



**Copilot**

YES!!!! ... but which one?

# Michael Plettner

Managing Partner @ in2success GmbH



TALK  
Microsoft 365

Microsoft Teams  
*User Group Germany*

VIVA  
EXPLORERS



<https://bio.link/plemich>



## ETHICS within AI



Microsoft integrates AI into its operations with a strong emphasis on ethics and responsibility. The guiding principles of this approach are as follows:



### Fairness

Microsoft aims to eliminate bias and ensure equal treatment for all users.



### Privacy & Security

Your data is protected. During both the training and post-deployment phases, Microsoft places a strong emphasis on protecting user details.



### Transparency

Microsoft believes in keeping users informed about how the AI systems work and the intended purposes.



### Accountability

Ethical and legal standards are at the forefront, with AI developers and designers responsible for their creations.



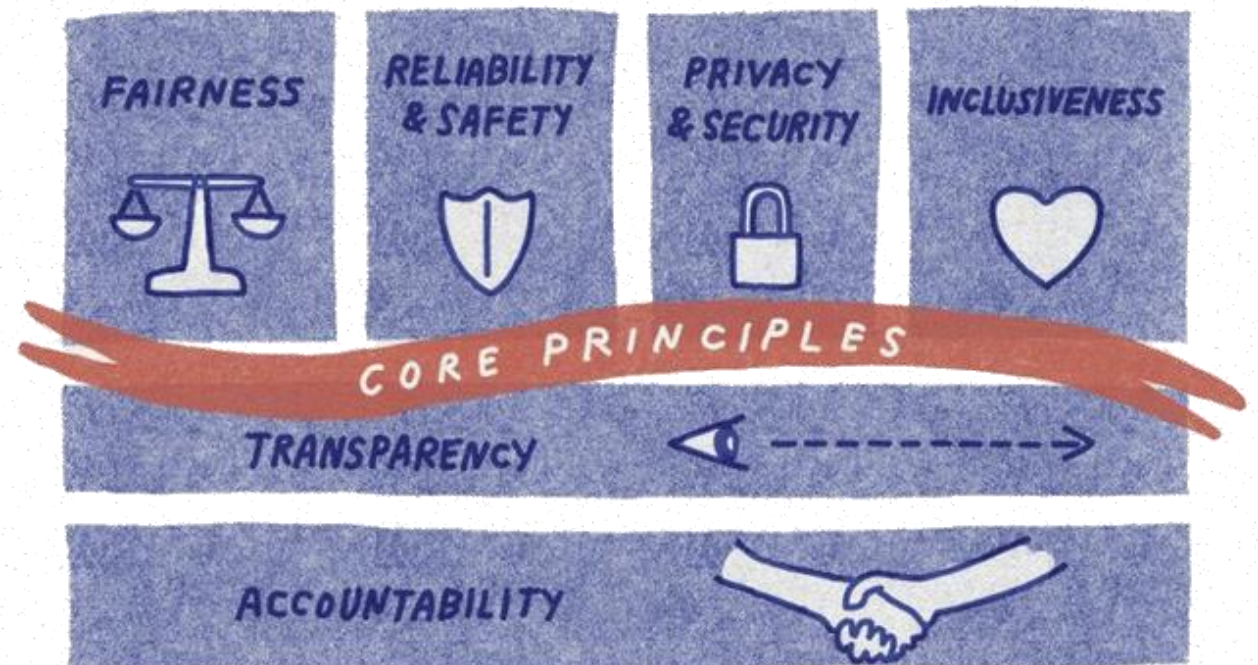
### Inclusiveness

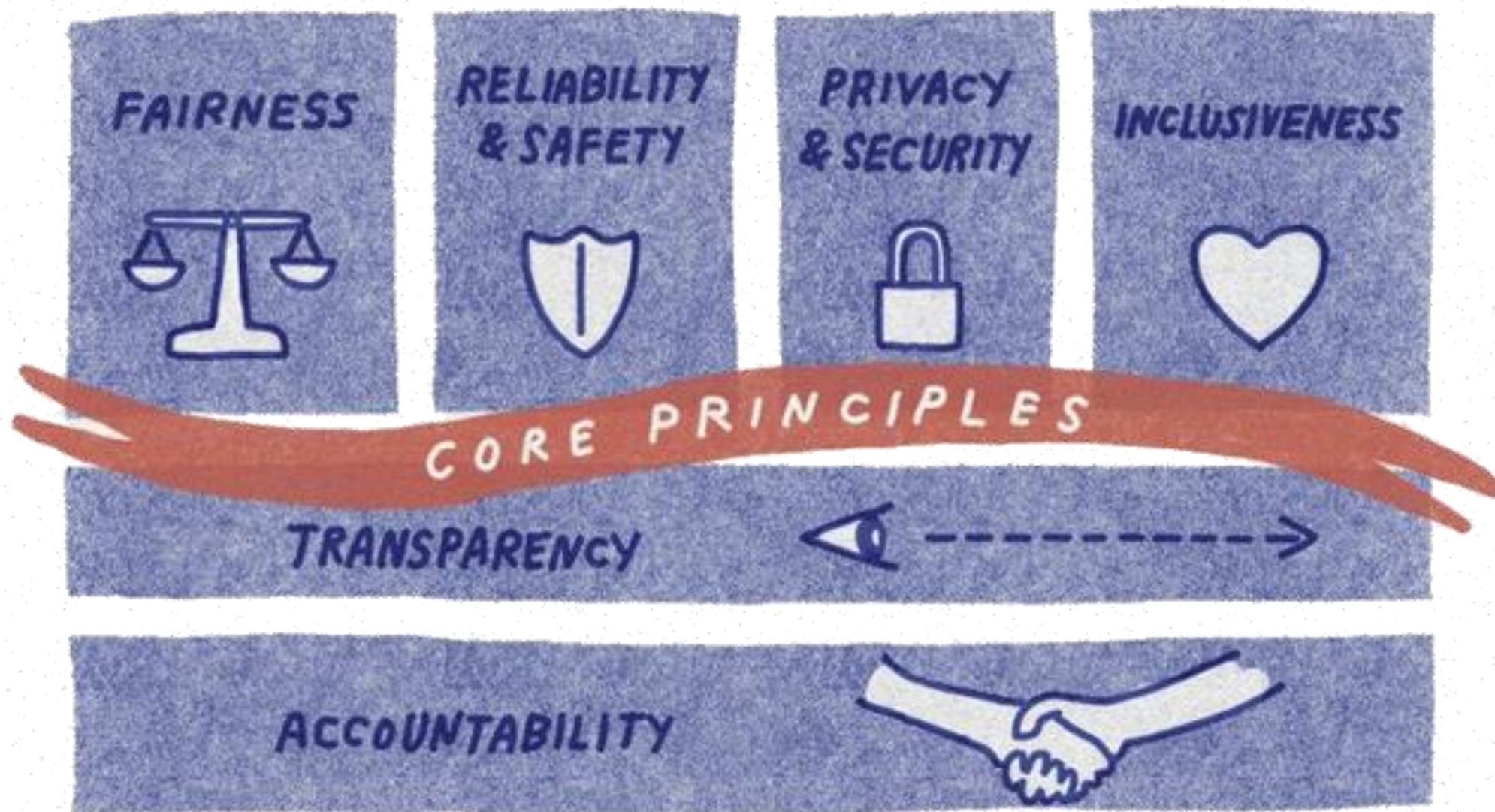
AI tools are designed to be accessible and useful to everyone, regardless of physical ability, gender, or ethnicity.



