



Copilot

What's New

Agenda

- Ads, Ads, Ads
- **Expanded capabilities**
 - Copilot with Graph-grounded chat in Outlook
 - Use local files to ground Copilot prompts
 - Create and consume Word documents more efficiently with Copilot
 - Generate multiple formula columns with Copilot in Excel
 - Fine-tune prompts with Notebook in Copilot with commercial data protection
 - Securely access Copilot web chat in the Copilot mobile app
- **Expanded access and management**
 - App Assure now supports Copilot customers transitioning to monthly updates
 - Support for new languages in Copilot for Microsoft 365
 - Improve Copilot skills with Copilot Academy in Viva Learning
 - Manage Copilot availability in Teams meetings
 - Restricted SharePoint Search now in Public Preview

Michael Plettner

Managing Partner @ in2success GmbH




<https://bio.link/plemich>

TALK
Microsoft 365

 Microsoft Teams
User Group Germany



Ad: Talk Microsoft 365

- <https://talkm365.net> |  @talkm365
- Talk about Microsoft 365 topics
- Stream and Videos
 - <https://youtube.talkm365.net>
 - LinkedIn
- Podcasts
 - Podcast e.g. via Spotify, Apple Podcasts, etc.
[Talk Microsoft 365 \(letslisten.fm\)](https://letslisten.fm/talk-microsoft-365)



Ad: Decode AI

- Ralf Richter and I talk about AI topics
- With guests
- German and English
- Available: Wherever podcasts are available



