



Copilot for Microsoft 365 and Viva



Meagan Klaij
Wessel de Weijer

Modern Work Specialist
Modern Work Technical Specialist

Agenda

New way of working

Readiness

Adoption

Measurement

This is a whole new way of working that
involves both software and culture.



Copilot for Microsoft 365

Three-phase approach to business progress

01 Phase



02 Phase



03 Phase



Readiness

- Review your security and data settings
- Be intentional with seat assignments
- Create an AI council
- Prepare employees for a new way of working

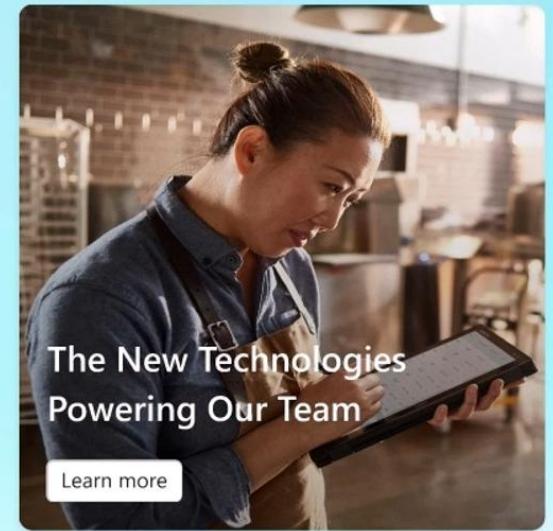
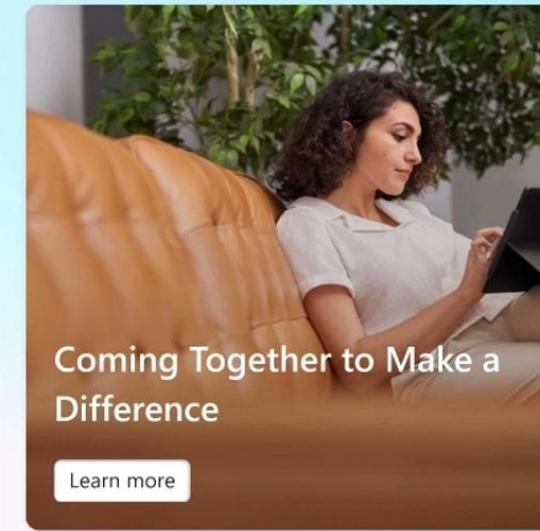
Adoption

- Create a Copilot user community
- Identify Copilot champions and early adopters
- Make ongoing training a standard
- Develop AI skills across departments

Measurement

- Quantify impact with the Microsoft Copilot Dashboard
- Meet with your AI council regularly
- Publicly celebrate successes

Good morning, Daisy



Dashboard



1 urgent task due: Send analysis for Q4 +3 more tasks



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You have 1 overdue and 7 upcoming trainings



[Open](#)



Engage

Find answers to your questions



Check-ins

There is new activity for your OKRs

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Home



Activity



Chat



Teams



Calendar



Viva Engage



Viva Topics



Viva Learning

...



Apps

Microsoft Viva

President of Relecloud

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Coming together to make a Difference

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The New Technologies Powering Our Team

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Dashboard



1 urgent task due: Send analysis for Q4 +3 more tasks

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There is new activity for your OKRs

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Check in

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Project Osprey voted #1 in list of most innovative Enterprise AI solutions

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Send congrats to your colleagues

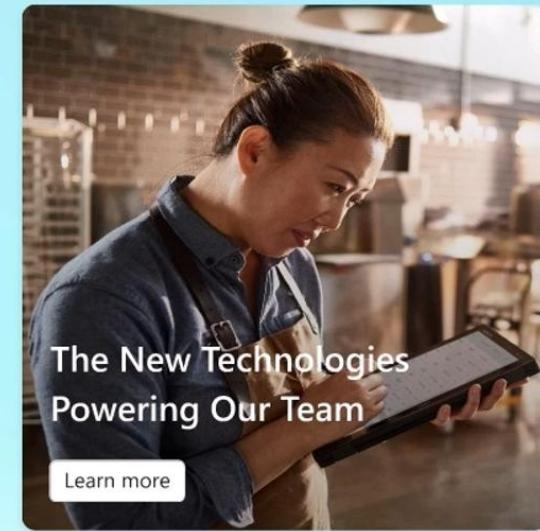
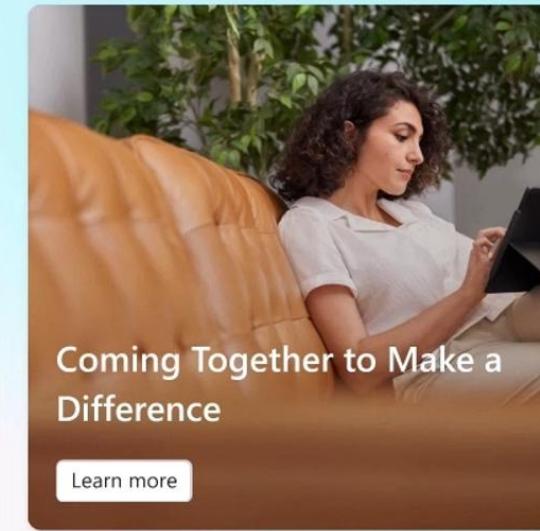


Protect your time

Schedule focus time or configure quiet time

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Good morning, Daisy



● ○ ○

○ ○ ○

Dashboard

Tasks

1 urgent task due: Send analysis for Q4 +3 more tasks

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Learning

You have 1 overdue and 7 upcoming trainings

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Viva Topics

Viva Learning

...

Apps

Posted in Sales Best Practices

**Allan Munger**

1h ago

Seen by 1.250

:

Exciting News!