### Reliability & Safety

Rigorous testing ensures that Microsoft's AI works consistently and securely.





# AI Tools (with/from Microsoft)



Public: ChatGPT



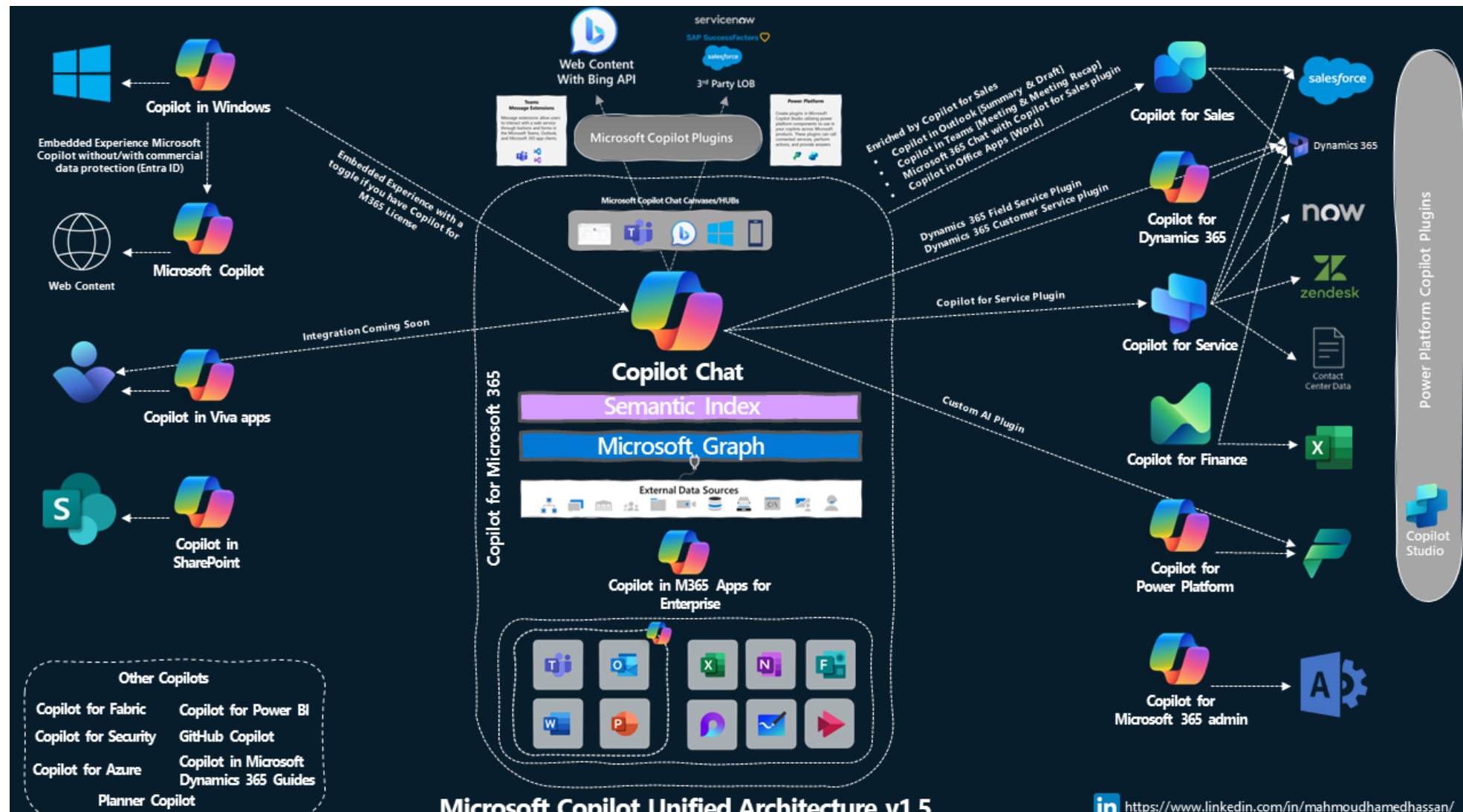
Private: Microsoft  
Copilot



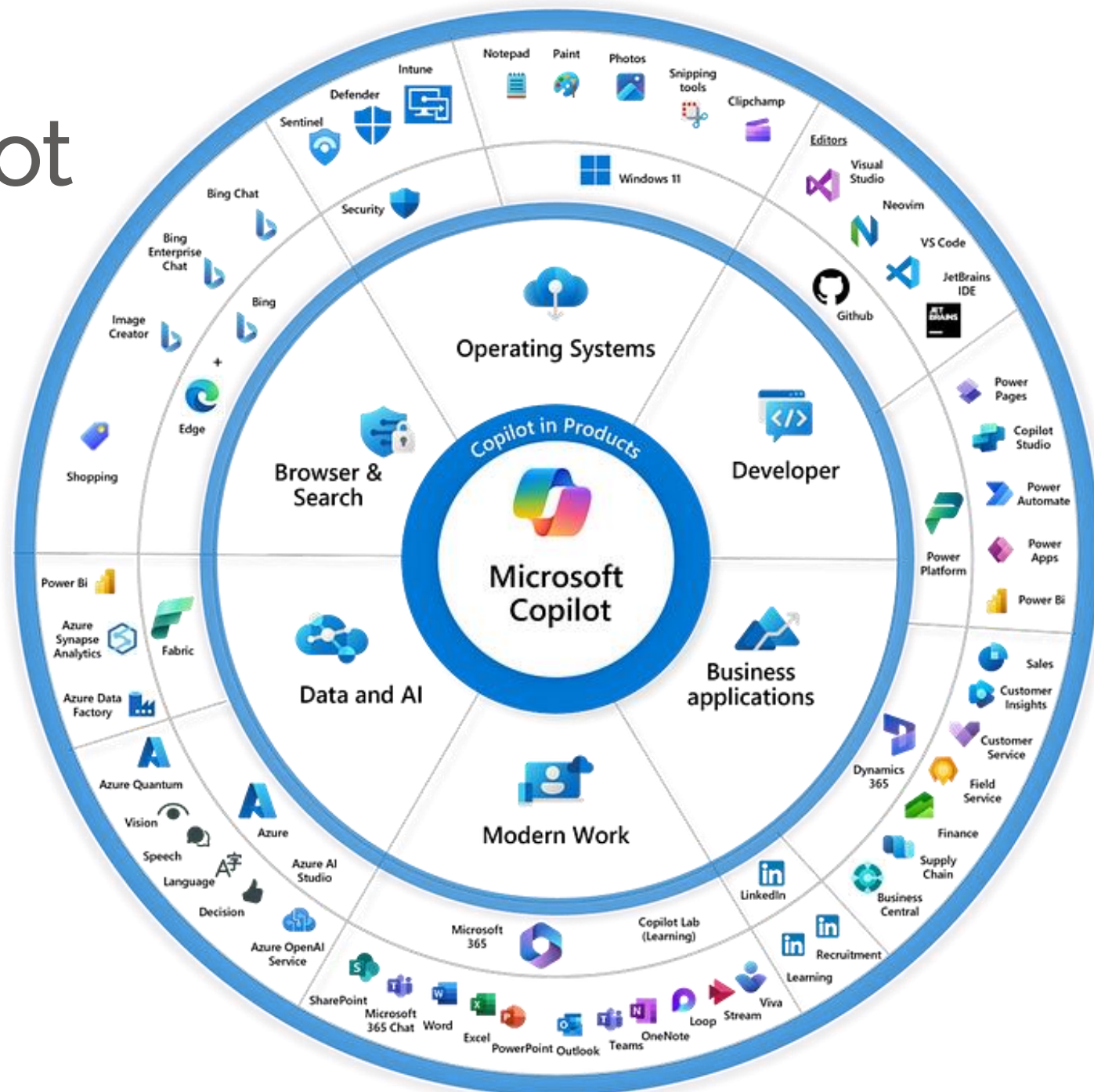
Private: Microsoft  
Copilot with Bing  
(protected)