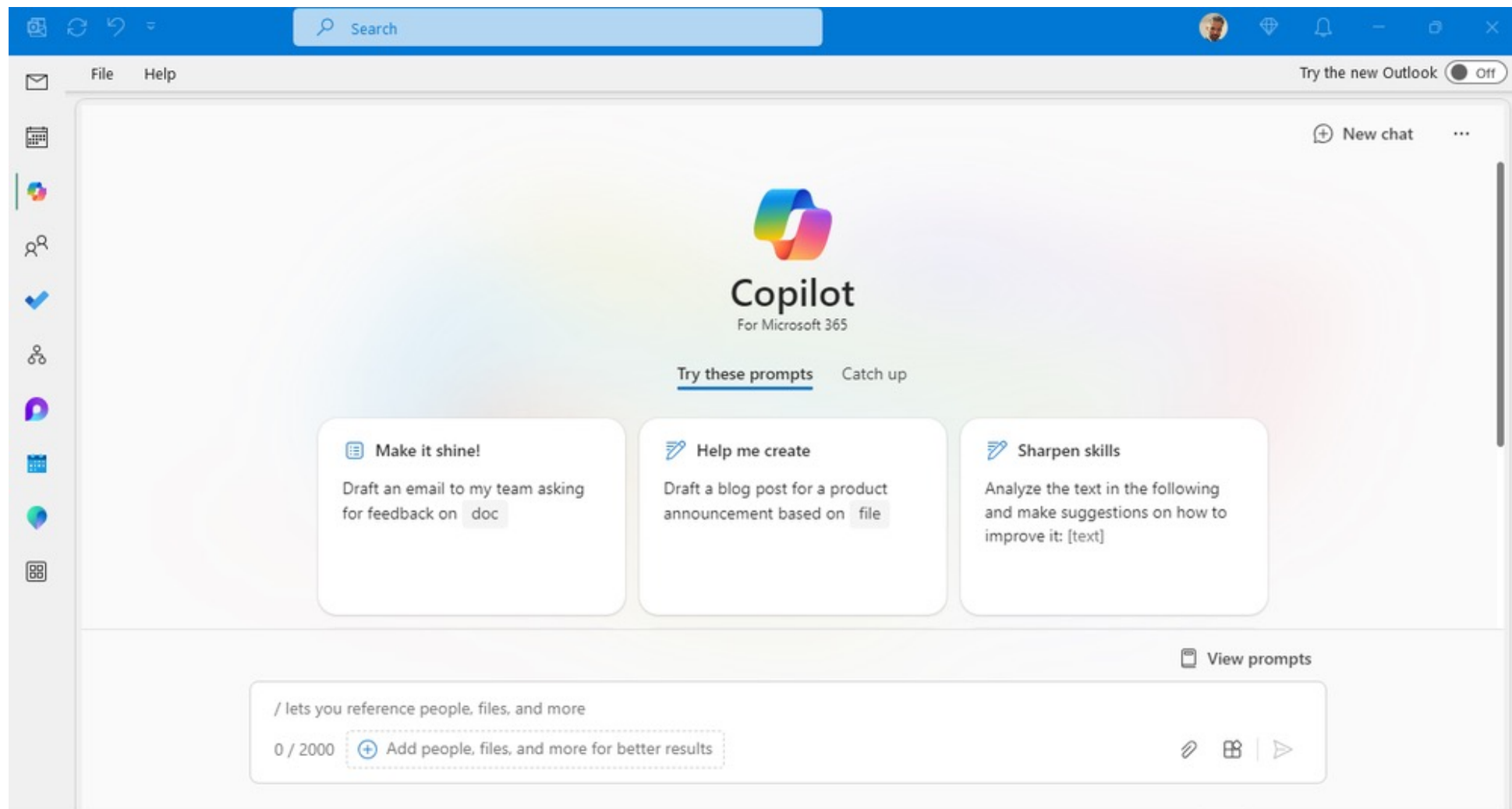
Ad: Next Events

- What's New in Microsoft Teams - 08.05. ([LINK](#))
- Exchange User Group – 23.05. ([LINK](#))
 - Talk 1: Exchange Server Servicing, Thomas Stensitzki
- OKRvolution – 05.06. ([LINK](#))
 - Online with OKR Master Erno Marius
- Weekly: Power Atelier ([LINK](#))