We're launching the Copilot for Microsoft 365 contest for all employees!

Imagine having a personal assistant in Outlook, Teams, Word, Excel, and other applications you are daily using. Submit your use cases for Copilot in Microsoft 365 and stand a chance to win early access to this revolutionary new technology.

The best ideas will be rewarded with a license and the opportunity to be among the first to experience the future of workplace efficiency.

Submit your use case, along with the business impact you expect to get out of Copilot today. Winners will be announced by the end of the month.

[Participate now](#)

Like



Comment



Share

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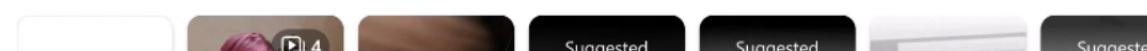


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Copilot Champs

Copilot Champs help drive adoption across their team, capture feedback on the experience and key scenarios to improve the overall experience.

[Conversations](#) [About](#) [Files](#) [Events](#)

Share thoughts, ideas, or updates

Discussion Question Praise Poll Article Drafts

Discover ideas and suggestions for your next post. [Open Copilot](#)

Pinned conversation

Cadie Kneip Mar 22

Seen by 170

Members • 1,312

DV

**Info**

Welcome to the Copilot Champs Community!

aka.ms/CopilotResourcesHub is a centralized hub for Copilot Adoption Champs supporting internal employee adoption.

A Copilot Champ is any Microsoft employee who helps:

- Drive adoption of M365 Copilot across the company
- Capture employee feedback on the M365 Copilot experience and key scenarios
- Route this information back to the PG to improve the overall experience for customers

Prepare to present Copilot to your community!

- Check out the Monthly Adopt...

[More](#)





Copilot for Microsoft 365

Three-phase approach to business progress

01 Phase



02 Phase



03 Phase



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- Publicly celebrate successes



Chat



Cameron Evans Chat Files +



Pinned

- Ray Tanaka 1:40 PM Louisa will send the initial list of atte...
- Beth Davis 1:43 PM Thanks, that would be nice.
- Kayo Miwa 4/17 I reviewed with the client on Tuesda...
- Amanda, Elvia, Allan, +2 12:00 PM Kayo: It would be great to sync with...
- Johanna Lorenz 1:20 PM I haven't checked available times yet

Recent

- Cameron Evans 1:20 PM Can you please update me on Project Alex...
- EC 1:55 PM Thank you! 😊
- Emiliano Ceballos 1:55 PM
- Marie Beaudouin 1:00 PM Sounds good?
- Oscar Krogh 6/23 You: Thanks! Have a nice weekend
- Daichi Fukuda 5/4 No, I think there are other alternatives we c...
- Kian Lambert 5/3 Have you ran this by Beth? Make sure she is...
- Team Design Template 5/2 Reta: Let's set up a brainstorm session for...
- Reviewers 5/2 Darren: Thats fine with me

Type a new message



team has worked tirelessly to make it possible. This is going to be awesome.

The client wasn't expecting us to be ready until middle of August anyways

Thank you for always being so positive! 👍 1

We haven't had a break in awhile.

That would be nice, but at most I would only need a few additional days.

I'm pretty confident that this launch will be successful. The ❤️ team has worked tirelessly to make it possible. This is going to be awesome.

The client wasn't expecting us to be ready until middle of August anyways

TODAY, 2:00 PM

We haven't gotten lunch together in awhile

We should go back to that ramen place. I've been craving it the last few days.

*ramen



Can you please update me on Project Alexandria **Carole?** @





Chat



Pinned

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Beth Davis
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Kayo Miwa
I reviewed with the client on Tuesda...

Amanda, Elvia, Allan, +2
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Cameron Evans
Can you share a progress update or...

EC
Emiliano Ceballos
Thank you! 😊

MB
Marie Beaudouin
Sounds good?

OK
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You: Thanks! Have a nice weekend

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Reviewers
Darren: Thats fine with me



Cameron Evans

He/Him Senior Project Manager • Oslo, Norway



Call



...

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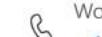
Email
cevans@relecloud.com



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Oslo, Norway



Company
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Skills

Skills help you find and connect with people based on their expertise. [Manage your skills](#).

Leadership

Team Management

Risk Management

Budget Management

Policy Knowledge

Task Management

Goals

Goals from Cameron Evans' organization

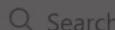


Improve our products to include AI
Objective • Relecloud



Upskill engineering AI proficiency by 50%
Key result • Marketing, Engineering, Human Resource, ..

[Show more in Viva Goals](#)



Chat



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He/Him Senior Project Manager • Oslo, Norway



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Contact information



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cevans@relecloud.com



Chat
cevans@relecloud.com



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+1 (234) 456-7891



Work phone
+1 (987) 654-3210



Business address
Oslo, Norway



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Skills

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Goals

Goals from Cameron Evans' organization





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Goals

...

Goals from Cameron Evans' organization

Organization

Manager

Cameron Evans works with

Amanda Brady
Principal Program Manager

Aadi Kapoor
Program Manager

Beth Davies
Program Manager

Robert Tolbert
Program Manager

Carlos Slattery
Project Manager

+4 more
Kat Larsson, Lydia Bauer and 2 others



Insights Skills report



Skills Depth Report

1240 total people

Settings

Select skills you want to focus on:

Machine Learning

View report by

Organization

Filter by

Function

Filter value

Data Science

Skills by Organization

% of people with confirmed Machine Learning skills across functions

32%

Percent by attribute

Engineering

Operations

Design

R & D

Marketing

Confirmed Inferred

Filter by proficiency

[View all](#)

Skills related to Machine Learning

% employees with At least one related skill to Machine learning

44%

Percent of employees by related skills

Large Language Models

Deep Learning

Neural Networks

Statistical Modelling

GPT Models

Confirmed Inferred

Drill down by function

[View all](#)