# Microsoft Copilot

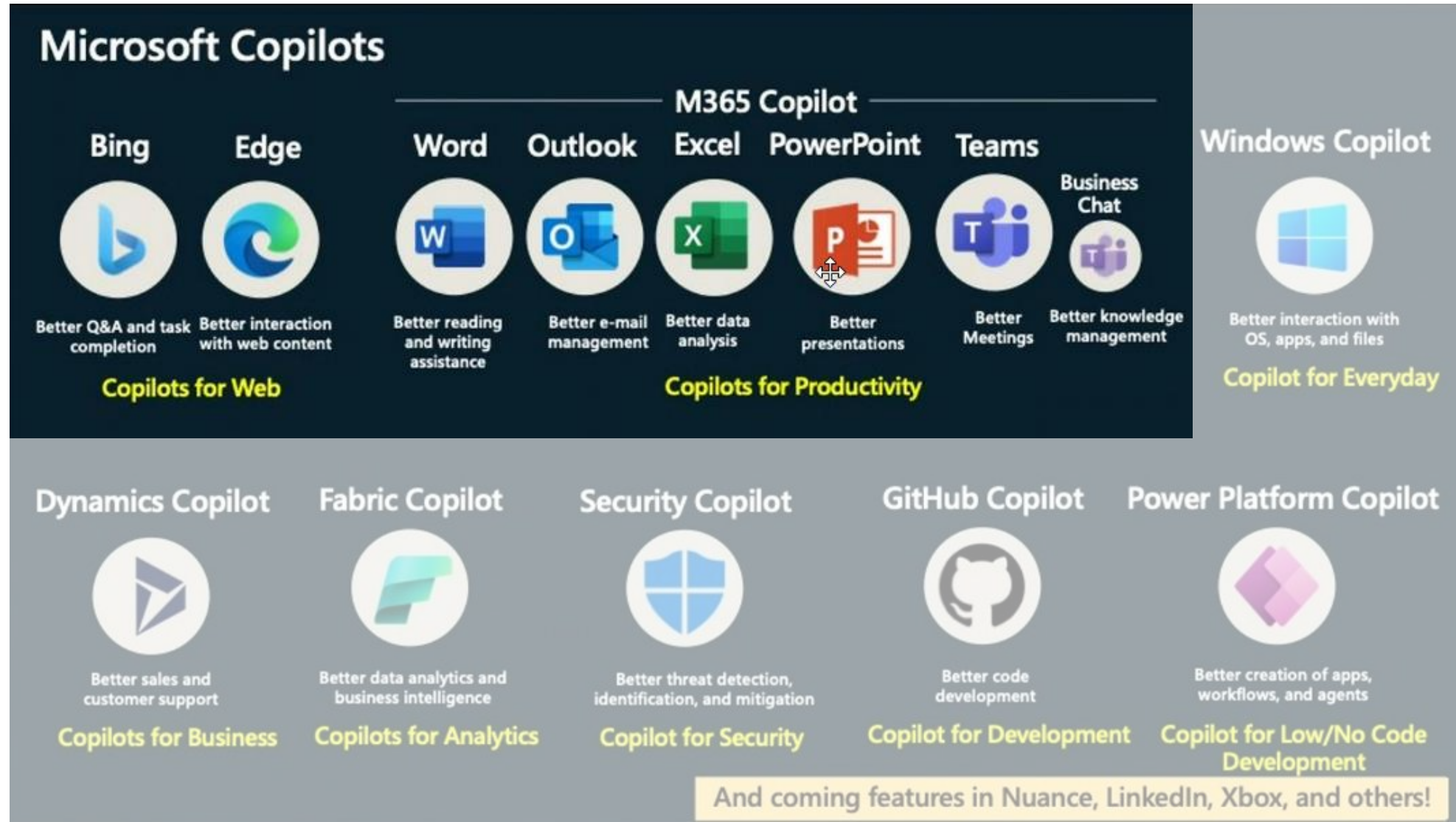


# Microsoft Copilot





# Microsoft Copilot

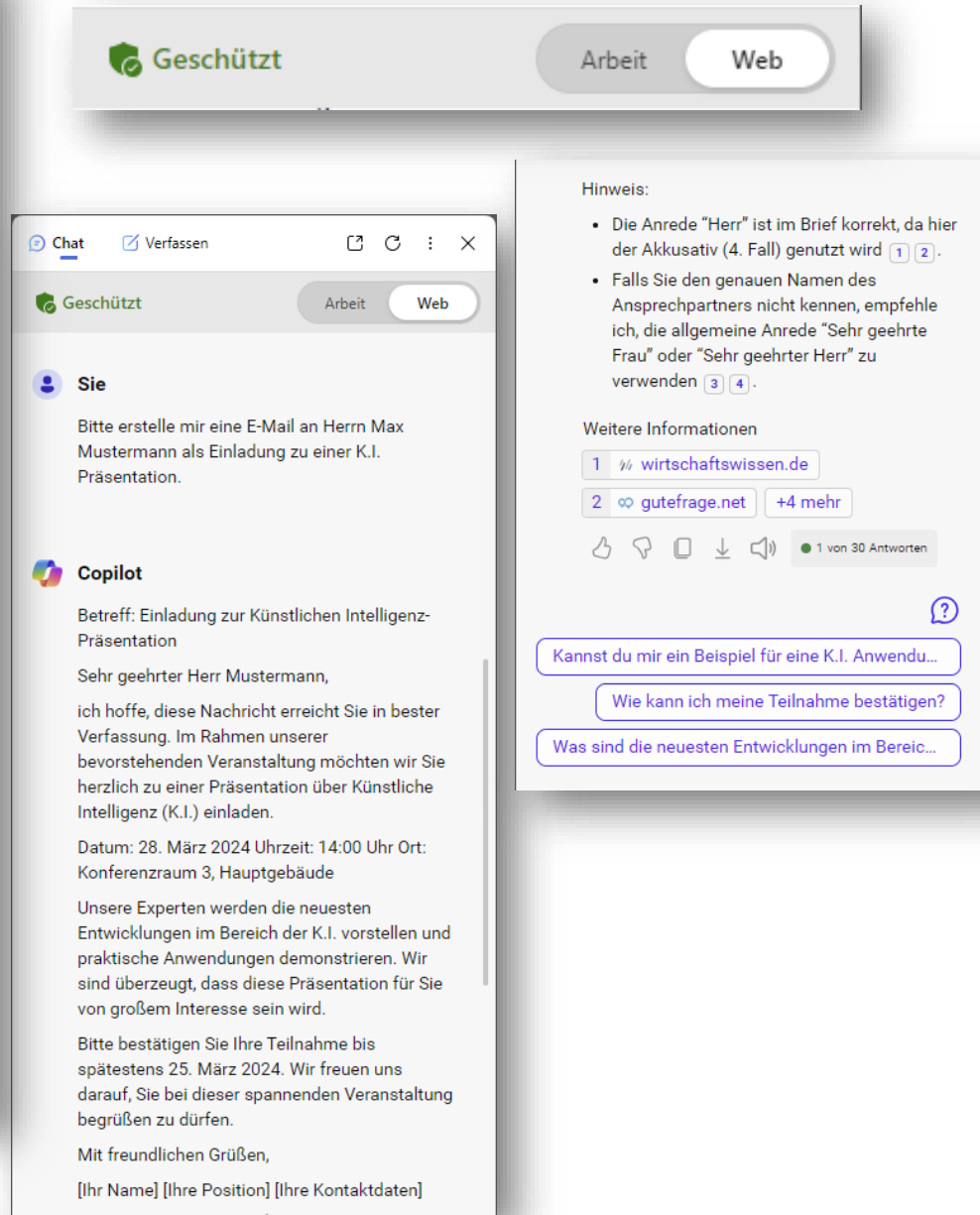
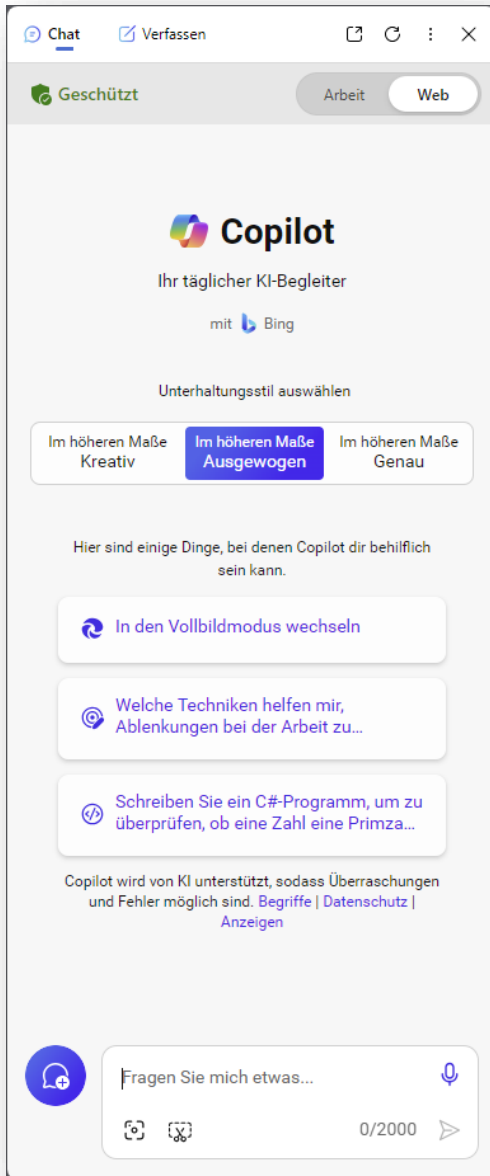




Copilot

DEMO / SHOWCASE

# Copilot with Bing



Safe Mode

Data is not used for training  
Search

Data from the Internet  
Bibliography

All websites linked as a source



# Copilot with Bing

Chat Verfassen

**Geschützt**

Schreiben über

Blogbeitragsideen zur Verwendung von KI am Arbeitsplatz

0/2000

**Ton**

Professionell Leger Enthusiastisch

Informativ Lustig Bündig +

**Format**

Absatz E-Mail Aufzählungszeichen

LinkedIn-Beitrag Zusammenfassung Bericht

**Länge**

Kurz Mittel Lang

Ihre persönlichen und Unternehmensdaten sind geschützt.

