



Copilot

What's New

Agenda

- Ads, Ads, Ads
- **Admin and management capabilities**
 - Expanded availability of Copilot for Microsoft 365
 - Copilot adoption trends with Viva Insights
 - Company's use of Copilot with Viva Insights
 - Copilot Deployment Kit in Viva Amplify
 - Copilot for Sales plugin
 - Copilot Academy in Viva Learning
 - AMA session for Copilot in Outlook
- **End-user capabilities**
 - Rewrite SharePoint pages with Copilot in SharePoint Text v1
 - Microsoft Designer in Copilot
 - Copilot in Teams
 - Copilot in Word
 - Copilot in PowerPoint
 - Copilot in Excel
 - Copilot-assisted Loop page creation

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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
- English
- Available: Wherever podcasts are available



Ad: Next Events (German)

- Global AI Community Germany - 04. July - ([LINK](#))
 - Responsible AI und der AI Act
- What's New in Microsoft Teams - 10. July - ([LINK](#))
- Global AI Community Germany - 16. July - ([LINK](#))
 - Open AI, Copilot Studio und Azure Safety API

Admin and Management capabilities



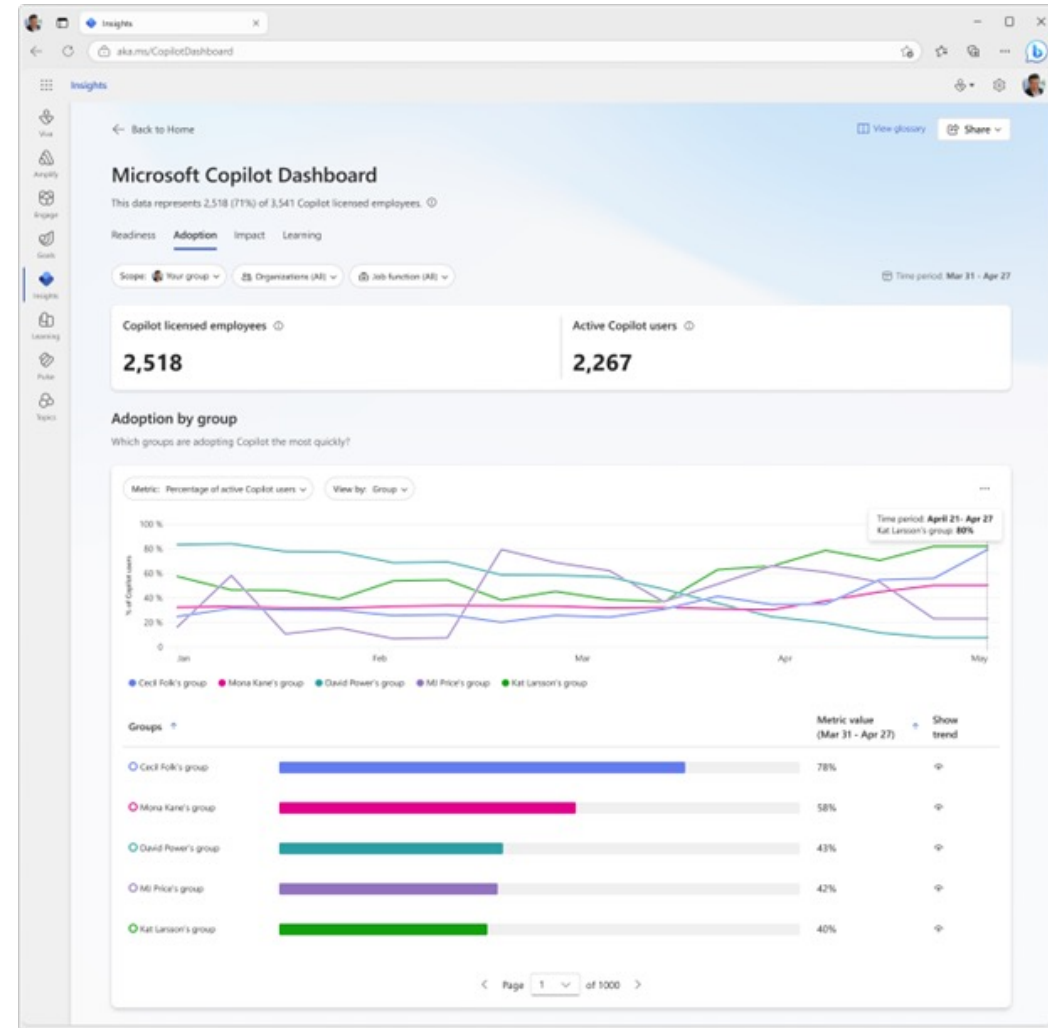
Expanded availability of Copilot for Microsoft 365

Copilot for Microsoft 365 can now be purchased as an add-on to the following plans:

- Microsoft 365 Apps for business and enterprise
- Microsoft Teams Essentials, Enterprise, and EEA
- Exchange Kiosk, Plan 1, and Plan 2
- SharePoint Plan 1 and Plan 2
- OneDrive for Business Plan 1 and Plan 2
- Microsoft Planner Plan 1 (formerly Project Plan 1)
- Microsoft Project Plan 3 and Plan 5
- Project Online Essentials
- Visio Plan 1 and Plan 2
- Microsoft ClipChamp

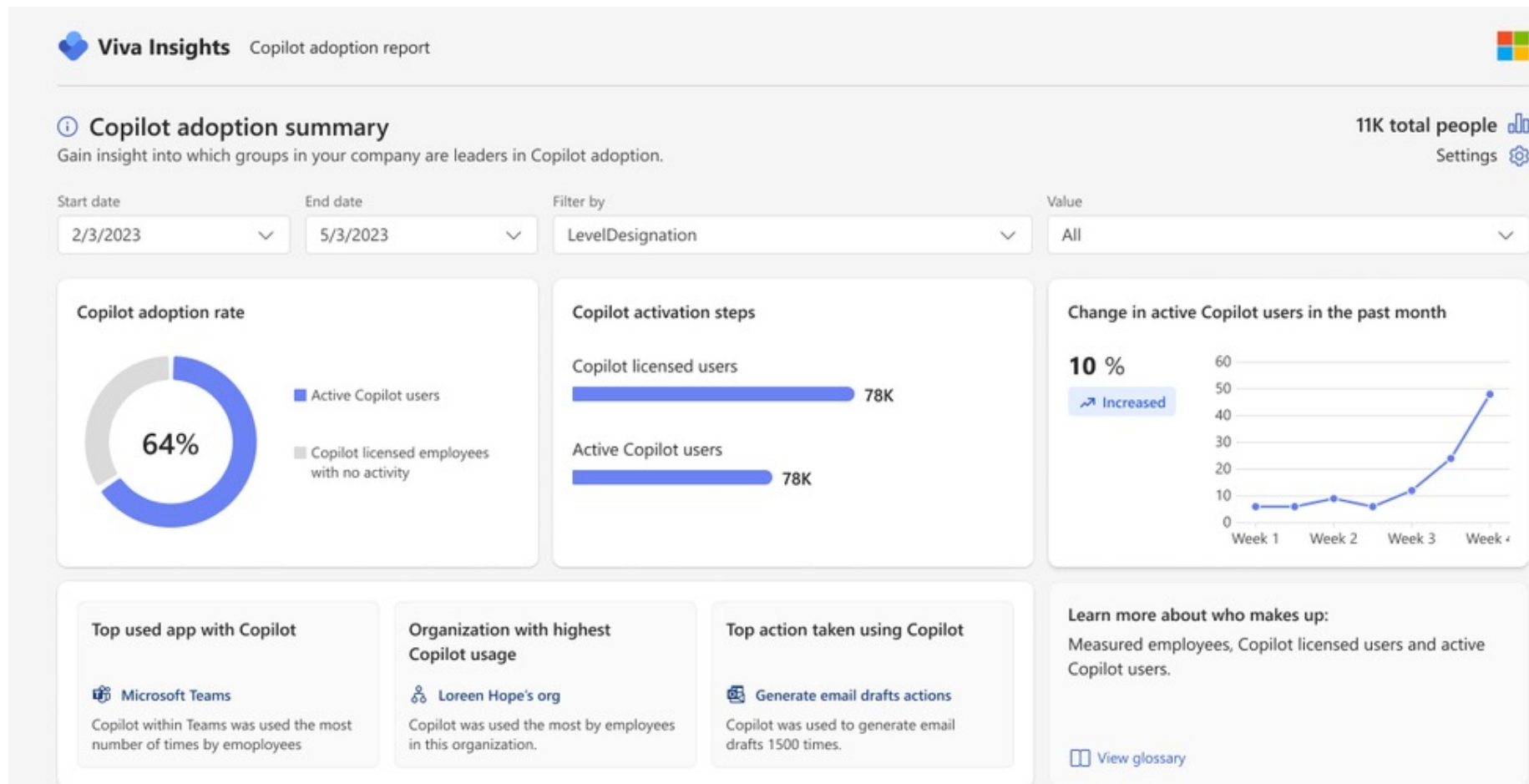
Review Copilot adoption trends with Viva Insights