< Overview

Next >



Insights Skills report



Skills Depth Report

1240 total people

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Select skills you want to focus on:

Machine Learning

View report by

Organization

Filter by

Function

Filter value

Data Science

Skills by Organization

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32%

Percent by attribute *Only confirmed skills have proficiency scores

■ Beginner ■ Intermediate ■ Experienced ■ Advanced ■ Expert

Filter by confirmed

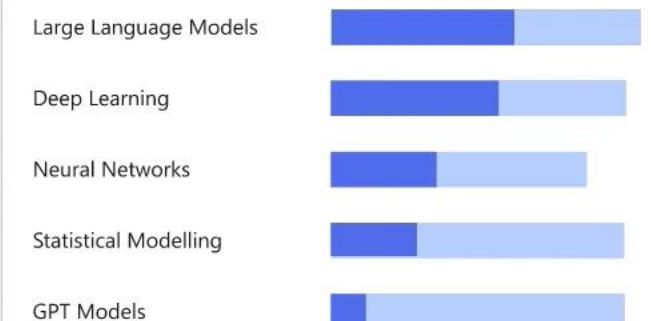
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Skills related to Machine Learning

% employees with At least one related skill to Machine learning

44%

Percent of employees by related skills

■ Confirmed ■ Inferred

Drill down by function

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WW

Wessel de Weijer

OKRs Initiatives Dashboards Activity

 Follow

Time Period: All

...

Copilot

Share

View Options

Bulk Check-in

Add Objective

> Summary

50%

Title	Status and progress	Time Period	Due Date	Score	Last check-in note
Optimize training process in order to increase product adoption	<div style="width: 50%;">On Track</div> 50% Measure as 100% complete	Q2 2024	Jun 30	—	Great adoption among support orga contact with internal communication
Scale and improve implementation and adoption process in order to accelerate time to value	<div style="width: 60%;">On Track</div> 60% Measure as 100% complete	Q2 2024	Jun 30	—	No check-in notes
Develop AI expertise across all departments	<div style="width: 25%;">Behind</div> 25% Measure as 100% complete	Q2 2024	Jun 30	—	No check-in notes

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Relecloud OKRs

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WW

Wessel de Weijer 

OKRs Initiatives Dashboards Activity

 Follow

Time Period: All

...

 Copilot Share

...

 View Options Bulk Check-in

Add Objective

> Summary 

> Title

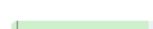
Status and progress

Time Period

Due Date

Score

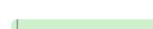
Last check-in note

 Optimize training process in order to increase product adoption On Track

50%

Q2 2024

Jun 30

Great adoption among support orga
contact with internal communication Scale and improve implementation and adoption process in order to accelerate time to value On Track

60%

Q2 2024

Jun 30

No check-in notes

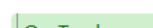
 Develop AI expertise across all departments Behind

25%

Q2 2024

Jun 30

No check-in notes

 Increase the number of AI training programs attended by employees. Achieve an 80% completion rate in... On Track

86%

Q2 2024

Jun 30

No check-in notes

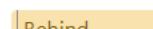
 Foster cross-functional collaboration between AI teams and other departments. Behind

1

Q2 2024

Jun 30

No check-in notes

 Provide AI team members with opportunities for continuous learning. Behind

64%

Q2 2024

Jun 30

No check-in notes



Home About

WW

Wessel de Weijer 

OKRs Initiatives Dashboards Activity

Time Period: All

...

Copilot

Share

View Opt

> Summary 

		Status and progress	Time Period	Due Date
>	Title			
>	 Optimize training process in order to increase product adoption	<div style="width: 50%;">On Track</div> 50% Measure as 100% complete	Q2 2024	Jun 30
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>	 Develop AI expertise across all departments	<div style="width: 25%;">Behind</div> 25% Measure as 100% complete	Q2 2024	Jun 30
	 Increase the number of AI training programs attended by employees. Achieve an 80% completion rate in...	<div style="width: 86%;">On Track</div> 86% Increase from 68% to 80%	Q2 2024	Jun 30
	 Foster cross-functional collaboration between AI teams and other departments.	<div style="width: 1%;">Behind</div> 1% Increase from 1 to 2	Q2 2024	Jun 30
	 Provide AI team members with opportunities for continuous learning.	<div style="width: 64%;">Behind</div> 64% Measure as 100% complete	Q2 2024	Jun 30



Copilot

PREVIEW



Hi Wessel de Weijer,

Ready to explore? Select one of the suggestions below to get started.

 Help me generate new OKRs
Specify context Create OKRs from a document
Create OKRs from a strategy or planning document Summarize OKRs on this page
Get a summary for a set of OKRsType something to refine results 

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OKRs Initiatives Dashboards Activity

 Follow | Time Period: All  Copilot  Share  View Options  Bulk Check-in Add Objective Summary  Title

Status and progress

Time Period

Due Date

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Jun 30

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No check-in notes

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Q2 2024

Jun 30

—

No check-in notes

Welcome to AI Fundamentals Academy

Search Viva Learning

**Cameron**

Senior Project Manager

08 Assigned to you
1 due this week**15** Recommended to you
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Internal Content | Video | 40m



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This course lays the groundwork for understanding AI concepts, from machine learning basics to ethical considerations, offering a perfect starting point for aspiring AI enthusiasts. Whatever your background, and wherever...