Expanded Capabilities



Copilot with Graph-grounded chat now available in Outlook

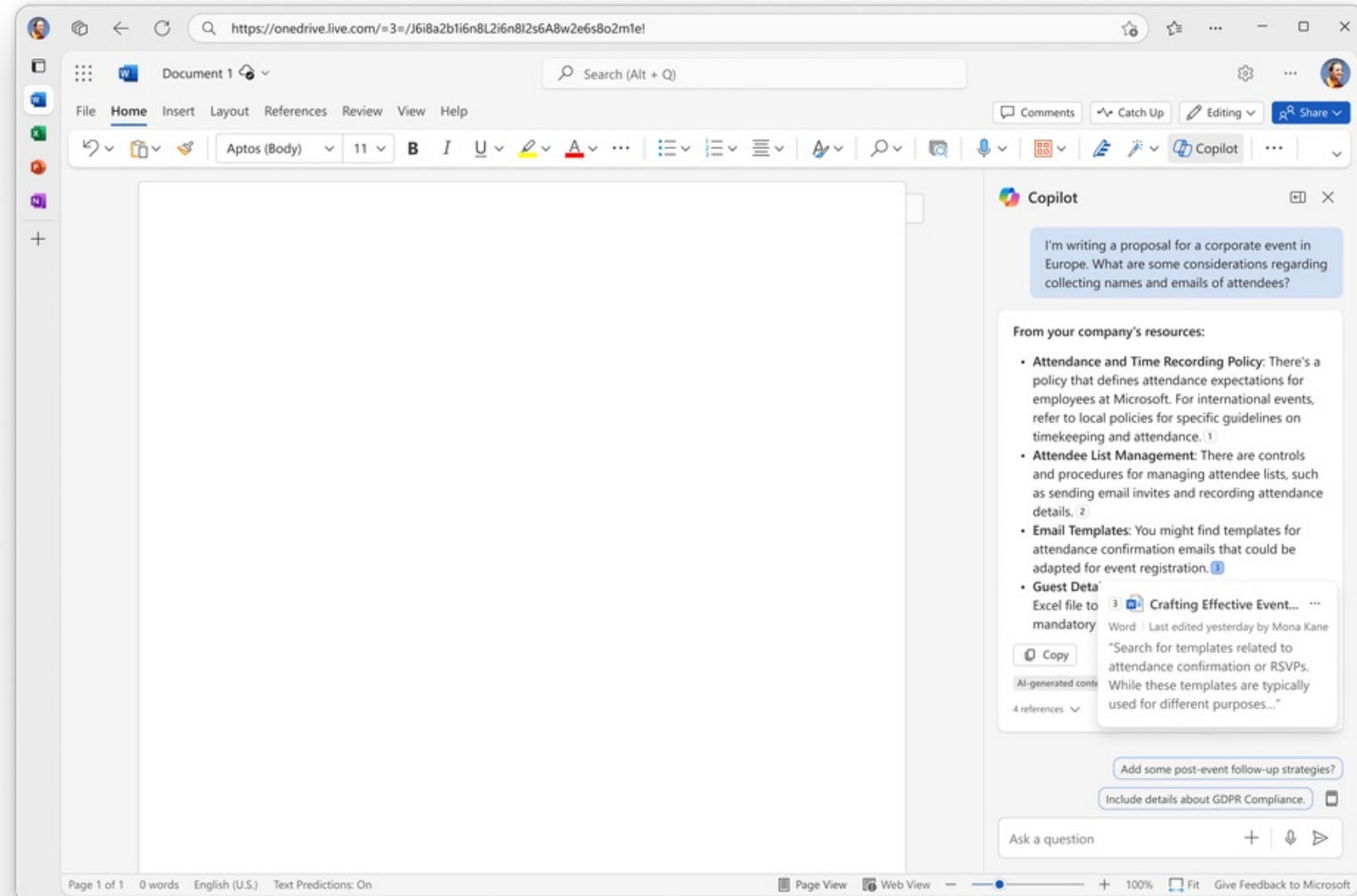


Use local files to ground Copilot prompts

- [Using Copilot to reason across your work data](#)
- [ground your prompts in specific files stored in One Drive or SharePoint](#)
- In May, add the ability to ground your prompts in local files
- And for files stored in the OneDrive and SharePoint, you'll soon be able to simply copy and paste file links to ground prompts for even richer conversations with Copilot.

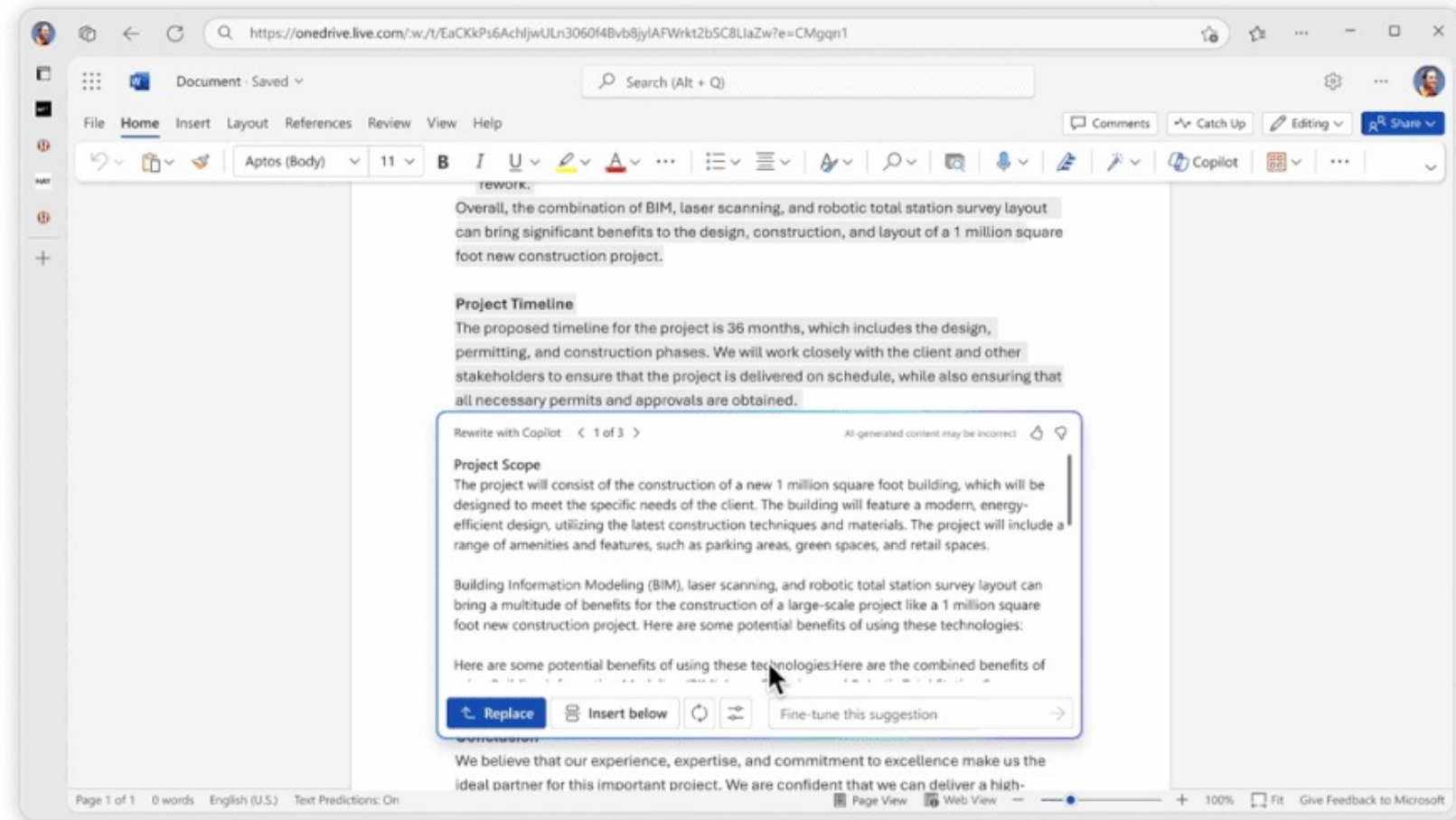
Create and consume Word documents more efficiently with Copilot

- Ask Copilot a question in Word chat, an answer will be generated using the rich, people-centric data and insights in the Microsoft cloud and Microsoft Graph.