- The new Adoption page trendline shows Copilot adoption trends
- across the trailing six months
- filterable by either number of Copilot active users
- % of active Copilot users
- number of Copilot licensed employees
- or % of Copilot licensed employees
- Six-month lookback trendline views will be available in July.



Gain more understanding of your company's use of Copilot with Viva Insights

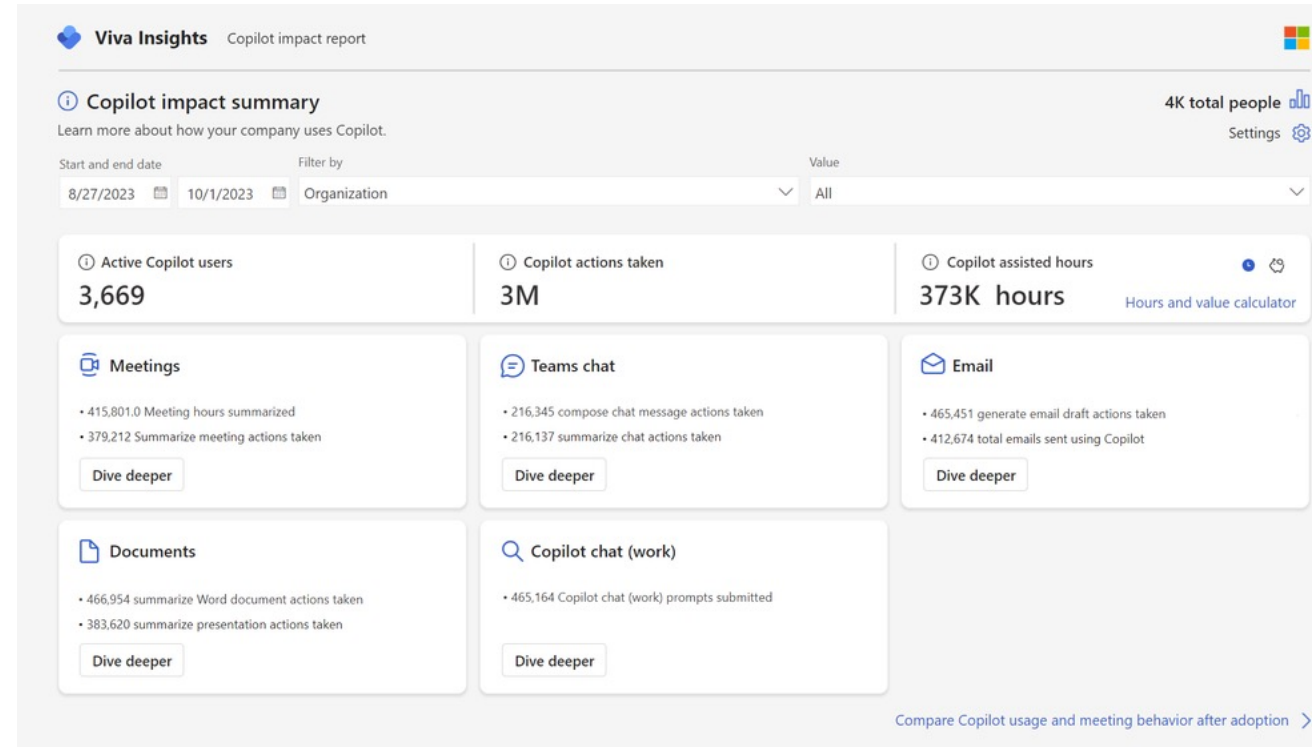
- new Copilot Adoption PBI template
- available now from analyst workbench in Viva Insights.



How does Copilot usage compare across apps? >

Gain more understanding of your company's use of Copilot with Viva Insights

- areas of Copilot impact on your organization's behavioral data, including
- dynamic date slicer
- Copilot assisted hours and value calculator
- group comparisons
- and the ability to customize active usage definitions.

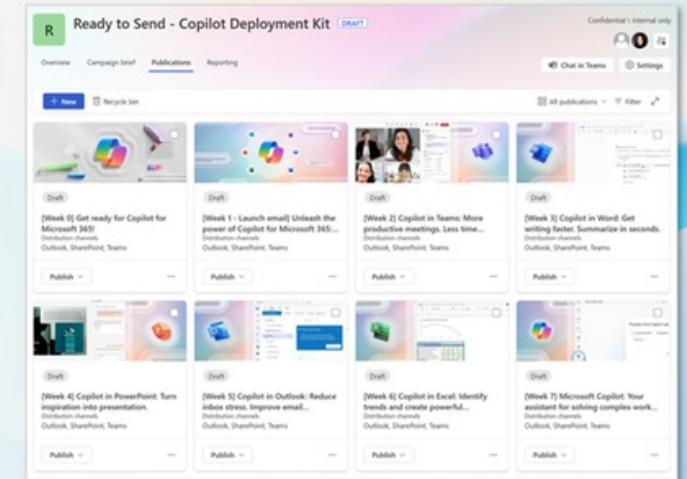


Drive awareness and adoption with the Copilot Deployment Kit in Viva Amplify

- [Copilot Deployment Kit](#)
- Eight pre-drafted communications and campaign briefs