Entwurf generieren

Vorteile von Microsoft Copilot

30/2000

**Ton**

Professionell Leger Enthusiastisch

Informativ Lustig Bündig +

**Format**

Absatz E-Mail Aufzählungszeichen

LinkedIn-Beitrag Zusammenfassung Bericht

**Länge**

Kurz Mittel Lang

Ihre persönlichen und Unternehmensdaten sind geschützt.

Entwurf generieren

**Vorschau**

- Effizienzsteigerung durch Automatisierung
- Intuitive Benutzeroberfläche
- Vielseitige Einsatzmöglichkeiten
- Zuverlässige Leistung
- Kontinuierliche Updates und Verbesserungen

## Create formatted content

- Emails
- Enumerations
- Summary
- LinkedIn post
- Etc.

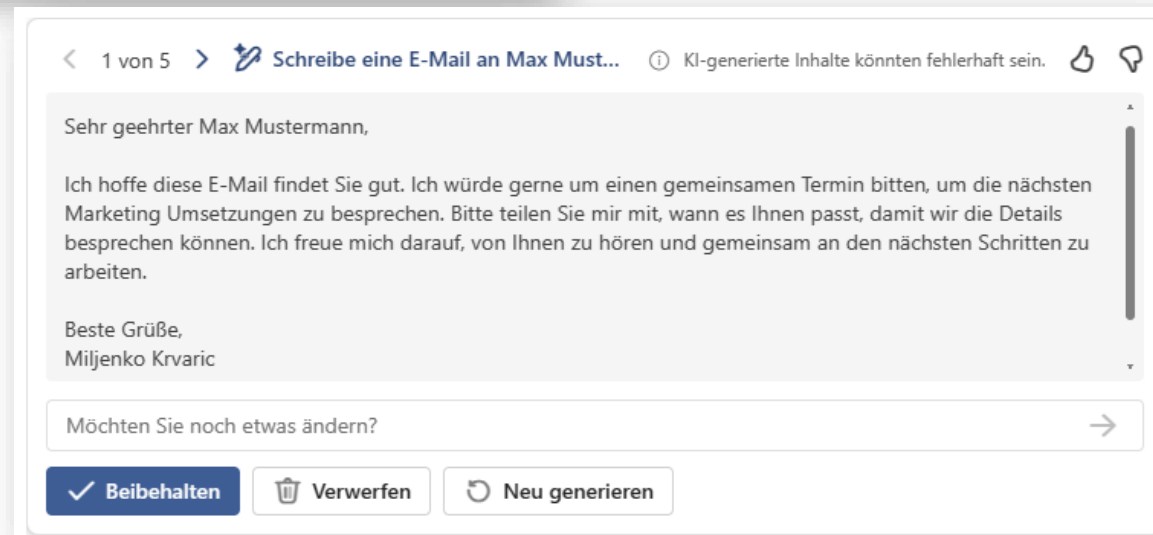
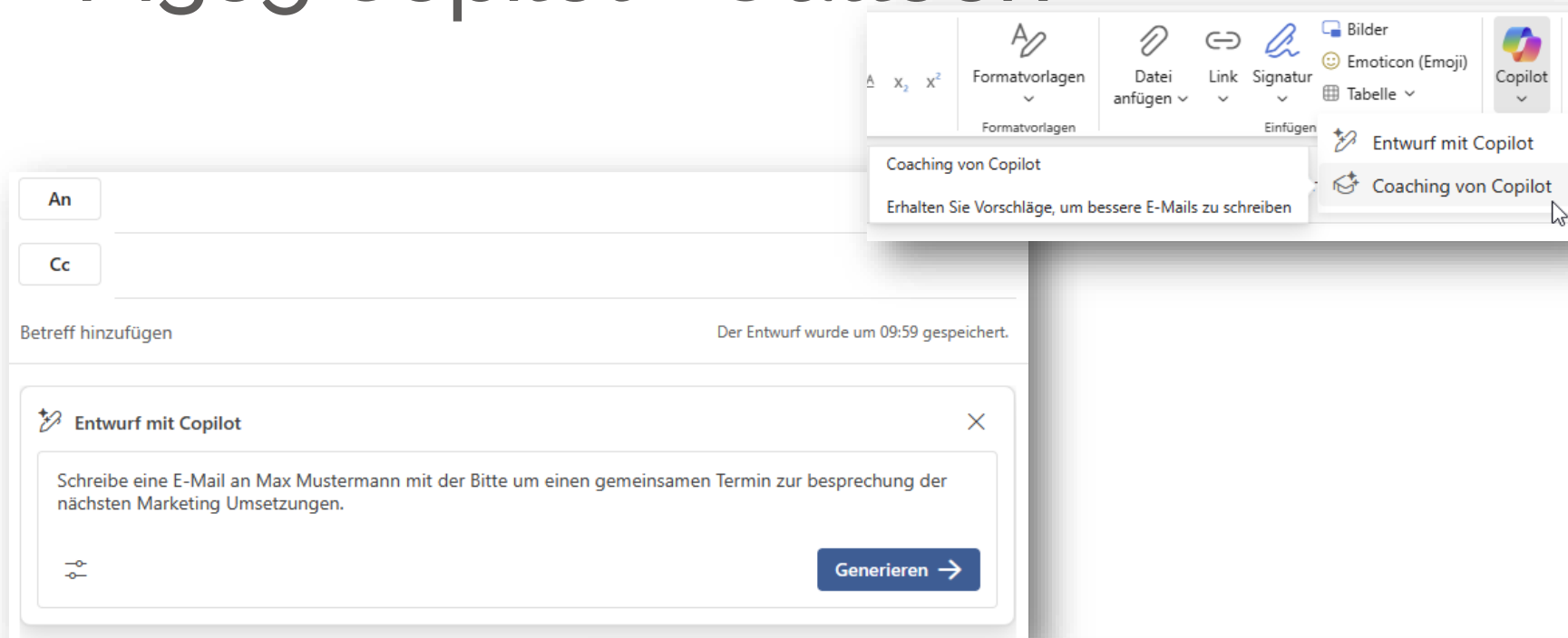
## Setting the tone

- Professional
- Informative
- Funny
- Etc.

