



Copilot

What's New

Agenda

- Ads, Ads, Ads
- **Admin and management capabilities**
 - Adoption community in Viva Engage
 - Microsoft Copilot Dashboard
 - SharePoint Advanced Management
- **End-user capabilities**
 - Copilot Lab
 - Copilot in Excel
 - Copilot in Outlook
 - Copilot in Word
 - Copilot in Forms
 - Copilot in Viva Amplify Editor
 - Improvements based on your feedback

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TALK
Microsoft 365

 Microsoft Teams
User Group Germany



<https://bio.link/plemich>



Ad: Talk Microsoft 365 (German)

- <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 (mostly)
- Available: Wherever podcasts are available



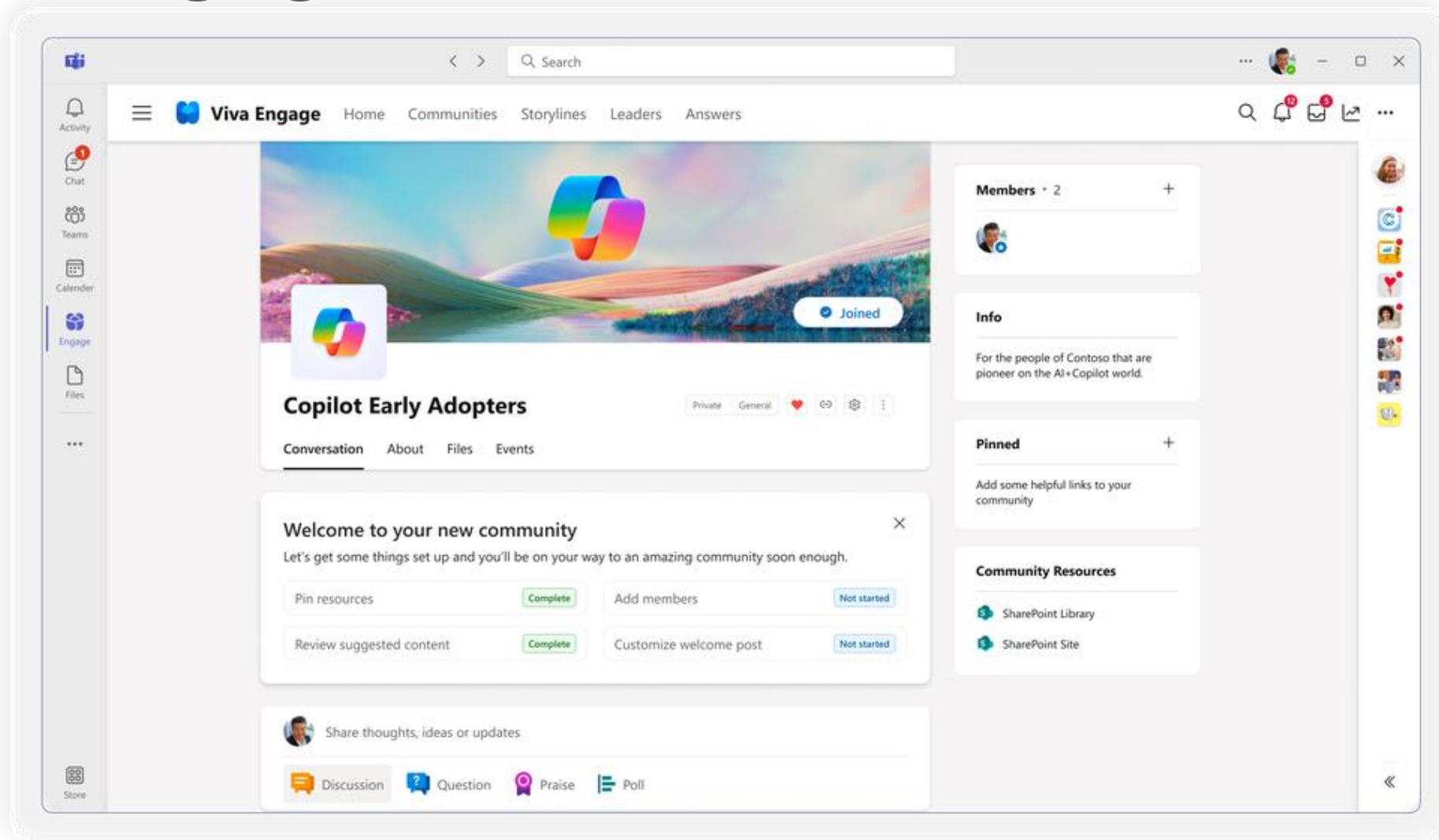
Ad: Next Events

- Global AI Munich – 08.08. ([LINK](#))
 - Copilot Ja, aber welcher wann?
 - Hot in AI & Top Learnings
- Teams UG – 28.08. ([LINK](#))
 - Hidden Champions in Teams
- CollabDays in Hamburg – 31.08. ([LINK](#))
- Whats New in Copilot – 03.09. ([LINK](#))
- Global AI Munich – ??.09. ([LINK](#))
- M365 Summit in Mainz – 23.09. – 25.09. ([LINK](#) / [LINK](#) / [LINK](#))