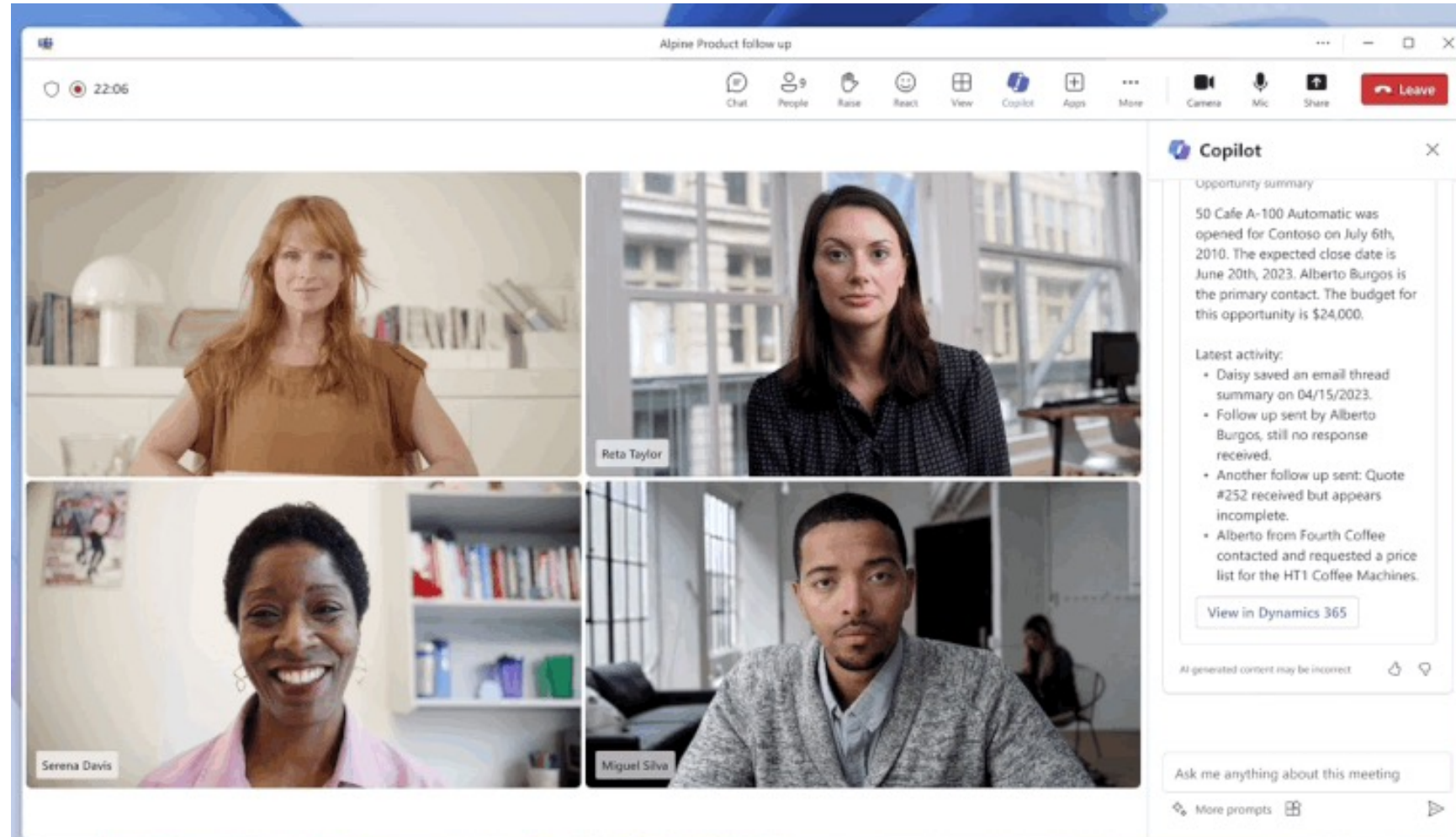


General availability of Copilot Deployment Kit in Viva Amplify



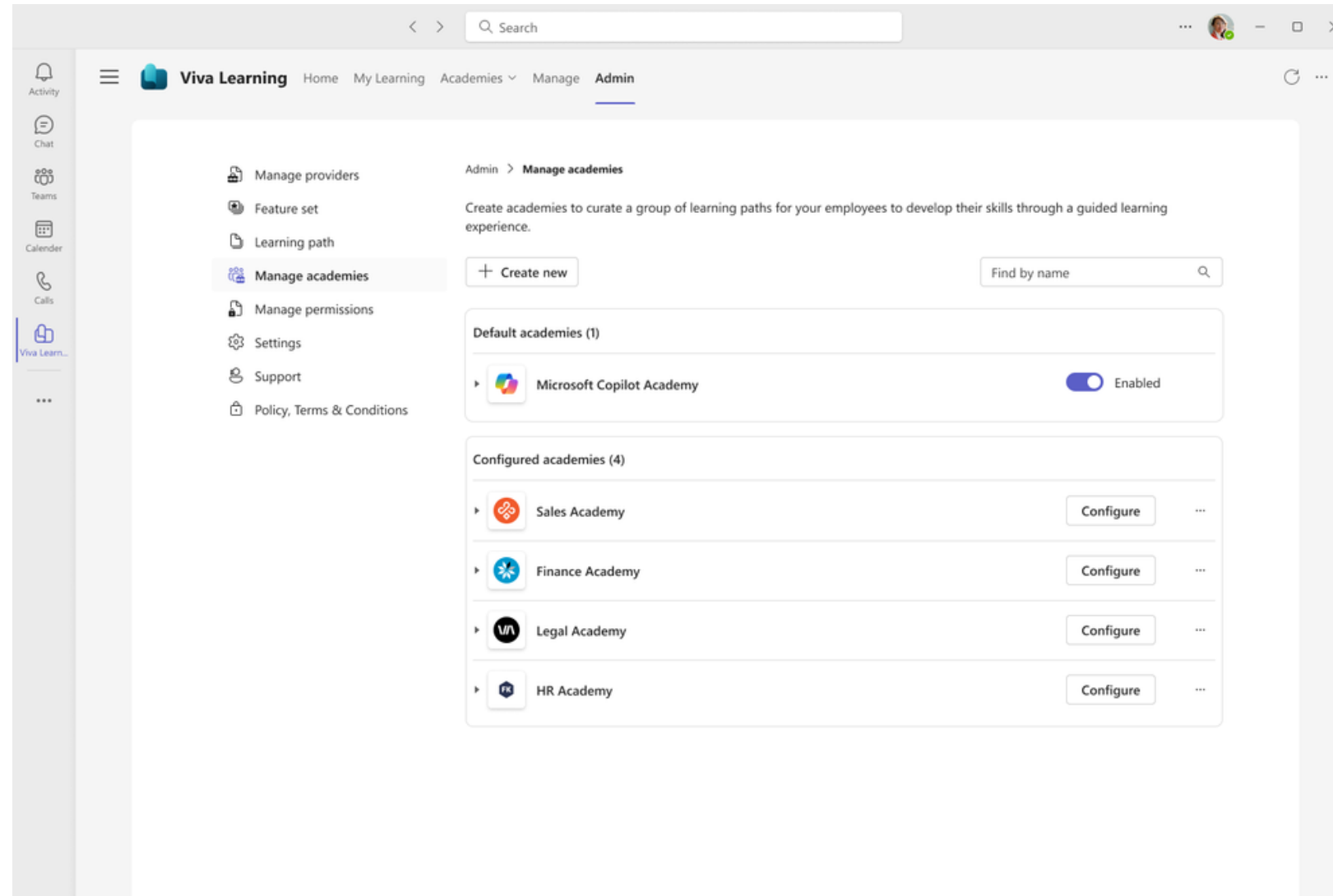
Extend Copilot in Teams meetings capabilities with a Copilot for Sales plugin