## Define length

- short | medium | long

# M365 Copilot - Outlook



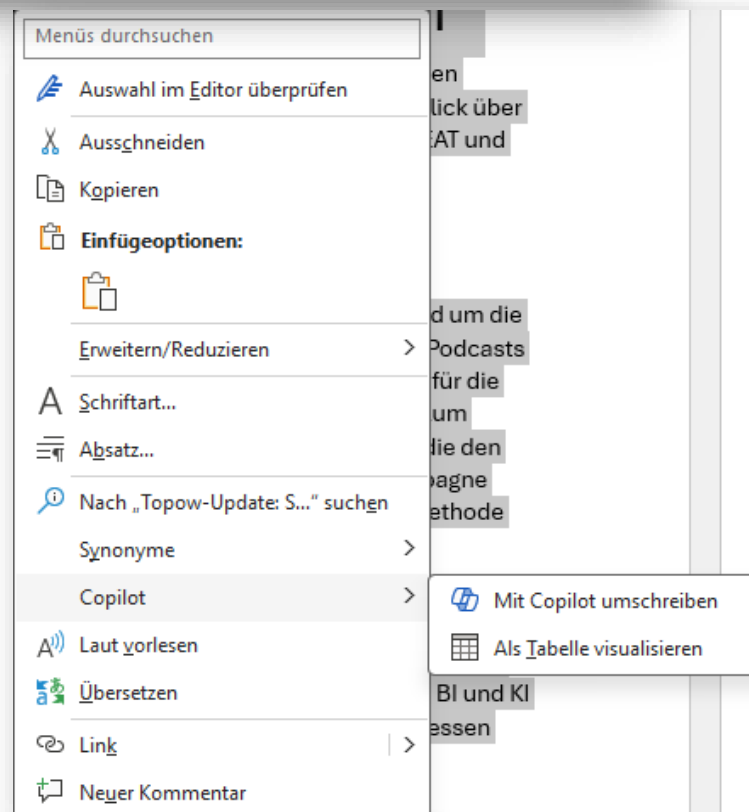
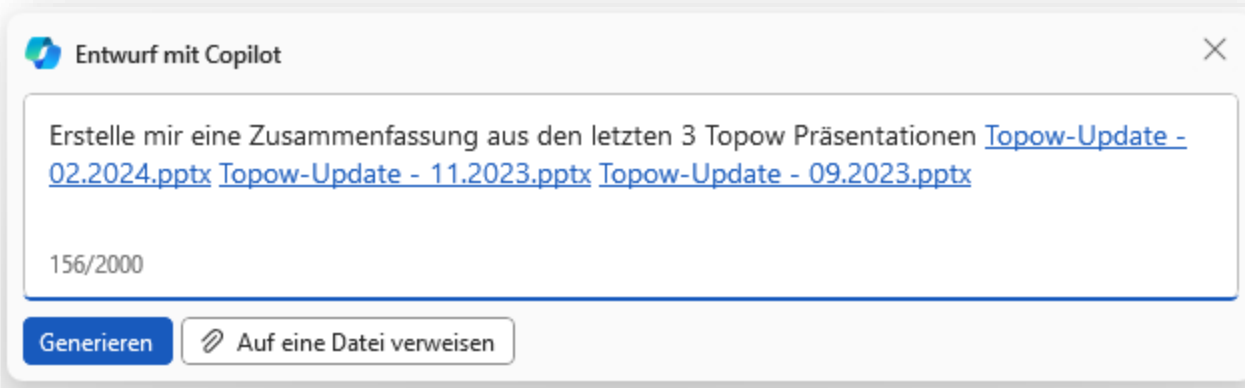
Summarize emails

