**Microsoft 365 Copilot Live Demo Guide**

**Title:** Your AI Assistant in Action – Interactive Hands-On Demo

**Duration:** 30–35 minutes

**Audience:** Key Users & Mentors

**Objective:**

* Provide real-time experience with Microsoft 365 Copilot
* Explore core features across multiple M365 apps
* Encourage participants to engage, experiment, and ask questions

**Demo Agenda**

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| Phase | Duration | Activity | Tools |
| 1. Introduction & Setup | 5 min | Briefly introduce Microsoft 365 Copilot | Highlight the Copilot button in Word, Excel, Outlook, and Teams | PowerPoint, M365 overview |
| 2. Demo 1: Word – Create a Report | 8 min | Prompt: “Draft a one-page summary report on Q1 marketing performance using the notes below.” Paste sample meeting notes Show draft generation & refinement features | Microsoft Word |
| 3. Demo 2: Outlook – Draft & Summarize Emails | 6 min | Prompt 1: “Draft a reply to this customer, confirming the meeting and next steps.” Prompt 2: “Summarize this email thread.” | Microsoft Outlook |
| 4. Demo 3: Teams – Summarize Meeting | 5 min | Show Copilot summarizing a recorded meeting Prompt: “Summarize this meeting and extract action items.” | Microsoft Teams |
| 5. Demo 4: Excel – Analyze Data | 6 min | Paste a small sales table Prompt: “Analyze this data and highlight top 3 performing products.” Optional: Generate a visual chart | Microsoft Excel |
| 6. Interactive Exploration | 5 min | Invite 2–3 participants to try Copilot live Suggest safe prompts for them to use Encourage Q&A and exploration | Participant screen share + Facilitator |

**Key Copilot Capabilities to Highlight**

* Natural language prompting
* Drafting and rewriting content
* Smart summaries (emails, meetings)
* Action item extraction
* Cross-application context-awareness
* Integration across Microsoft 365 tools

**Engagement Techniques**

* Ask: “What part of your work could Copilot simplify?”
* Use virtual whiteboard/Miro to collect real use cases
* Let participants vote on what they want Copilot to do
* Offer a feedback form or QR prompt board

**Optional Add-ons:**

* Provide pre-defined test accounts or sandbox environment
* Distribute a quick-start prompt guide after the session
* Encourage users to join a "Copilot Community of Practice"