- [Rolling out in June](#)
- suggest dynamic prompts for querying account information (based on names or information)



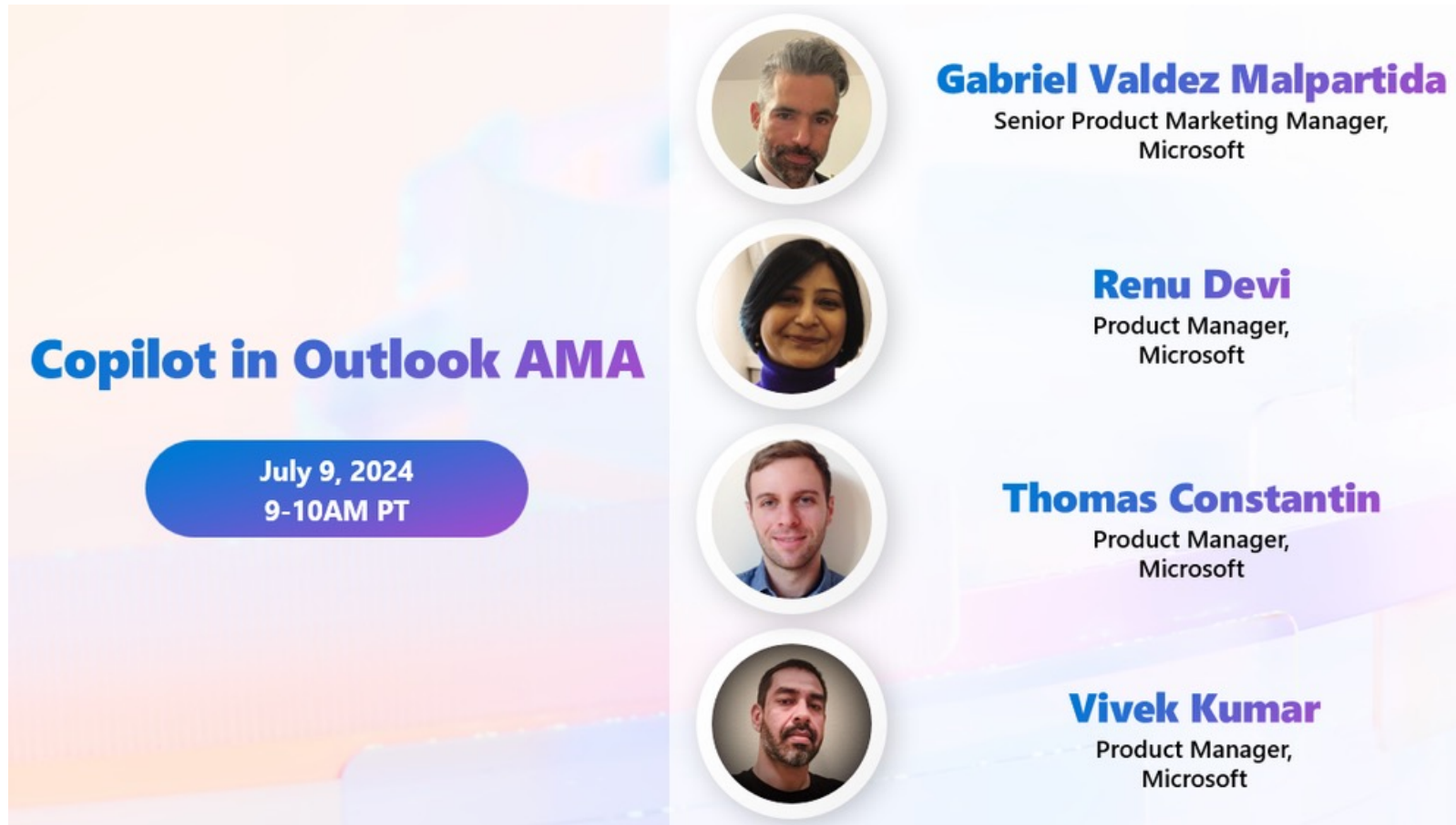
Learn about new hands-on prompt guidance in Copilot Academy in Viva Learning

- [General availability of Microsoft Copilot Academy](#)
- Addition to our Viva Learning platform designed
- Supports hands-on prompt guidance from [Copilot Lab](#)
- Copilot Academy started rolling out in May



Join the Ask Microsoft Anything (AMA) session for Copilot in Outlook

- Tuesday, July 9, from 9-10 AM PT.



Copilot in Outlook AMA

July 9, 2024
9-10AM PT

Gabriel Valdez Malpartida
Senior Product Marketing Manager,
Microsoft

Renu Devi
Product Manager,
Microsoft

Thomas Constantin
Product Manager,
Microsoft

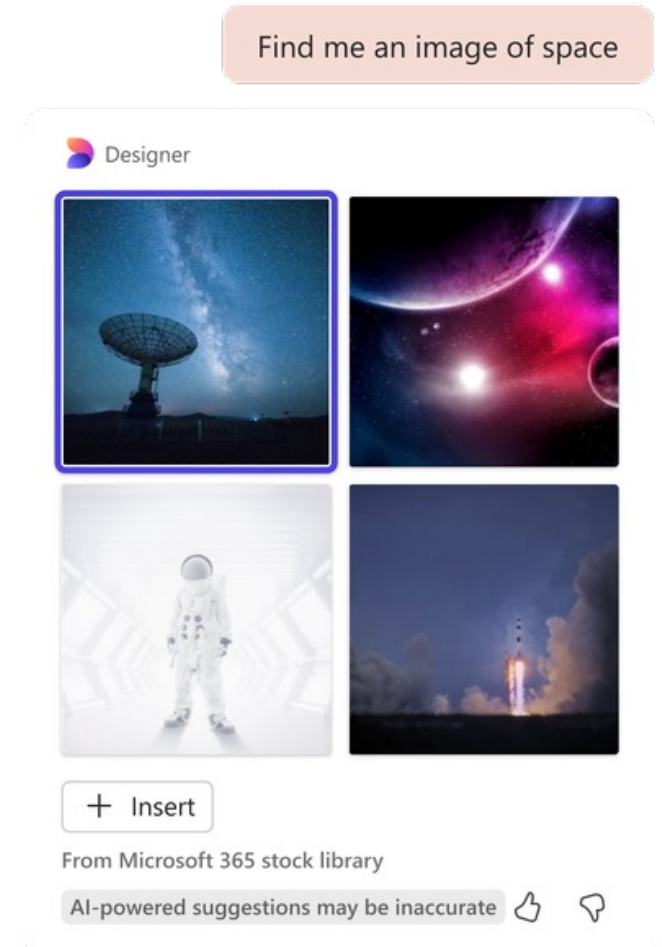
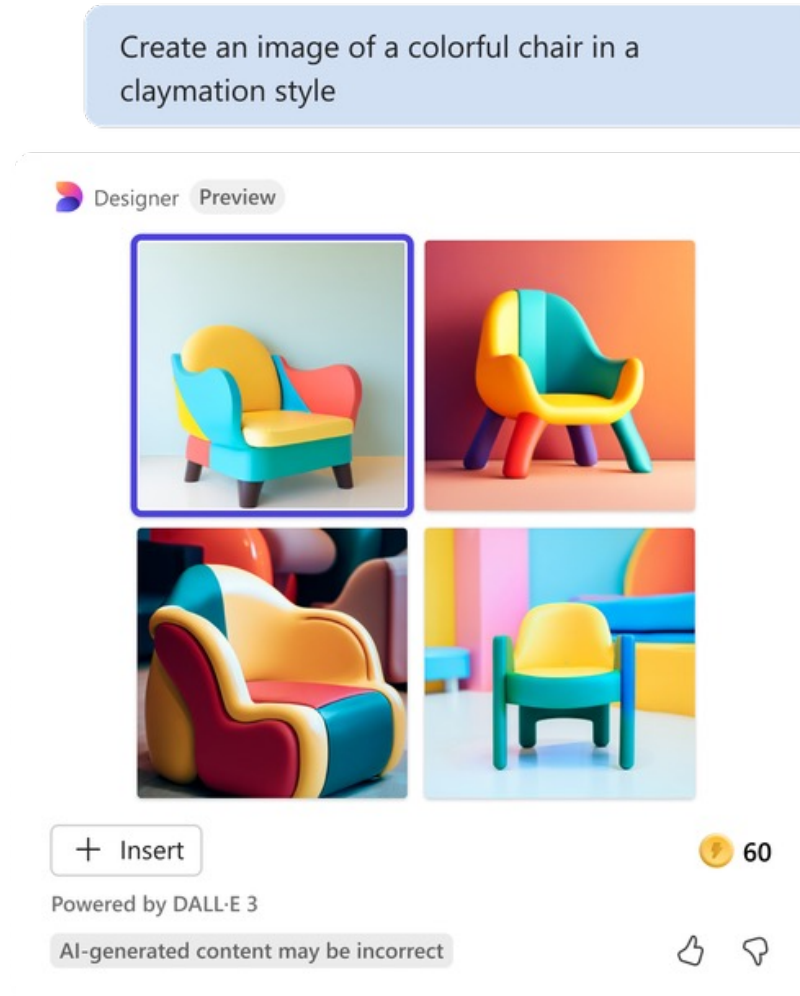
Vivek Kumar
Product Manager,
Microsoft