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Not started

Not started

Not started

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Now

Seen by 1701

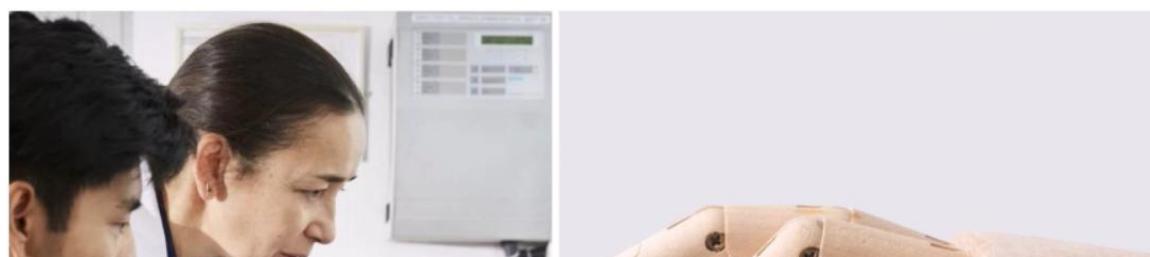


Bridging the AI Educational Gap

Empowering Relecloud's Future

In the era of rapid technological advancement, the business landscape is evolving at an unprecedented pace. At the heart of this transformation is Artificial Intelligence (AI), a groundbreaking technology that has the potential to reshape industries, boost productivity, and drive innovation. Recognizing the significance of AI in our journey towards excellence, Relecloud is proud to introduce its initiative, "Bridging the AI Education Gap," aimed at empowering the future of Relecloud and its workforce.

AI is more than just a buzzword; it's a revolutionary force that is already making its mark in numerous sectors, including... [see more](#)



RELECLOUD

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Events

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AMA on hybrid work

Oct 18, 10:00 AM – Oct 19, 10:00 PM
AMA Event with Daisy Phillips and 3+

Active campaigns

#GoGreen

235 followers



#Mentorship

52 followers



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...



What is your question?

Questions for you

My activity



Lydia Bauer • Just now



8

How can employees provide input and feedback on the AI integration process?

Will our concerns and suggestions be taken into consideration?

AI Strategy

Seen by 0



View more



Joshua Vanburen • 5hr ago



88

Should we be concerned about our job security after the robots take over?

Seriously, AI integration leads to job displacement, and what measures are in place to ensure job security for employees?

AI Strategy

Seen by 30



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Colin Balingen • 5h ago



168

What learning resources do we have?Hi everyone, I am a new external staff member. I wanted to review and brush up on few skills. Do we have dedicated learning resources for that? My goal for next few months is... [See more](#)

Learning resources

Skills improvement

External +2

View more (64)

Trending topics**Customer Driven**

1128 answers • 816 followers

**Diversity & Belonging**

831 answers • 508 followers

**Artificial Intelligence**

525 answers • 354 followers

**My topics****AI Strategy**

5 new questions • 514 followers

[Browse more topics](#)**Earned badges**

Badges are awarded for asking and answering questions.

[View all badges](#)**Your Answer summary**

Sept 11, 2022 - Oct 6, 2023





Engage

[Home](#) [Communities](#) [People](#) [Leaders](#) [Answers](#) [...](#)

VIII our concerns and suggestions be taken into consideration?

[AI Strategy](#)[View more](#)

Joshua Vanburen • 5hr ago

Seen by 30

⋮

Should we be concerned about our job security after the robots take over?

Seriously, AI integration leads to job displacement, and what measures are in place to ensure job security for employees?

[AI Strategy](#)[View more](#)

Colin Balingen • 5h ago

Seen by 810

⋮

What learning resources do we have?

Hi everyone, I am a new external staff member. I wanted to review and brush up on few skills. Do we have dedicated learning resources for that? My goal for next few months is... [See more](#)

[Learning resources](#)[Skills improvement](#)[External](#)

+2

[View more \(64\)](#)

Lydia Bauer • Yesterday at 2:25 PM

Seen by 1152

⋮

What productivity tips do you have for those that work from home?

I love working from home but I do find my surroundings be distracting sometimes, what are some tips that you use to stay focused?

[Work from Home](#)[Challenges](#)[Productivity](#)

+1

[View more \(47\)](#)

AI Strategy

5 new questions • 514 followers

[Browse more topics](#)

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Your Answer summary

Sept 11, 2022 - Oct 6, 2023

12 20%

Questions asked

24 20%

Questions answered

15 20%

Best answers received

[See more on Answers Analytics](#)



Engage

[Home](#) [Communities](#) [People](#) [Leaders](#) [Answers](#) [...](#)

What is your question?

Questions for you

My activity



Lydia Bauer • Just now

8

How can employees provide input and feedback on the AI integration process?

Will our concerns and suggestions be taken into consideration?

AI Strategy

Seen by 0



View more



Joshua Vanburen • 5hr ago

88

Should we be concerned about our job security after the robots take over?

Seriously, AI integration leads to job displacement, and what measures are in place to ensure job security for employees?

AI Strategy

Seen by 30



View more



Colin Balingen • 5h ago

168

What learning resources do we have?

Hi everyone, I am a new external staff member. I wanted to review and brush up on few skills. Do we have dedicated learning resources for that? My goal for next few months is... [See more](#)

Learning resources

Skills improvement

External +2

View more (64)

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[Browse more topics](#)

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Your Answer summary

Sept 11, 2022 - Oct 6, 2023





Copilot for Microsoft 365

Three-phase approach to business progress

01 Phase



02 Phase



03 Phase



Readiness

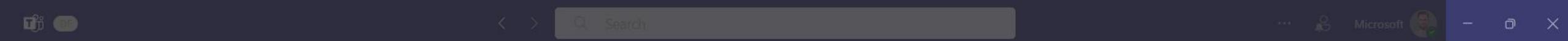
- Review your security and data settings
- Be intentional with seat assignments
- Create an AI council
- Prepare employees for a new way of working

Adoption

- Create a Copilot user community
- Identify Copilot champions and early adopters
- Make ongoing training a standard
- Develop AI skills across departments

Measurement

- Quantify impact with the Microsoft Copilot Dashboard
- Meet with your AI council regularly
- Publicly celebrate successes



Chat



Meagan Klaij Chat Files +

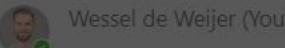


Microsoft



Copilot

Pinned



Wessel de Weijer (You)

3/25

Copilot helps you turn your ideas into stunning presentations.