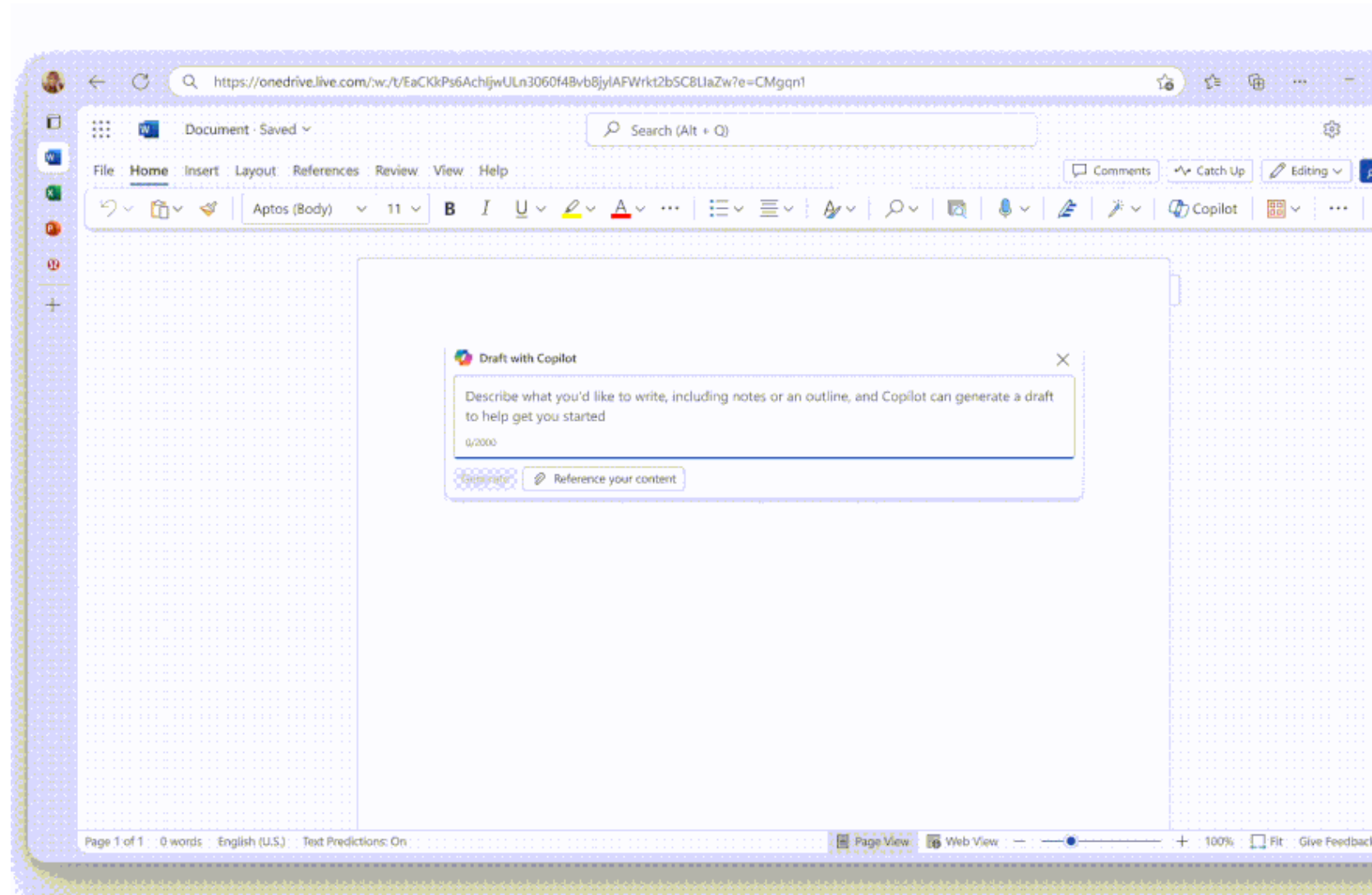
Create and consume Word documents more efficiently with Copilot

- When you use the [Rewrite feature in Copilot](#), now you can fine-tune a specific section of the document