End-user capabilities



Add visuals to Word and PowerPoint documents with Microsoft Designer in Copilot

- [Starting in July](#)
- Create or find an image (Designer or Stock photos)
- In PowerPoint, Designer will automatically add the image into a compelling slide design



Transform messages with Copilot in Teams

- This feature is now available

Chat

Web portal launch Chat Files

Hollie Rees 2/21 3:35 PM
Yes, absolutely. The site will adjust size based on device and screen size.

Lynne Robbins 2/21 3:35 PM
We need to be sure the site is accessible too. Probably best to refer to the WCAG guidelines.

Pradeep Gupta 2/21 3:35 PM
Definitely. I know that is in the works too. I'll check with the dev team and make sure they're using the guidelines.

Lynne Robbins 2/21 3:35 PM
Generated by Copilot. Be sure to check for accuracy.

This is perfect. Looks like these are the key highlights. I'm planning to call Adele from Fabrikam later and will present this all to her ahead of our meeting next week.

Feature	Description
Dynamic home page	Include sections for Products, Services, News, Events, and Testimonials. 1
User-friendly design	Especially important since two distinct pages are being merged. 2
Search	Include a search function on the main page. 3
Security	Include MFA and/or biometric sign-in for users from both companies. 4
End-user account access	After authentication, end-users can access their Account info, Preferences, Orders, Invoices, and Support tickets. 5
Responsive design	The site will adjust size based on device and screen size. 6
Accessibility	Ensure the site is accessible by referring to the WCAG guidelines. 7 8

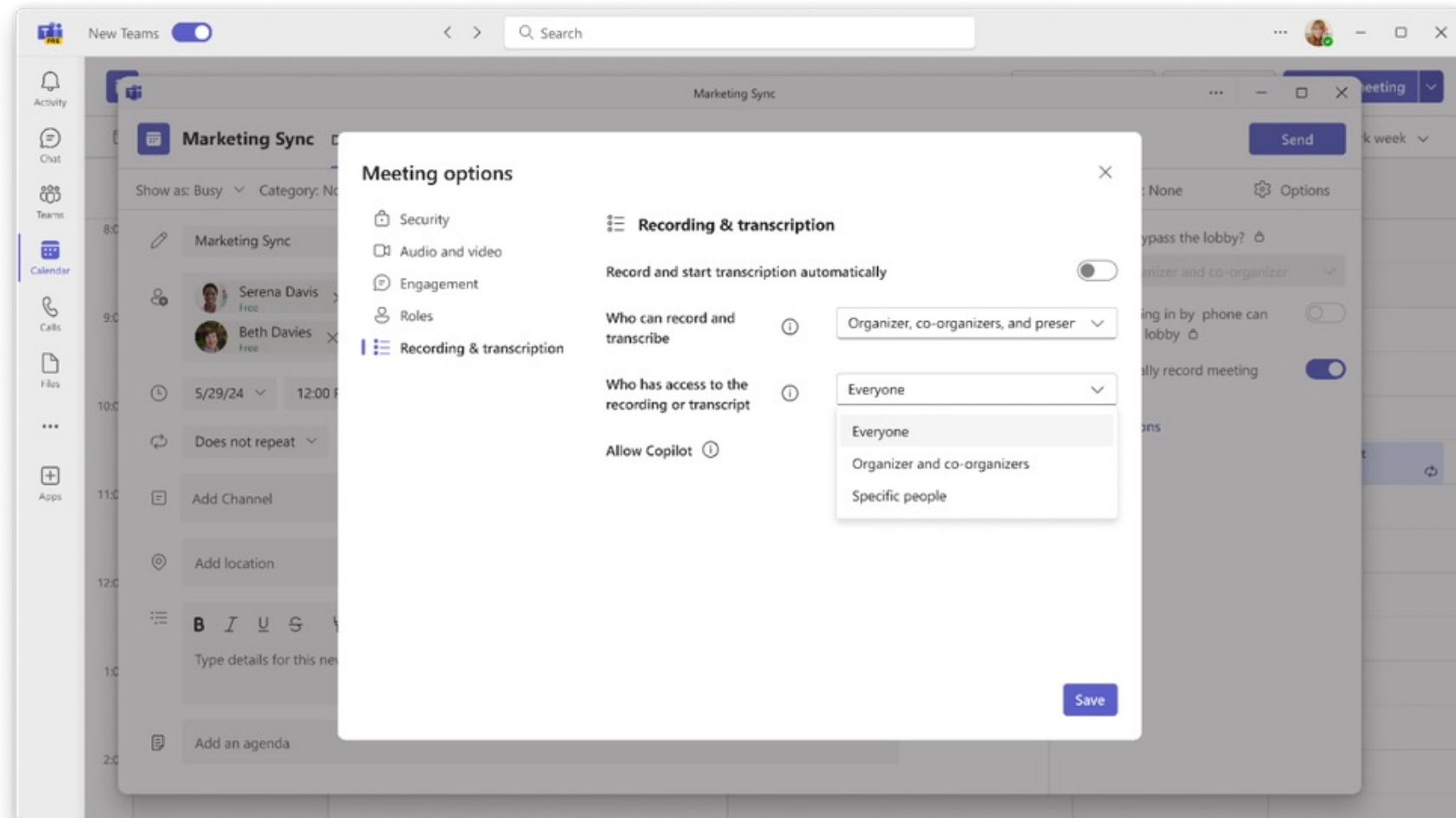
Pradeep Gupta 2/21 3:40 PM
Looks good to me! Good luck with your call. Let us know if she comes back with any questions we can help answer before the on-site meeting.