Praise

Send praise to people



To:



Meagan Klaij

Title:



Problem solver



Courage



Team player



Kindness



Note (optional):

Thank you so much for the great breakout session! Great idea to be leveraging Copilot during the preparation as well. You are really setting the example!

153/500

Background:



Is this helpful? Yes No

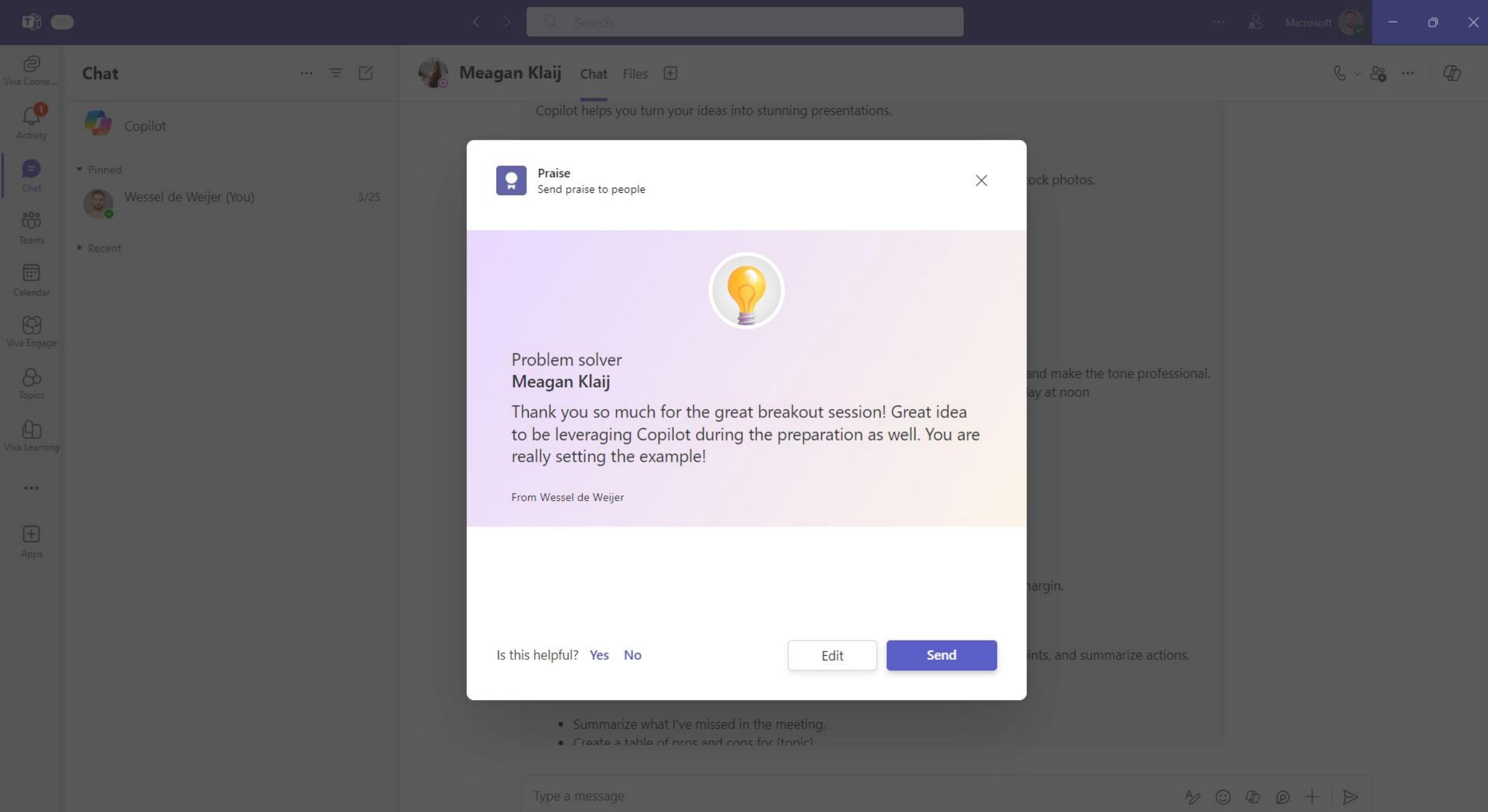
Preview

Send

- Summarize what I've missed in the meeting.
- Create a table of pros and cons for [topic]

Type a message







14,020 | Employee Signals: September 2023

Add a filter

Comparison: Company Average

[← Go back](#)

Comment Report

[... More](#)[Export & Share](#)[Copilot](#)

Overview

Comments

5,468 commenters (39% of responders)

16,465

↑ 2% vs Apr

Comment sentiment

Overall sentiment is somewhat positive (53%)



Vs Apr

Topics

These topics are mentioned most in the comments

Priorities (302) Culture (168) Communication (78)
Transparency (72) Loss of Knowledge (67)

[Explore more topics](#)

Question Stats

See the breakdown of comments by question

[Grid](#)

Top Questions by Volume

Career

1,610

Top Questions By Positive Sentiment

Team

1,610

Top Questions By Negative Sentiment

Career

1,610



14,020 | Employee Signals: September 2023

Add a filter

[← Go back](#)

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Career

Copilot Preview



Welcome to Copilot

Hi Carole, how can I help you get started?
Simply tell me what to do and I'll do it for you.
No need to hunt for commands or help articles.

[Learn more](#)

What is my team in North America saying?

