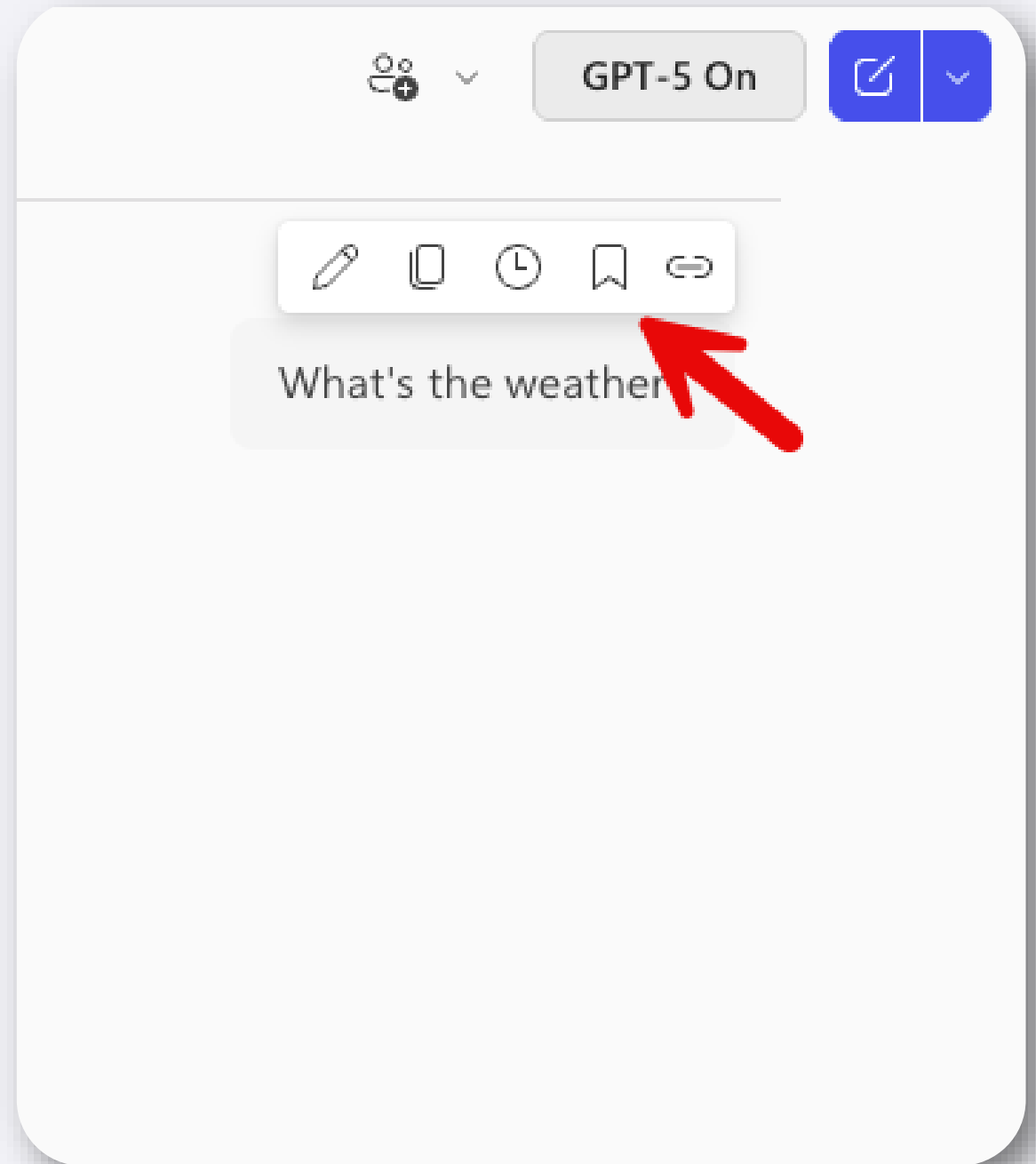
**Recap /meeting name with decisions, risks, impact,  
asks.**