2 1

We have a team event next month. We will review the upcoming plans.

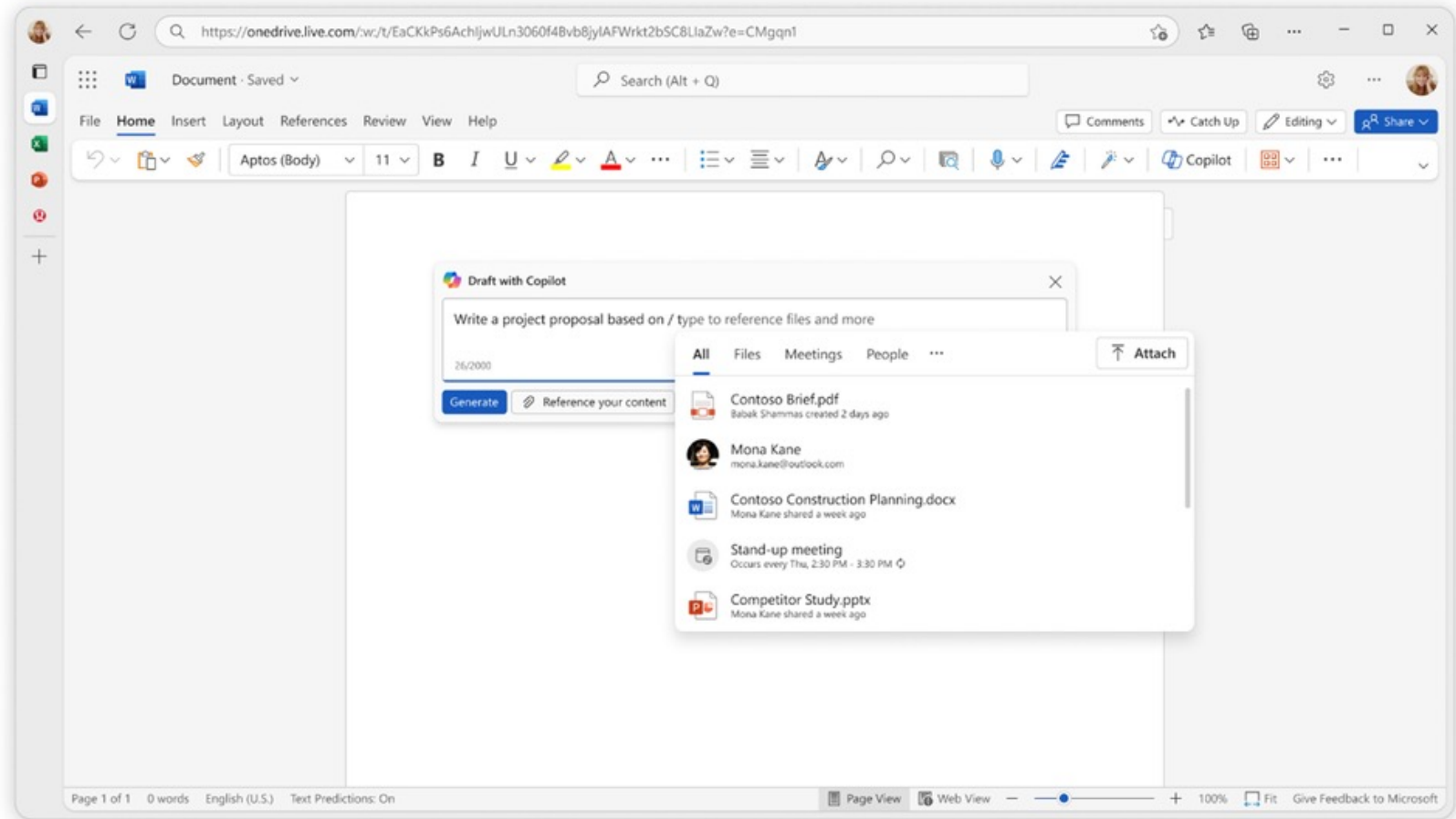
Manage access to meeting artifacts with Copilot in Teams

- Manage which attendees have access to meeting recordings, transcripts, and AI-generated insights based on transcripts
- This new meeting option started [rolling out in June](#)



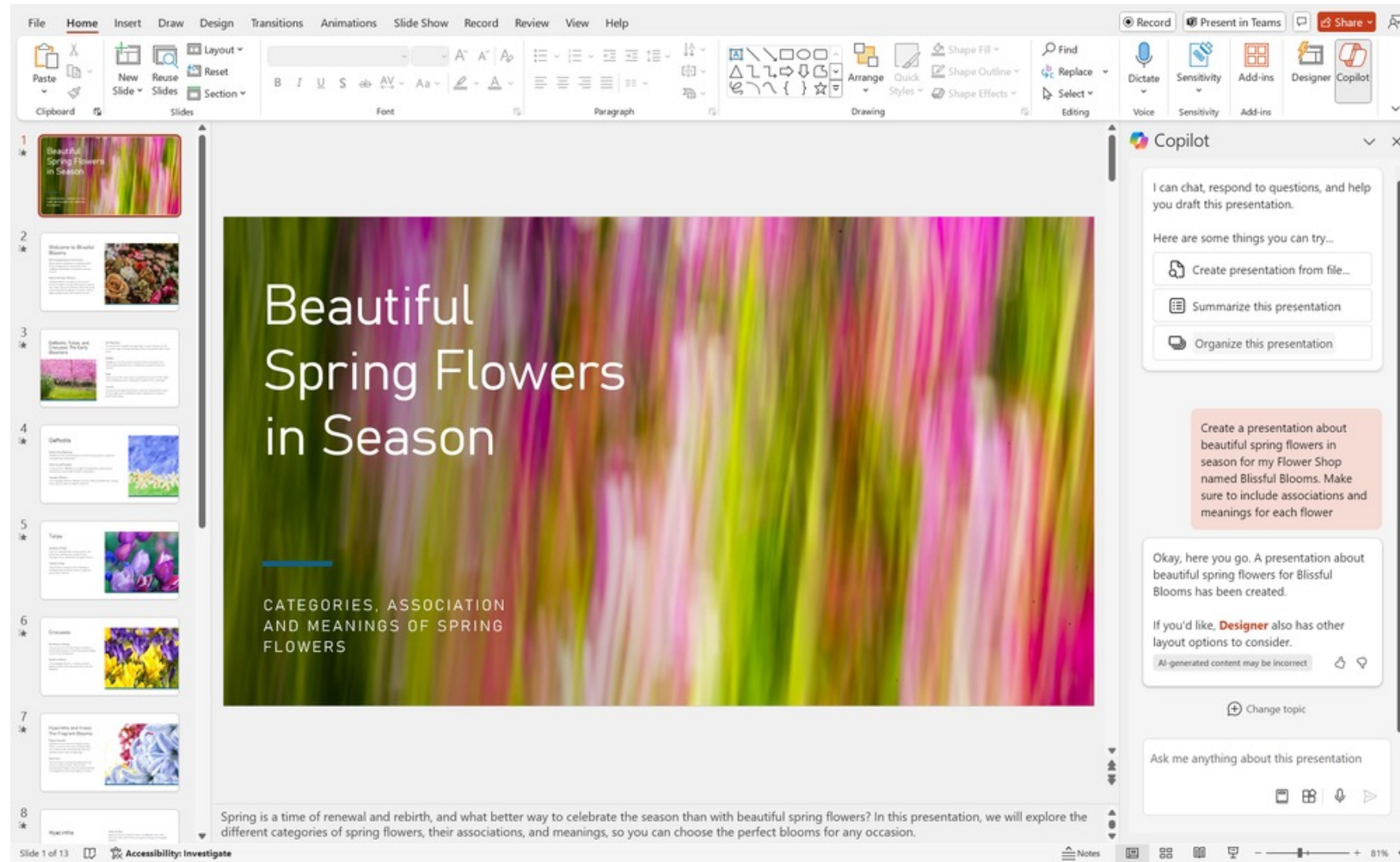
Access more information across the Microsoft 365 tenant with Copilot in Word