Show teams with the highest score changes

Ask a work question or make a request

Send a message



14,020 | Employee Signals: September 2023

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[← Go back](#)

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[... More](#)

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Insights

aka.ms/CopilotDashboard

Viva Insights

Microsoft Copilot Dashboard

Readiness Adoption Impact Learning

Activate Copilot for Microsoft 365 for your organization

Any user with a prerequisite Office 365 or Microsoft 365 license can be assigned a Copilot license.

Copilot adoption rate

A donut chart with a blue center and a grey outer ring. The blue portion is labeled '64%' in white. Below the chart is a legend: a blue square for 'Active Copilot users' and a grey square for 'Copilot licensed employees with no activity'.

Category	Value
Active Copilot users	64%
Copilot licensed employees with no activity	36%

Copilot activation steps

Step	Count
Prerequisite licenses purchased	7,250
Copilot licenses purchased	4,660
Copilot licensed employees	3,541
Active Copilot users	2,267

Explore adoption

Glossary Share

How Copilot can transform your work

 Insights X

 aka.ms/CopilotDashboard ☆ ...

 Viva Insights 👤 ⚙️ 👤

 Viva

 Amplify

 Engage

 Goals

 Insights

 Learning

 Pulse

 Topics

Microsoft Copilot Dashboard

Readiness Adoption Impact Learning

How Copilot can transform your work

Assess how Copilot can bring value to Microsoft 365 app users in your organization.

Meetings ⓘ

Copilot helps users summarize key takeaways and action items.

7,067

Teams meeting users

What the research says
It's 3.8 times faster to summarize a meeting with Copilot than without Copilot.

Chats ⓘ

Copilot synthesizes key points and tasks from long chat threads.

7,143

Teams chat users

What the research says
86% of Copilot users say it's easier to catch up on what they missed in Teams.

Documents ⓘ

Copilot accelerates the creative process by drafting documents and presentations.

6,998

Office app users

What the research says
It's 1.7x faster to write a blog post with Copilot than without Copilot.

Emails ⓘ

Copilot helps users write more effective emails and quickly digest long threads.

7,139

Outlook email users

Search ⓘ

Copilot with Graph-grounded chat helps people find information faster.

5,961

Copilot search users

Insights

aka.ms/CopilotDashboard

Viva Insights

Microsoft Copilot Dashboard

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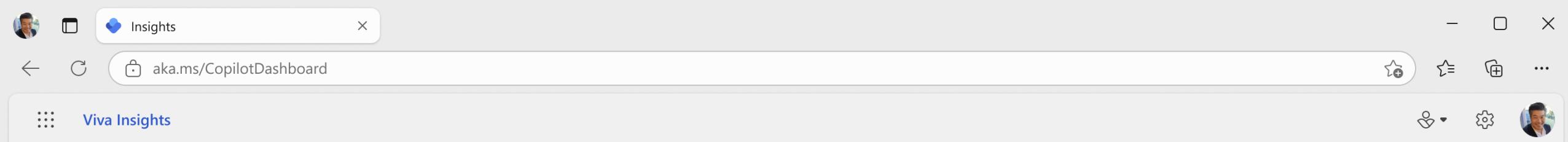
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Explore adoption

How Copilot can transform your work



Microsoft Copilot Dashboard

Glossary

Share ▾

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees. [i](#)

Readiness Adoption Impact Learning

Scope: [Your group](#) ▾

Organization (20) ▾

Job function (All) ▾

Time period: **28 days (Feb 1 - Feb 28)**

Copilot licensed employees

2,518

Active Copilot users

2,267

Adoption by group

Which groups are adopting Copilot the most quickly?





Microsoft Copilot Dashboard

Glossary

Share

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees. ⓘ

Readiness Adoption Impact Learning

Scope: Your group

Organization (20)

Job function (All)

Time period: 28 days (Feb 1 - Feb 28)

- Your company
- Cecil Fork's group
- Mona Kane's group
- David Power's group
- MJ Prices's group
- Kat Larsson's group
- Amanda Brady's group
- Miguel Silva's group
- [View 5 more](#)

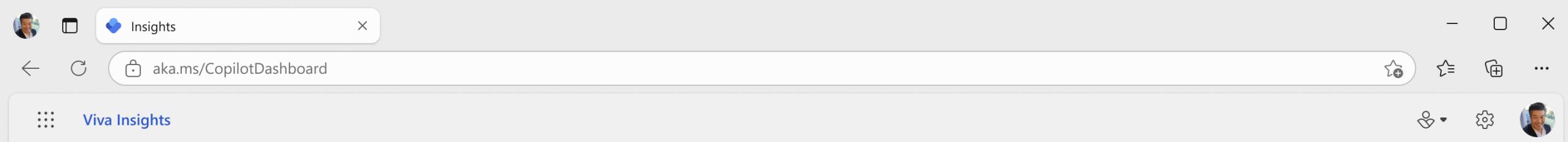
- Your group
-
- Ashley McCarthy's team
- Bryan Wright's team
- Celeste Burton's team
- Erik Nason's team
- Karin Blair's team

Active Copilot users

2,267

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Microsoft Copilot Dashboard

Glossary

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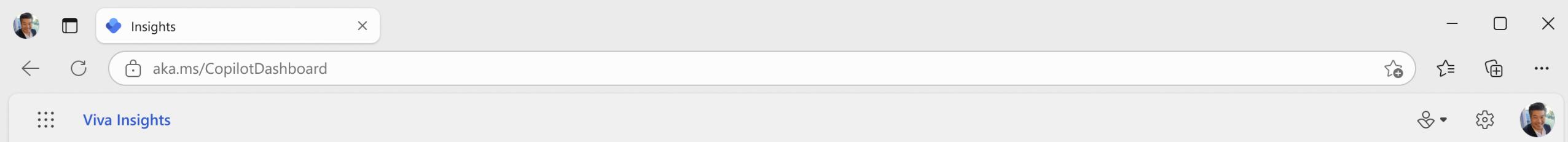
Readiness Adoption Impact Learning

Adoption by app

Which apps have the most Copilot usage?