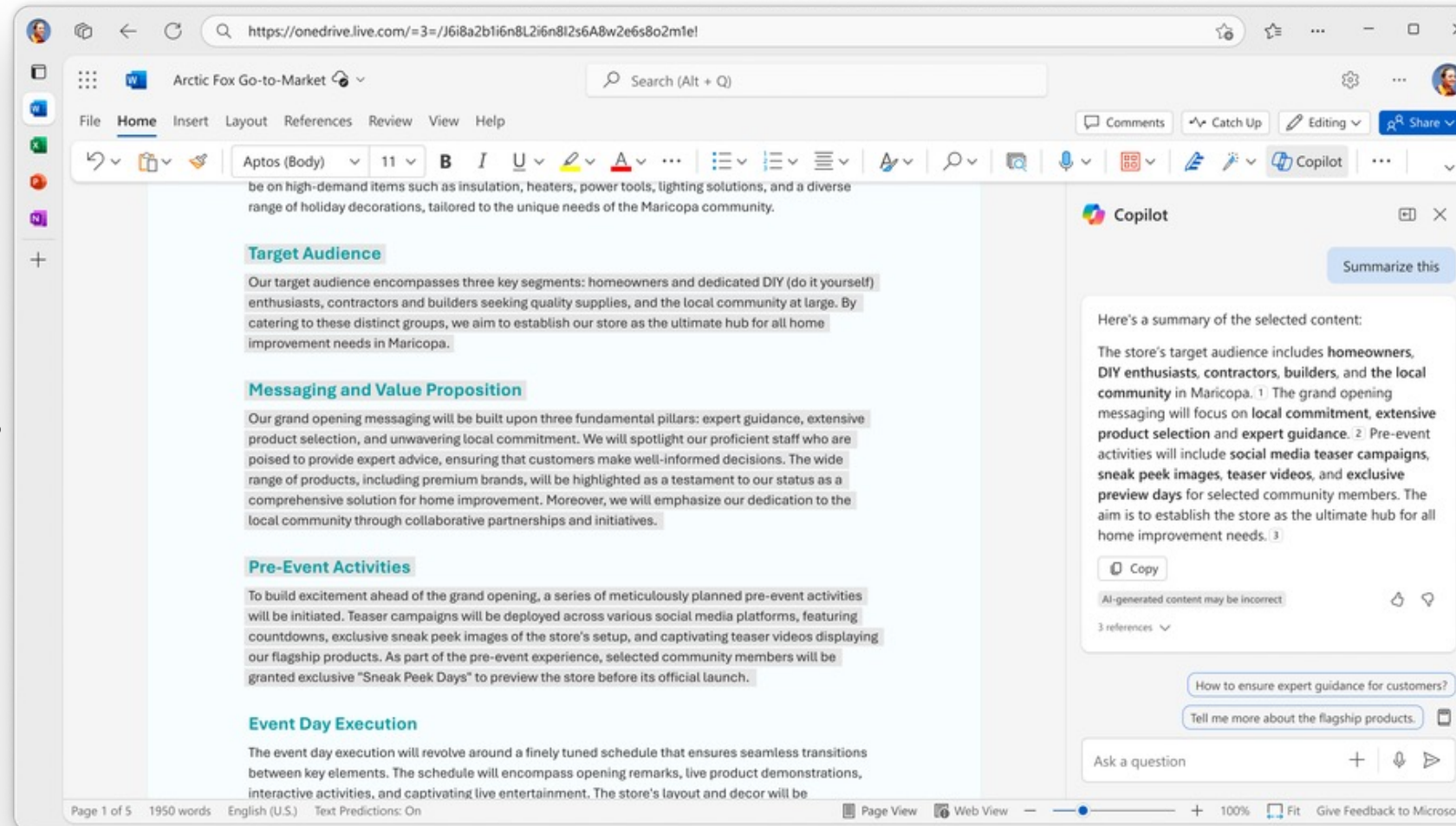
Create and consume Word documents more efficiently with Copilot

- You can use [Draft with Copilot](#) to reference files that are marked with sensitivity labels to create a new document draft, and the sensitivity label of the referenced file will be automatically applied to the new draft.



Create and consume Word documents more efficiently with Copilot

- Copilot can create summaries of selected text. Simply select the text block you want summarized and ask Copilot to provide a summarized version you can share in other documents or email. This is available in Word for web now.



Create and consume Word documents more efficiently with Copilot

- Beginning in May, if you are using Copilot in Word to draft a document, you can [copy and paste a link of a supported file as a reference into Draft with Copilot](#), instead of searching for it in the file reference menu.