- The ability to reference PDFs and encrypted Word documents started rolling out in June



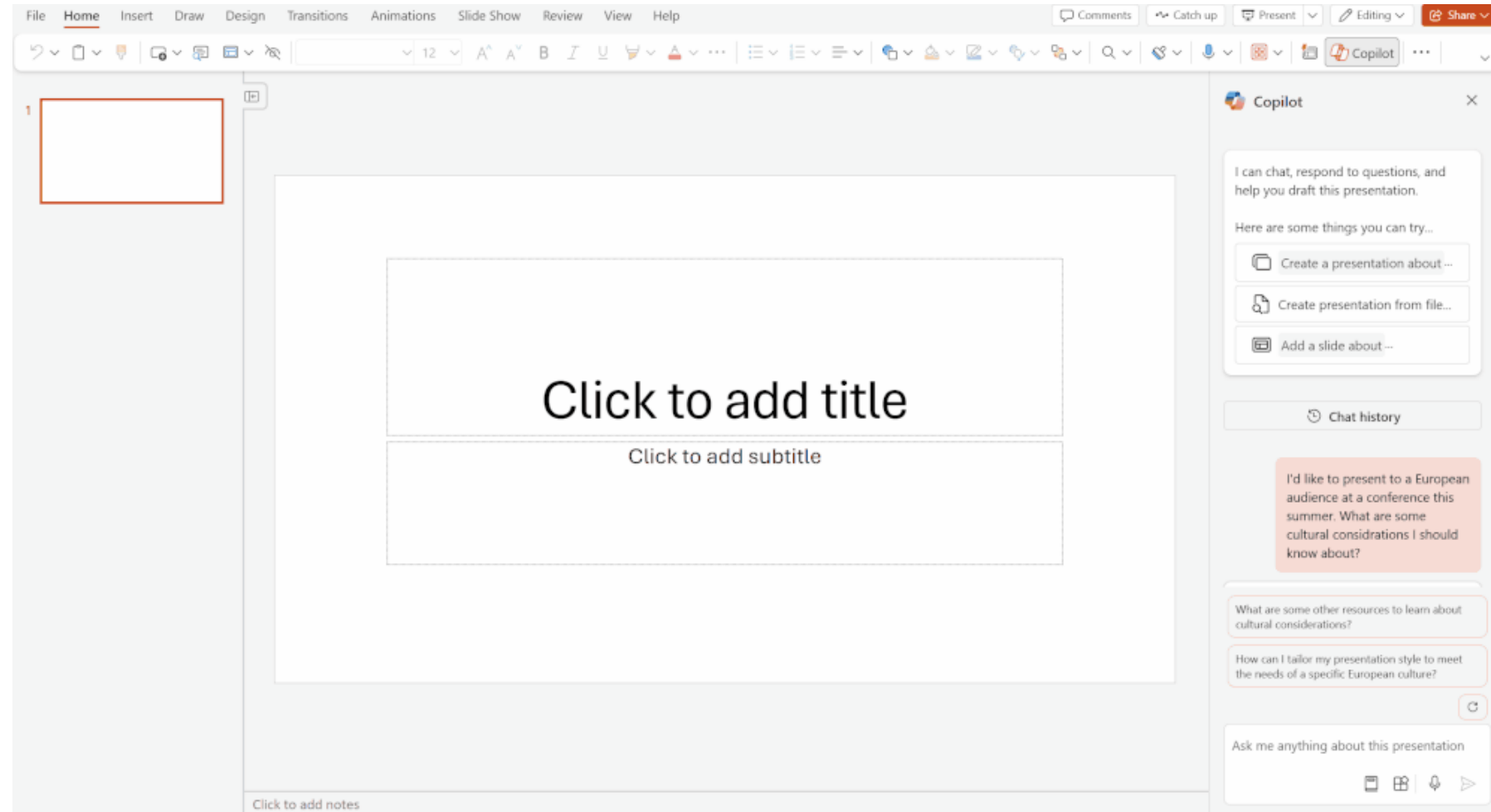
Create richer presentations with Copilot in PowerPoint

- Refined designs for title, section, and content slides
- Robust presentation structure with agenda, section and conclusion slides
- Elegant transitions and animations throughout the presentation
- rolling out in June



Create richer presentations with Copilot in PowerPoint

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- rolling out in June



Expanded data structure support and comprehensive answers in Copilot in Excel

- works on data ranges resembling tables with a single row of headers on top
- Edit box is available in any Excel worksheet
- More conversational and comprehensive answers to wide array of Excel-related questions
- Rolling out this month

The screenshot displays an Excel worksheet with a table of marketing campaign data. The table has the following structure:

Campaign Owner	Campaign Name	Launch Date	Campaign Type	Budget	Revenue	Total Users Targeted	Engaged Users
Halima, Yakubu	Late Jan Email	27-Jan DM		\$ 500	\$ 6,980	4,205	465
Kovaleva, Anna	Billboards small	29-Jan Brand marketing		\$ 250	\$ 4,732	2,000	500
Smith, Avery	Billboards large	3-Feb Brand marketing		\$ 4,500	\$ 5,632	10,000	362
Glazkov, Ilya	Product review 3x	16-Jan Customer Experience		\$ 2,750	\$ 5,676	35,000	5,418
Lawson, Andre	Targeted - Group 1	26-Jan DM		\$ 5,800	\$ 136	10,000	285
Cartier, Christian	Billboards small	3-Jan Brand marketing		\$ 800	\$ 8,703	2,500	496
Barden, Malik	Industry Conference	23-Feb Customer Experience		\$ 600	\$ 4,540	950	618
Macedo, Beatriz	Targeted - Group 2	25-Feb DM		\$ 800	\$ 788	2,000	367
Halima, Yakubu	Feb email - North	11-Feb DM		\$ 500	\$ 12,423	4,205	902
Halima, Yakubu	Feb email - South	12-Feb DM		\$ 500	\$ 9,293	3,687	673
Halima, Yakubu	Feb email - West	13-Feb DM		\$ 500	\$ 10,342	5,278	1,029
Connors, Morgan	Product mention 5x	17-Feb Customer Experience		\$ 635	\$ 2,208	55,000	1,470