Write e-mails

E-Mail Coaching

- Clay
- Clarity
- Content

# M365 Copilot - Word



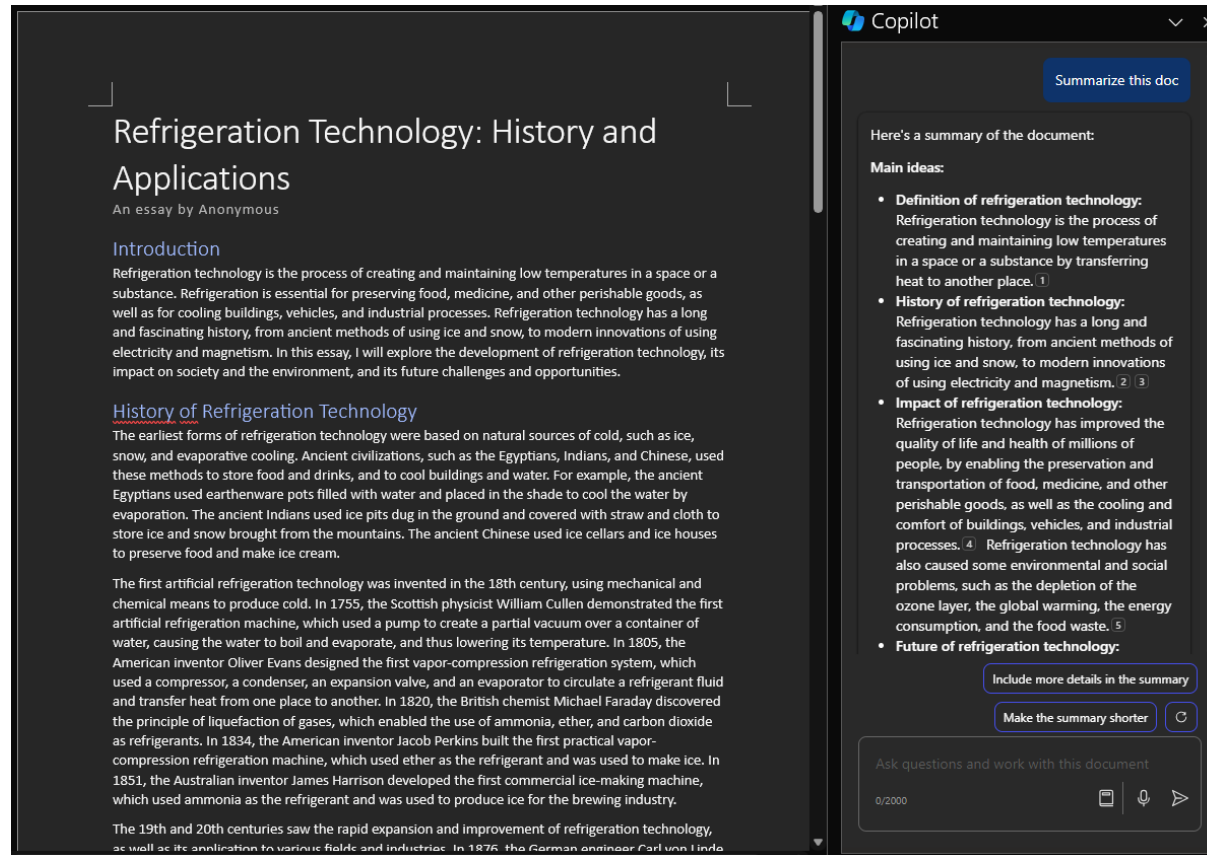
Rewriting existing texts

Generate design from data

- Corporate [Word, PowerPoint, OneNote, etc.]
- Internet



# M365 Copilot - Word



The screenshot displays a Microsoft Word document titled "Refrigeration Technology: History and Applications" by Anonymous. The document includes an introduction and a section on the history of refrigeration technology. The Copilot sidebar on the right provides a summary of the document's main ideas.

**Refrigeration Technology: History and Applications**  
An essay by Anonymous

**Introduction**  
Refrigeration technology is the process of creating and maintaining low temperatures in a space or a substance. Refrigeration is essential for preserving food, medicine, and other perishable goods, as well as for cooling buildings, vehicles, and industrial processes. Refrigeration technology has a long and fascinating history, from ancient methods of using ice and snow, to modern innovations of using electricity and magnetism. In this essay, I will explore the development of refrigeration technology, its impact on society and the environment, and its future challenges and opportunities.

**History of Refrigeration Technology**  
The earliest forms of refrigeration technology were based on natural sources of cold, such as ice, snow, and evaporative cooling. Ancient civilizations, such as the Egyptians, Indians, and Chinese, used these methods to store food and drinks, and to cool buildings and water. For example, the ancient Egyptians used earthenware pots filled with water and placed in the shade to cool the water by evaporation. The ancient Indians used ice pits dug in the ground and covered with straw and cloth to store ice and snow brought from the mountains. The ancient Chinese used ice cellars and ice houses to preserve food and make ice cream.

The first artificial refrigeration technology was invented in the 18th century, using mechanical and chemical means to produce cold. In 1755, the Scottish physicist William Cullen demonstrated the first artificial refrigeration machine, which used a pump to create a partial vacuum over a container of water, causing the water to boil and evaporate, and thus lowering its temperature. In 1805, the American inventor Oliver Evans designed the first vapor-compression refrigeration system, which used a compressor, a condenser, an expansion valve, and an evaporator to circulate a refrigerant fluid and transfer heat from one place to another. In 1820, the British chemist Michael Faraday discovered the principle of liquefaction of gases, which enabled the use of ammonia, ether, and carbon dioxide as refrigerants. In 1834, the American inventor Jacob Perkins built the first practical vapor-compression refrigeration machine, which used ether as the refrigerant and was used to make ice. In 1851, the Australian inventor James Harrison developed the first commercial ice-making machine, which used ammonia as the refrigerant and was used to produce ice for the brewing industry.

The 19th and 20th centuries saw the rapid expansion and improvement of refrigeration technology, as well as its application to various fields and industries. In 1876, the German engineer Carl von Linde

**Copilot Summary:**

Here's a summary of the document:

**Main ideas:**

- **Definition of refrigeration technology:** Refrigeration technology is the process of creating and maintaining low temperatures in a space or a substance by transferring heat to another place. <sup>1</sup>
- **History of refrigeration technology:** Refrigeration technology has a long and fascinating history, from ancient methods of using ice and snow, to modern innovations of using electricity and magnetism. <sup>2</sup> <sup>3</sup>
- **Impact of refrigeration technology:** Refrigeration technology has improved the quality of life and health of millions of people, by enabling the preservation and transportation of food, medicine, and other perishable goods, as well as the cooling and comfort of buildings, vehicles, and industrial processes. <sup>4</sup> Refrigeration technology has also caused some environmental and social problems, such as the depletion of the ozone layer, the global warming, the energy consumption, and the food waste. <sup>5</sup>
- **Future of refrigeration technology:**

Buttons in the sidebar: Summarize this doc, Include more details in the summary, Make the summary shorter, Ask questions and work with this document.