Total number of active Copilot users ▾

Apps	App totals	Cecil F.	Mona K.	David P.	MJ P.	Kat L.	Amanda B.	Miguel S.
Group totals	7,696	1,488	1,267	1,208	1,115	960	896	762
> Teams	1,925	350	316	300	272	249	238	200
> Outlook	1,612	339	263	259	214	200	187	150
> Word	1,320	290	210	200	185	173	160	102
> PowerPoint	938	171	168	150	157	105	92	95



Microsoft Copilot Dashboard

Glossary

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Readiness Adoption Impact Learning

Adoption by app

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Total number of active Copilot users



Apps ↑	App totals	Cecil F. ↑	Mona K. ↑	David P. ↑	MJ P. ↑	Kat L. ↑	Amanda B. ↑	Miguel S. ↑
Group totals	7,696	1,489	1,267	1,208	1,115	960	896	762
Teams	1,925	350	316	300	272	249	238	200
Summarize meetings	1,511	320	280	213	224	172	152	150
Summarize chats and channel conversations	1,098	220	207	188	194	114	77	98
Rewrite messages	825	200	156	132	109	106	66	56

Insights

aka.ms/CopilotDashboard

Viva Insights

Microsoft Copilot Dashboard

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees. [i](#)

Readiness Adoption Impact Learning

	Summarize presentations	354	93	42	54	39	54	30	37
▼	Excel	936	170	160	150	155	103	90	90
	Analyze data	354	93	42	54	44	54	30	37
	Calculate formula column	354	93	42	54	44	54	30	37
	Format data	354	93	42	54	44	54	30	37
	Copilot Chat	983	168	150	149	132	130	129	125

Viva Insights

Learn about how your privacy is protected.

Glossary Share ▾

Viva Insights

Learn about how your privacy is protected.

Is this helpful? Yes No



Microsoft Copilot Dashboard

Glossary

Share

Your company: This data represents 2,518 (71%) of 3,541 Copilot users.

Readiness Adoption Impact Learning

Summarize presentations	354	93
Excel	936	17
Analyze data	354	93
Calculate formula column	354	93
Format data	354	93
Copilot Chat	983	16

Glossary

Active Copilot users

The number of users who used Copilot at least once in any of the following Microsoft 365 app in the given time period. These apps are: Microsoft Teams, Microsoft Outlook, Microsoft Office, and Microsoft Copilot.

Attended meetings

The number of meetings users attended in Teams which had two or more attendees.

Chat conversation summaries created by Copilot

The number of times users summarized chats and channel conversations in Teams using Copilot.

Chat conversations summarized by Copilot

The number of chats and channel conversations summarized by Copilot.

Chat message drafts composed using Copilot

The number of chat and channel message drafts created in Teams using Copilot.

Chats sent

The number of chat messages sent by users using Copilot.

Conflicting meeting hours

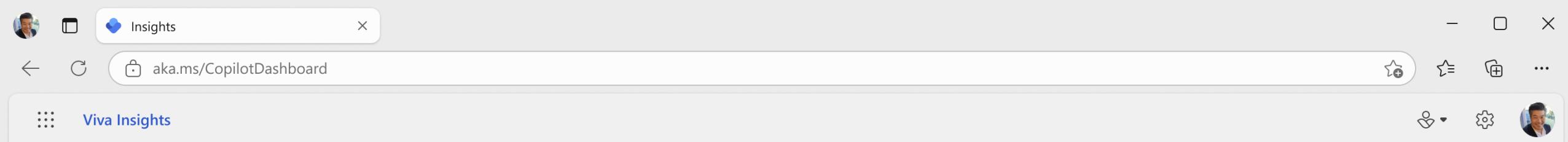
The number of meeting hours where users had overlapping meetings on their calendar. The count includes only the amount of time that overlaps.

Done

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Is this helpful? Yes No



Microsoft Copilot Dashboard

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees. ⓘ

Readiness Adoption **Impact** Learning

Scope: Your group

Organization (All)

Job function (All)

Time period: 28 days (Feb 1 - Feb 28)

Active Copilot users

2,267

Copilot actions taken

80,411

Copilot assisted hours ⓘ

13,949

Highlights

Meetings

94,452

Meetings summarized by Copilot

77,607

Meeting hours summarized by Copilot

43,354

Meeting hours summarized by Copilot

Email

40,890

Emails sent using Copilot

119,984

Email thread summaries created by Copilot

86,435

Emails drafts using Copilot



Microsoft Copilot Dashboard

Glossary

Share ▾

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[Explore more](#)

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Emails drafts using Copilot

[Explore more](#)

Teams Chat

7,265

Chat conversations summarized by Copilot

Documents

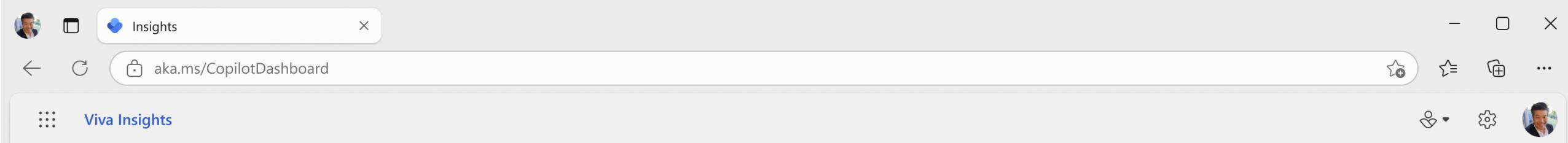
175,361

Document creation actions using Copilot

82,102

...