# 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?

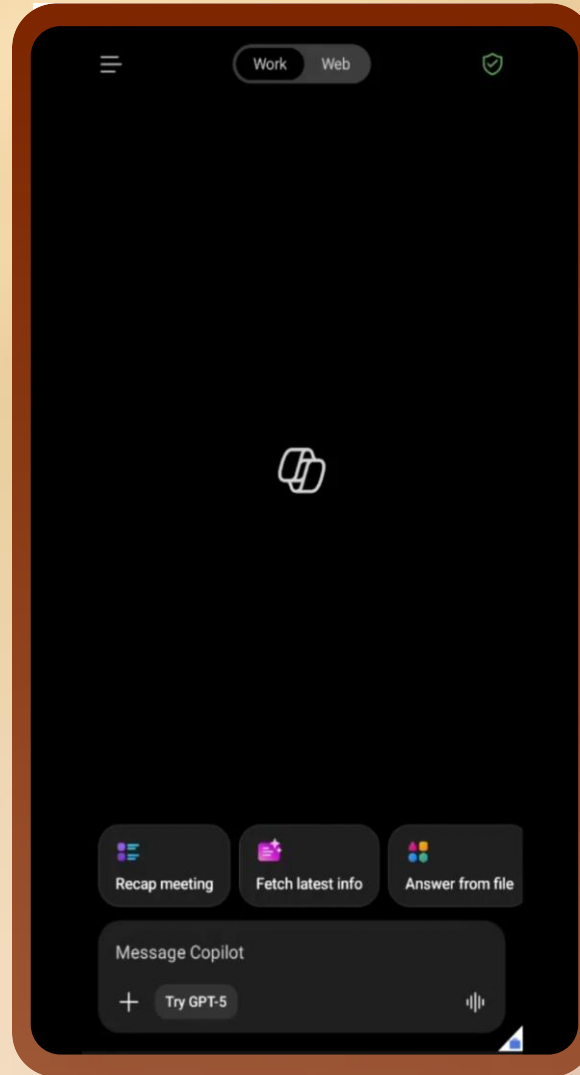
**Source**

**Which**  
information  
sources or  
samples  
should Copilot  
use?

**Expectations**

**How** should  
Copilot  
respond  
to best meet  
your  
expectations?

The future...  
is here



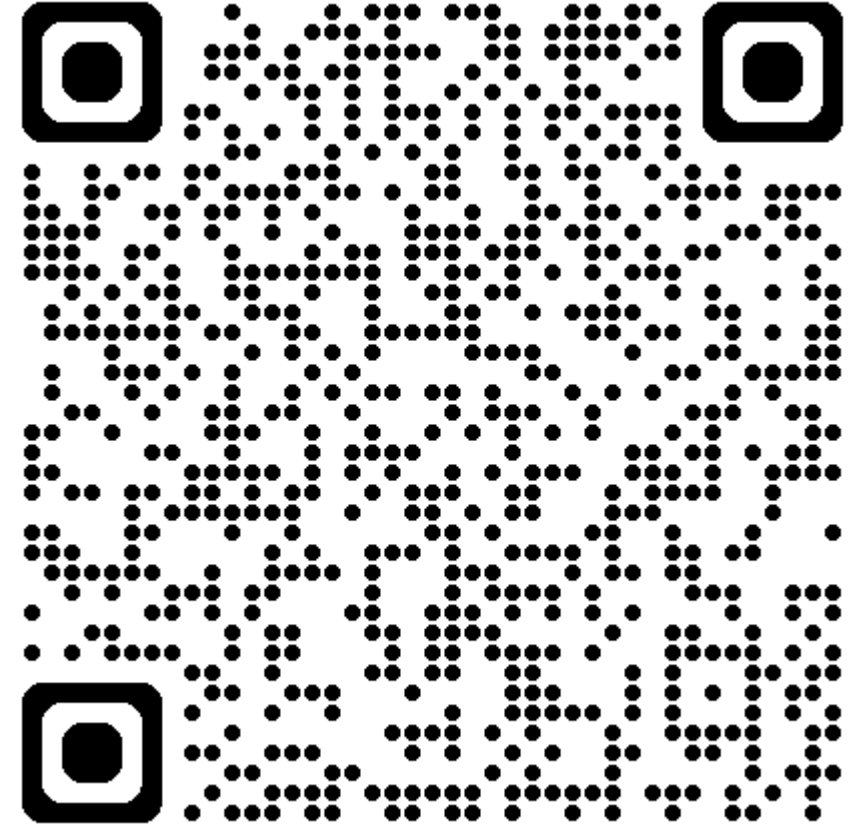
Copilot

# **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.