Rewriting existing texts

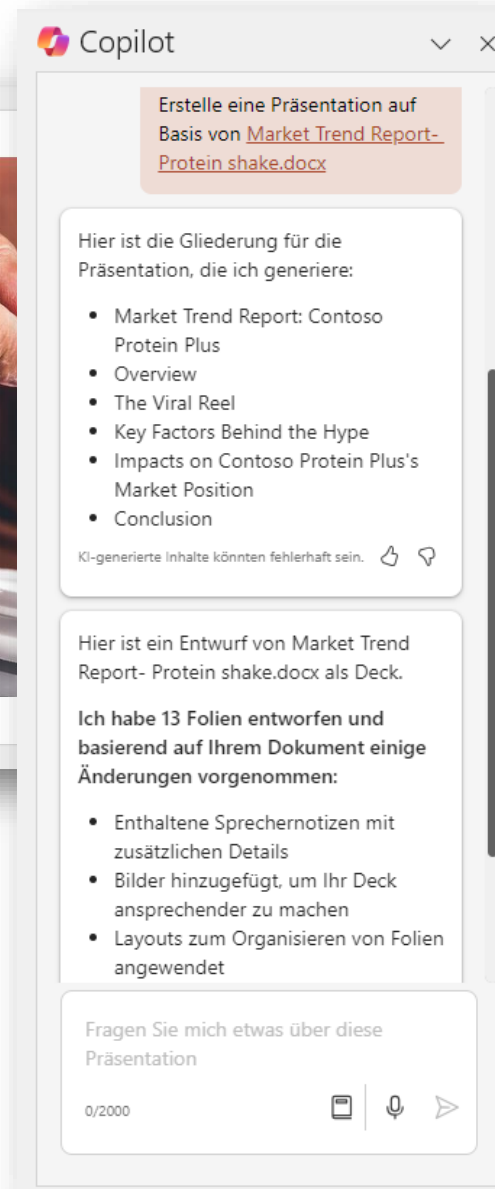
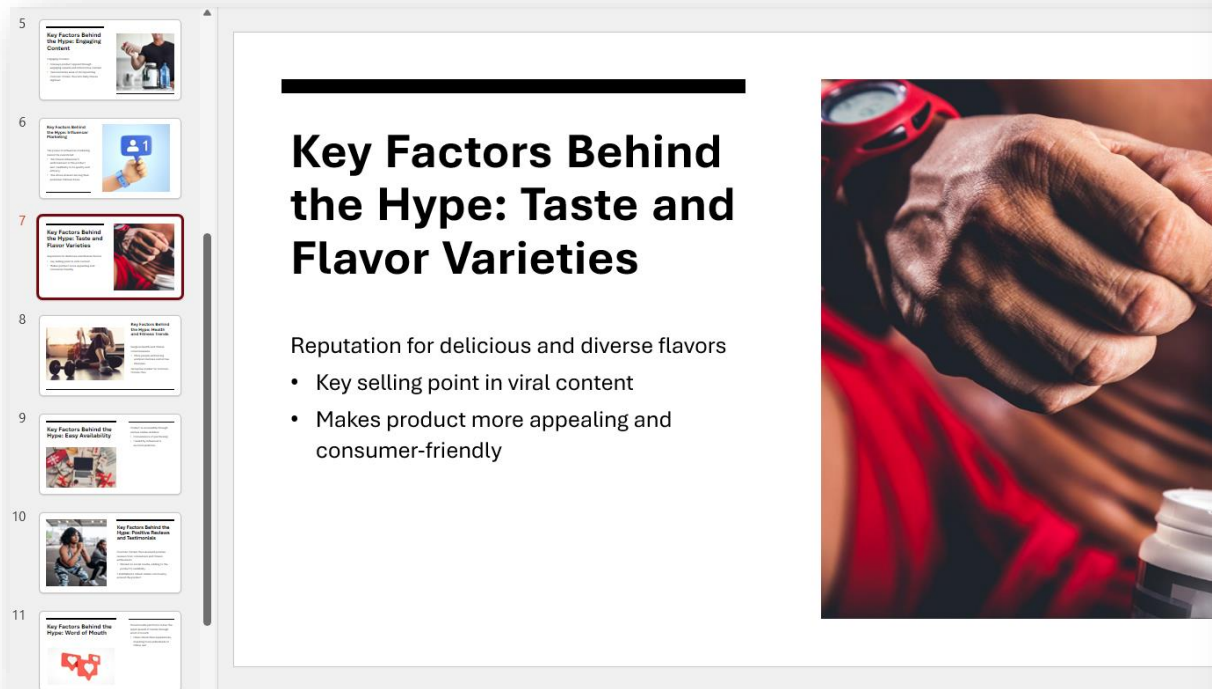
Understanding documents

- Ask questions

- Summarize

- Insights

# M365 Copilot - PowerPoint



Presentation Draft from data

-Corporate  
[Word, Excel, OneNote, etc.]

-Internet

# M365 Copilot - PowerPoint

**Market Trend Report**

**Overview**

Contoso Protein Plus has become a significant social media sensation

- Brand is riding the wave of popularity following a video that was released on social media

Trend analysis explores the key factors contributing to the sudden surge in demand

- Contoso Beverage Ltd. has limited its sales of Contoso Protein Plus to the Southwest US

Contoso must decide whether it will be viable to take this product nationally

bewertungen und Mundpropaganda

2 3 4 5 6 7 8

2 "Engaging Content C..."

Diese Präsentation

"Engaging Content Conveys product appeal through engaging visuals and informative content Demonstrates ease of incorporating Contoso Protein Plus into ..."

viralem Inhalt und Influencer-Marketing. Es ist wichtig, mit den neuesten Trends und

Copilot

Fasse mir kurz in Stichpunkten zusammen, um was es in dieser Präsentation geht.

Hier ist eine Zusammenfassung des Dokuments:

**Hauptideen:**

- Markttrendbericht:** Contoso Protein Plus ist ein bedeutendes Social-Media-Phänomen geworden ①
- Hype-Faktoren:** Die Hauptfaktoren für den Hype sind ansprechender Inhalt, Influencer-Marketing, Geschmack und Geschmacksrichtungen, Gesundheits- und Fitnesstrends, einfache Verfügbarkeit, positive Bewertungen und Mundpropaganda ② ③ ④ ⑤ ⑥ ⑦ ⑧
- Marktposition:** Steigerung von Verkäufen und Markenbekanntheit, Positionierung als trendige Wahl für Fitness und Ernährung ⑨
- Schlussfolgerung:** Contoso Protein Plus' jüngster Popularitätsschub ist ein Beweis für das Potenzial von viralem Inhalt und Influencer-Marketing. Es ist wichtig, mit den neuesten Trends und

Edit presentations

- Organize presentations
- Add slides
- Add images

Understanding presentations

- Questions about the content
- References within the document



# M365 Copilot - Teams

**M365 Architektur und Projekte ...** Chat Dateien Zusammenfassung Vortragscoach F&A +

Montag, 4. März 2024 15:00 – 15:30 ▾

**Inhalt**

Modern Authentication in Skype for Business and Exchange.docx

Notizen KI-Notizen Erwähnungen Transkript

Generiert von KI. Achten Sie darauf, die Genauigkeit zu überprüfen. [Alle kopieren](#)

**Besprechungsnotizen**

- **Migration bei** [redacted] haben die Strategie für eine Hybrid-Migration besprochen und die notwendigen Schritte und Fragen für den Kunden geklärt.
- **Onboarding bei** [redacted] **Service :** [redacted]
- **Copilot für** [redacted]

Sind diese Notizen nützlich? 👍 🗑️

**Folgeaufgaben**

- **Exchange Migration bei** [redacted] Neuen Endpoint und Dienstkonto erstellen [redacted]
- **Copilot für** [redacted] Powerpoint Präsentation vorbereiten [redacted]
- **Financial Service:** Anrufen und nach Accountdaten und Terminen fragen [redacted]

Sind diese Aufgaben nützlich? 👍 🗑️

Summarizing Meetings

Creation of Action Items

Query what has been discussed in the appointment so far

# Microsoft Copilot

When does Microsoft 365 Copilot make sense for me?

## M365 Copilot

- Working with internal documents (Word, PDF, etc.)
- Create presentations based on e.g. OneNote, Word, etc.
- Teams Meeting Summaries
- Working with company files in general

## Copilot with Bing

- Write an email
- Writing a first draft
- Ask general questions

# Questions?





# Thank you! – Lets connect



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Consultant bei in2success GmbH



<https://twitter.com/plemich>