Generate multiple formula columns with Copilot in Excel

Generating multiple formula columns from a single prompt

Create complex formula columns

The screenshot shows an Excel spreadsheet with a table containing product data. The Copilot sidebar on the right is active, showing a generated formula for calculating inventory. The formula is as follows:

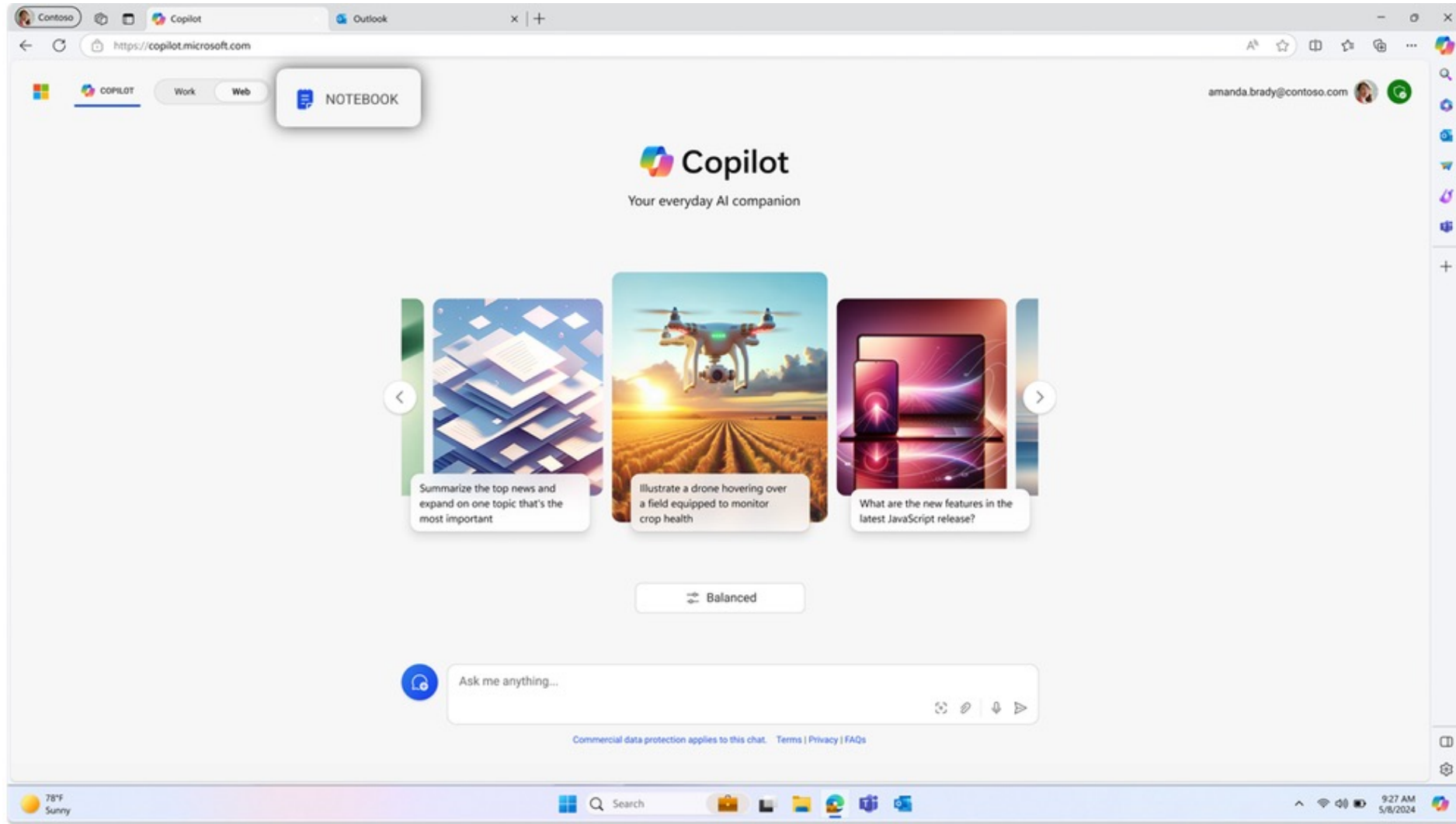
```
=SUMPRODUCT((10/PRODUCT.ID))  
"like inventory"  
=SUMPRODUCT(10/PRODUCT.ID, "like inventory")  
=SUMPRODUCT(10/PRODUCT.ID, "like inventory")
```

The sidebar also includes a section for "Finishing up..." with a "Stop generating" button.

Securely access Copilot web chat in the Copilot mobile app

- When you sign into a work account [eligible license](#), Copilot (formerly Bing Chat Enterprise) automatically adds [commercial data protection](#) at no additional cost.
- IT admins can manage the Copilot mobile app with Microsoft Intune.
 - Learn more about [Copilot on mobile](#).