On the right, the Copilot chat interface is open, showing a user query and a detailed response:

Chat history

how do i prevent people from editing the campaign owner column in the wrong format

To prevent people from editing the "Campaign Owner" column in the wrong format, you can use Data Validation in Excel to restrict the type of data that can be entered into the cells. Here's how you can set it up:

1. Select the cells in the "Campaign Owner" column that you want to restrict.
2. Go to the Data tab on the Ribbon.
3. Click on Data Validation.
4. In the Data Validation dialog box, under the Settings tab, choose the type of validation you want. For example, you can select Text Length to restrict the cell to accept only text of a certain length, or Custom to write a formula that defines the valid entries.
5. If you choose Custom, you can enter a formula that checks the format. For example, if you want to ensure that the name is entered as "Lastname, Firstname", you could use a formula that checks for the presence of a comma.
6. After setting your criteria, switch to the Input Message tab to set a message that will appear when the cell is selected, guiding users on the correct format.
7. On the Error Alert tab, you can customize the error message that appears when someone tries to enter data that doesn't match the validation criteria.

Here's an example of a custom formula you might use for validation if you want to ensure the format includes a comma (assuming you're applying this to the first cell in the "Campaign Owner" column, which is typically B2 in a standard table):

```
=ISNUMBER(FIND(",", B2))
```

This formula checks that there is a comma in the cell value. If there isn't, the data validation will fail, and the user will be prompted with an error message.

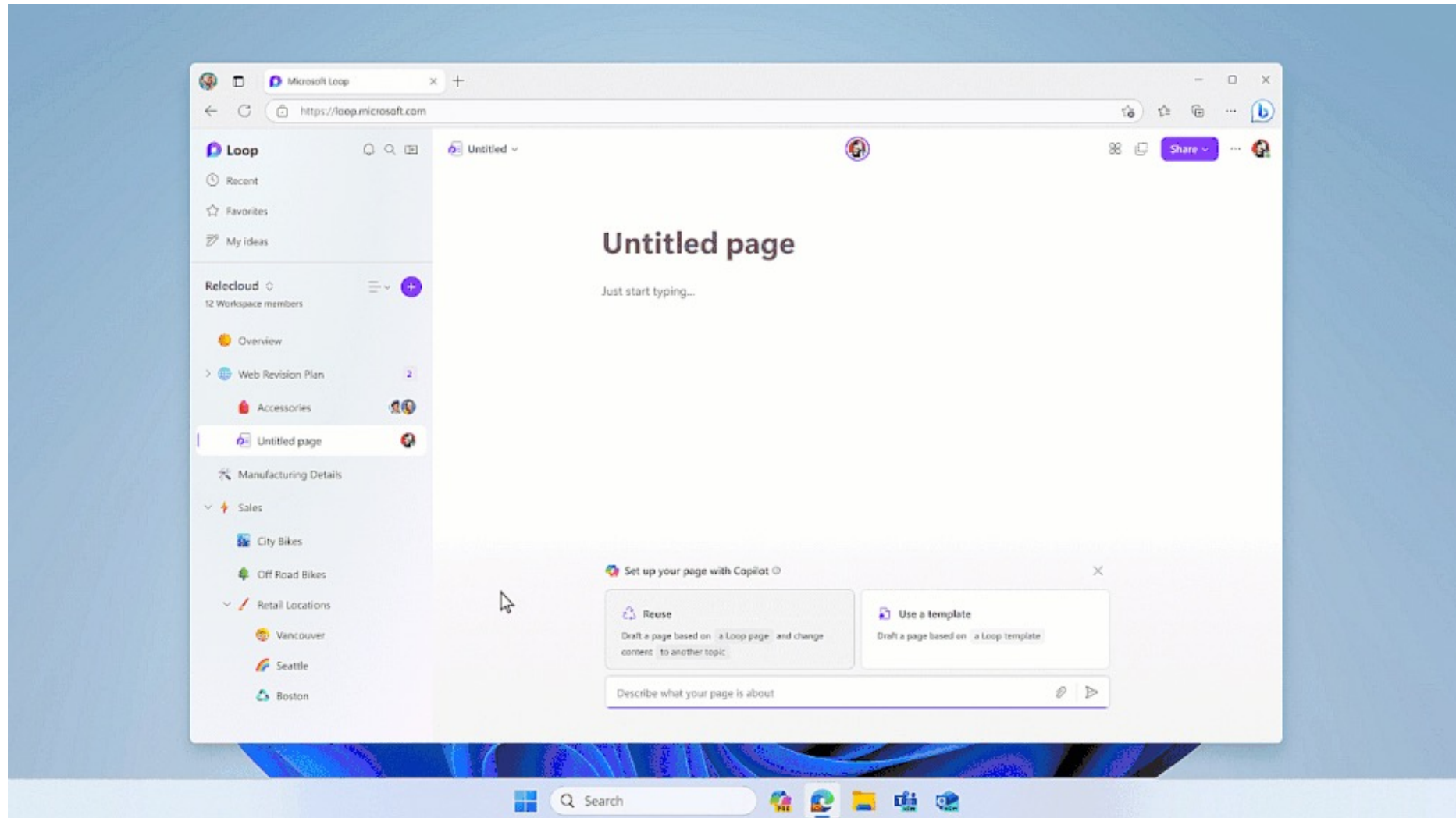
AI-generated content may be incorrect.

Buttons at the bottom of the chat interface: Show data insights, Show a suggestion for a formula column, How can I highlight, filter, and sort data?

Using this workbook

Ask a question, or tell me what you'd like to do with A1:H13

Share work plans with Copilot-assisted Loop page creation



From the meeting

Reference Links / additional sources

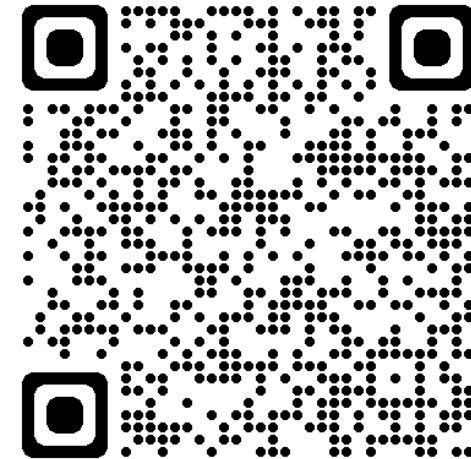
- What's New in Copilot | June 2024
 - <https://techcommunity.microsoft.com/t5/copilot-for-microsoft-365/what-s-new-in-copilot-june-2024/ba-p/4173587>
- Grow with Copilot for Microsoft 365 | June 2024
 - <https://techcommunity.microsoft.com/t5/copilot-for-microsoft-365/grow-with-copilot-for-microsoft-365-june-2024/ba-p/4167684>
- Copilot Deployment Kit in Viva Amplify
 - <https://techcommunity.microsoft.com/t5/viva-amplify-blog/copilot-deployment-kit-in-viva-amplify-now-generally-available/ba-p/4161748>

Thank you! – Lets connect



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Consultant bei in2success GmbH



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