...



Meetings

This data represents 2,518 (71%) of 3,541 Copilot licensed employees. ⓘ

Scope: Your group

Organizations (20)

Job function (All)

Time period: 28 days

Comparison between groups

Preview

Copilot metrics

Behavioral metrics

Group 1

Group (All)

Organization (20)

Job function (All)

Copilot licensed employees: 4,500 ⓘ

Group 2

Group (All)

Organization (20)

Job function (All)

Copilot licensed employees: 4,500 ⓘ

Compare groups

Number of Copilot licensed employees
who match the selected filters.

Metric name

Group 1 (Total)

Group 2 (Total)

% Difference (Per user per month)

Meetings summarized by Copilot

4

2

Group 2 is 50% lower

Meeting hours summarized by Copilot

15

10

Group 2 is 33% lower

Meeting summaries created by Copilot

4

4

No difference

Insights

aka.ms/CopilotDashboard

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Engage

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Insights

Learning

Pulse

Topics

Back to Impact

View glossary

Share

Meetings

This data represents 2,518 (71%) of 3,541 Copilot licensed employees. ⓘ

Scope: Your group ▾ Organizations (20) ▾ Job function (All) ▾

Time period: 28 days

Metric comparison between Copilot and non-Copilot users

Metric: Meeting hours ▾ View by: Job function ▾

The chart displays meeting hours per person for two groups across seven job functions. A callout bubble highlights the data for the Design job function.

Job Function	Non-Copilot users (2,535)	Active Copilot users (696)
Engineering	~4.0	~3.0
Design	~4.3	~2.9
Legal	~2.4	~2.9
Product	~4.0	~3.2
Marketing	~4.3	~3.1
Sales	~3.2	~2.4
Support	~2.8	~0.9

Meeting hours: 3 hours per person
Active Copilot users: 75

Non-Copilot users (2,535) Active Copilot users (696)

[← Back to Impact](#)[View glossary](#)[Share](#) ▾

Meetings

This data represents 2,518 (71%) of 3,541 Copilot licensed employees. ⓘ

Scope: Your group ▾

Organizations (20) ▾

Job function (All) ▾

Time period: 28 days

...

More insights coming soon



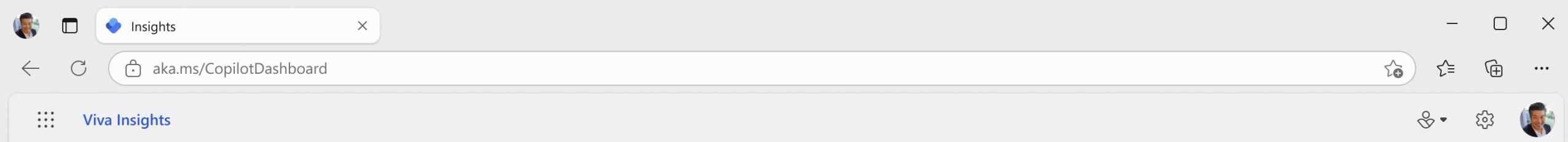
Before and after Copilot use

Measure changing behaviors and new working patterns since introducing Copilot.



Time series and trendlines

Track Copilot adoption across the organization, its impact, and various trends over time.



Microsoft Copilot Dashboard

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees. [\(i\)](#)

Readiness Adoption **Impact** Learning

Meetings

94,452

Meetings summarized by Copilot

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[Explore more](#)

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[Explore more](#)

Teams Chat

7,265

Chat conversations summarized by Copilot

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Documents

175,361

Document creation actions using Copilot

22,102



Viva Insights



Viva



Amplify



Engage



Goals



Copilot



Copilot



Copilot



Copilot

Microsoft Copilot Dashboard

Glossary

Share

Your company: This data represents **2,518** (71%) of **3,541** Copilot licensed employees.

Readiness Adoption **Impact** Learning

...

Employee sentiment about Copilot

Score	Question	Favorability*	Favorability benchmark*
80	Quality Copilot helps improve the quality of my work or output	80%	68%
88	Effort Using Copilot helps me spend less mental effort on mundane or repetitive steps	88%	71%
84	Speed Copilot allows me to complete tasks faster	91%	73%
72	productive When using Copilot I am more productive	78%	70%

*Benchmark results are based on a worldwide survey of Copilot users by Microsoft. [Learn more](#)



Microsoft Copilot Dashboard

Glossary

Share ▾

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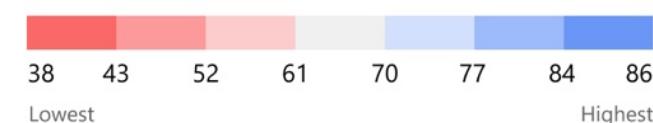
Readiness Adoption **Impact** Learning

Sentiment results by group

Explore the breakdown of sentiment across organizational attributes.

	All	Marketing	Sales	Finance	Human resources	Engineering	Legal
Respondents	1,516	253	146	226	268	384	239
Quality	71	51	69	70	71	75	75
Effort	76	38	71	77	77	81	81
Speed	69	62	67	68	67	67	67
Productive	66	61	66	65	61	69	69

Scores



Microsoft Copilot Dashboard

Readiness Adoption Impact Learning

Get started with Microsoft Copilot

Find all the Microsoft Copilot for Microsoft 365 documentation.

Learn how Microsoft integrates security and privacy into Copilot

Get an overview about how Copilot uses and protects organizational data.

Explore how Copilot works with Microsoft Mechanics

Watch detailed explanations of Copilot for Microsoft 365 and see it in action.

Accelerate your rocket launch to Copilot with Microsoft Viva



Readiness



Adoption



Measurement



Start with a free Viva trial!