Fine-tune prompts with Notebook in Copilot with commercial data protection



Expanded access and management



App Assure now supports Copilot customers transitioning to monthly updates

- Starting today Microsoft's [App Assure](#) program now supports Copilot for Microsoft 365 customers moving to a [monthly update channel](#), at no additional cost. As more organizations adopt Copilot, they're moving to a monthly update channel for Microsoft 365 Apps.
- The App Assure program underscores our commitment to delivering a seamless experience offering app compatibility assistance across line of business applications, third-party software, and Microsoft's products: macros, add-ins, and drivers. For third-party apps, App Assure will work directly with qualified participants to resolve app compatibility issues. [Register for app assure today.](#)

Support for new languages in Copilot for Microsoft 365

- Arabic, Chinese Traditional, Czech, Danish, Dutch, Finnish, Hebrew, Hungarian, Korean, Norwegian, Polish, Portuguese (Portugal), Russian, Swedish, Thai, Turkish and Ukrainian over March and April. Copilot is already supported in the following languages: English (US, GB, AU, CA, IN), Spanish (ES, MX), Japanese, French (FR, CA), German, Portuguese (BR), Italian, and Chinese Simplified

Improve Copilot skills with Copilot Academy in Viva Learning

Viva Learning Home My Learning **Microsoft Copilot Academy** Manage

Search Learning

Welcome to Microsoft Copilot Academy

Serena
Product Designer

04 Assigned to you
1 due this week

02 Recommended to you
From your network

Curated for you
By your academy

Featured

Kickstart a presentation with Copilot
Module | 1m

Curated for you

Meet Copilot (7) Intro to prompts (8) Save time (5) Create & transform (6) Collaborate & engage (5) Put it together (4) Admins - Meet Copilot (7)

This learning path will help you get started with Copilot. Find out what it can do, learn about privacy and security features in Copilot, and get started with creating your first Copilot prompt.

2 out of 7 completed Great going! Continue to make progress on your learning.

Start your Copilot journey 1 Item | 7m

Introducing Microsoft Copilot
Microsoft 365 Training
New to Microsoft Copilot? Begin here. Learn more about Microsoft Copilot and how to get started.
★★★★★ (889 ratings) | 903 views | Module | English (United States) | Completed

Copilot and your data 2 Items | 2m

Microsoft 365 Copilot: Security & Privacy
Microsoft 365 Training
Learn more about Microsoft 365 Copilot and its comprehensive approach to enterprise-grade security, compliance, privacy, identity and responsible AI.
★★★★★ (456 ratings) | 532 views | Module | English (United States) | Completed

Responsible AI
Microsoft 365 Training
Learn about Microsoft's commitment to responsible AI and the principles it uses as the foundation.
★★★★★ (22 ratings) | 63 views | Module | English (United States) | Mark complete

Start your chat 1 Item | 4m

Start chatting with Microsoft Copilot
Microsoft 365 Training
Learn how to ask questions about your work content to get relevant answers from Copilot.
★★★★★ (1.6k ratings) | 2.9k views | Module | English (United States) | Mark complete

Put it in practice 1 Item | 1m

Try Copilot for Microsoft 365
User Generated Content | Web link
Now that you know a little more about Copilot for Microsoft 365, give it a try—ask a question about your work and see what it can do for you.
★★★★★ (2.1k ratings) | 2.7k views | URL | English (United States) | Mark complete

Resources 2 Items | 40m

Dive deeper into your learning journey with these additional resources.

Empowering responsible AI practices
User Generated Content | Web link
Find out what principles Microsoft has defined to help empower responsible AI practices and development.
★★★★★ (777 ratings) | 982 views | URL | English (United States) | Mark complete

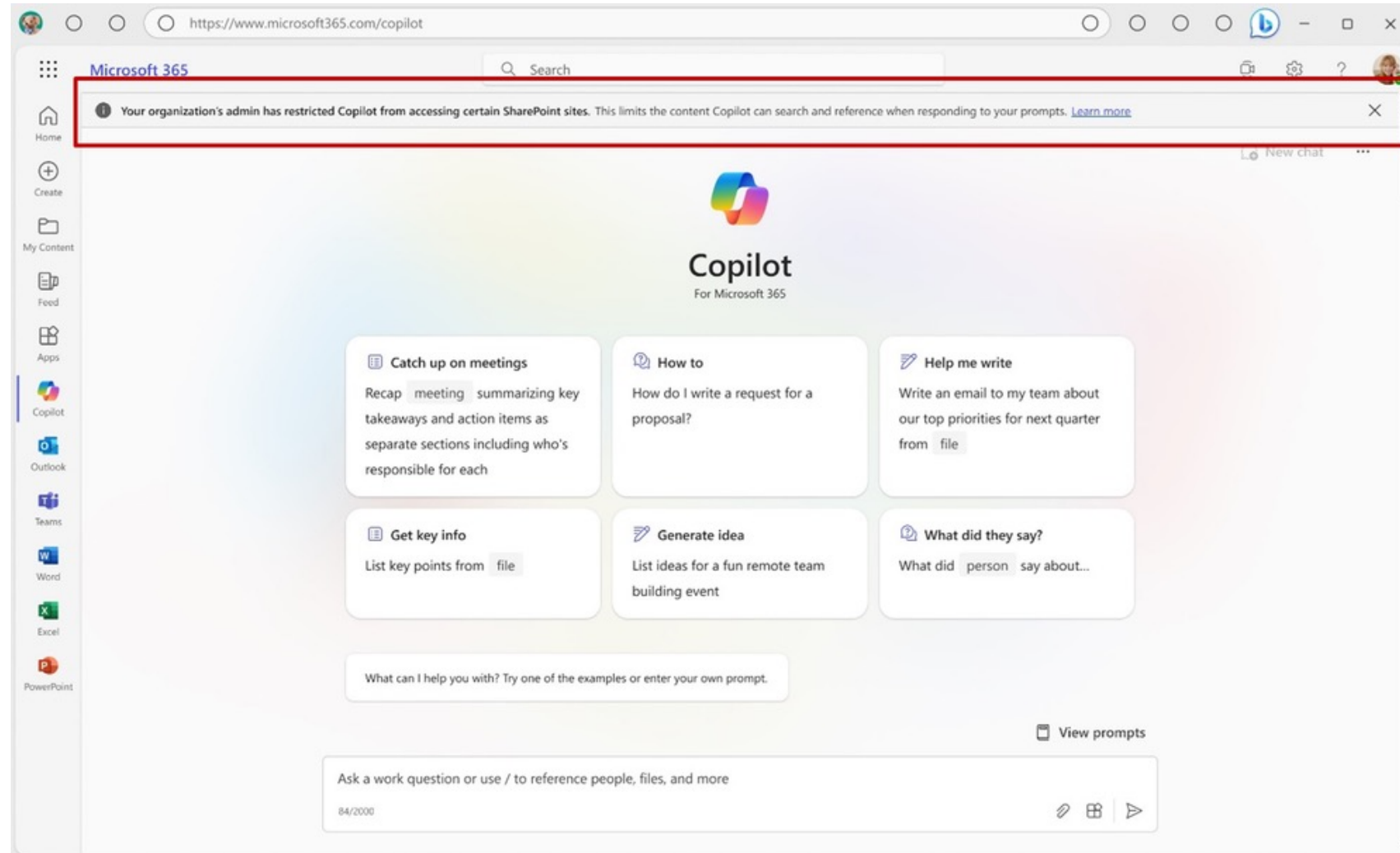
Explore generative AI with Copilot in Bing
Microsoft Learn
Interact with Copilot in Bing to learn about the capabilities of generative AI. Bring your personal creativity and passion to dream up a novel destination and create the content to help tell its story.
★★★★★ (589 ratings) | 897 views | Module | English (United States) | Mark complete

Manage Copilot availability in Teams meetings

- If you're a Microsoft 365 admin, now you can [manage Copilot availability in the Teams admin center](#). Either select an existing policy or create a new one, and then select **On** or **On only with retained transcript** from the dropdown for the Copilot setting: When you select On and a meeting organizer with this policy creates a meeting or event, then the Copilot option is set so it is available Only during the meeting. The meeting organizer can change this value to During and after the meeting.

Restricted SharePoint Search now in Public Preview

- [Restricted SharePoint search](#) began rolling out in public preview for Copilot for Microsoft 365 customers earlier this month. If you're a Microsoft 365 admin, this enables you to review your content management and data governance practices without losing momentum with your Copilot deployment. You can disable organization-wide search to restrict both enterprise search and Copilot experiences in the SharePoint sites of your choice. Restricted SharePoint search will be generally available in May 2024. To follow the status of the rollout, please check the public [roadmap](#).



From the meeting

Reference Links / additional sources

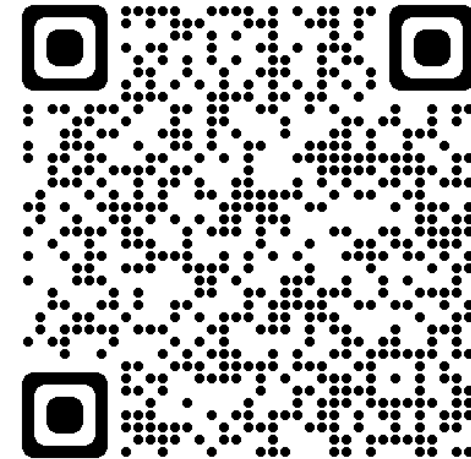
- What's New in Copilot | April 2024
 - <https://techcommunity.microsoft.com/t5/copilot-for-microsoft-365/what-s-new-in-copilot-april-2024/ba-p/4123808>

Thank you! – Lets connect



Michael Plettner

Co-Founder, CEO und Managing
Consultant bei in2success GmbH



<https://twitter.com/plemich>