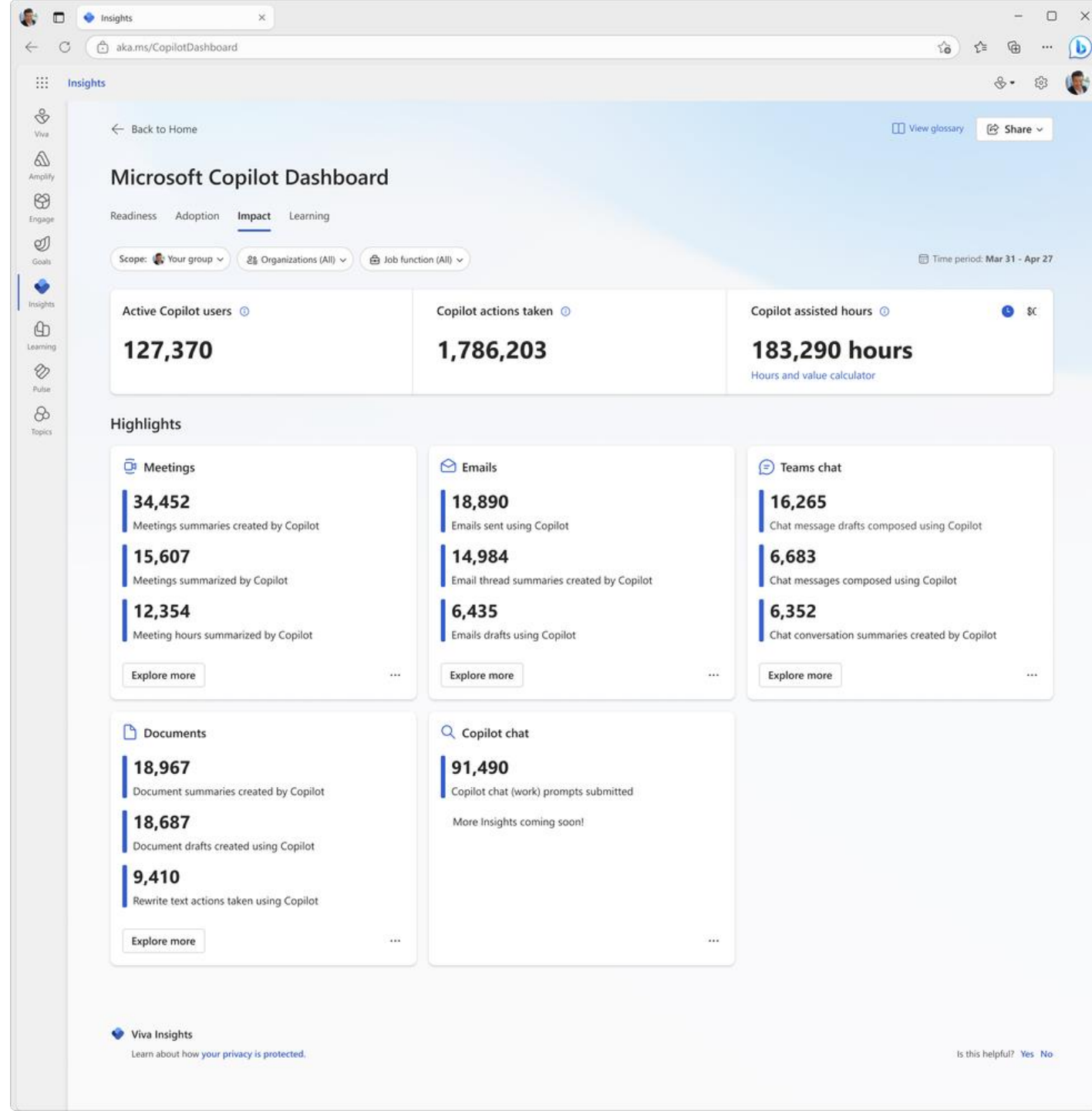
Admin and Management capabilities



Enable a Copilot adoption community in Viva Engage



Expanded availability of the Microsoft Copilot Dashboard



Mitigate oversharing risk with extended IT controls for SharePoint Advanced Management

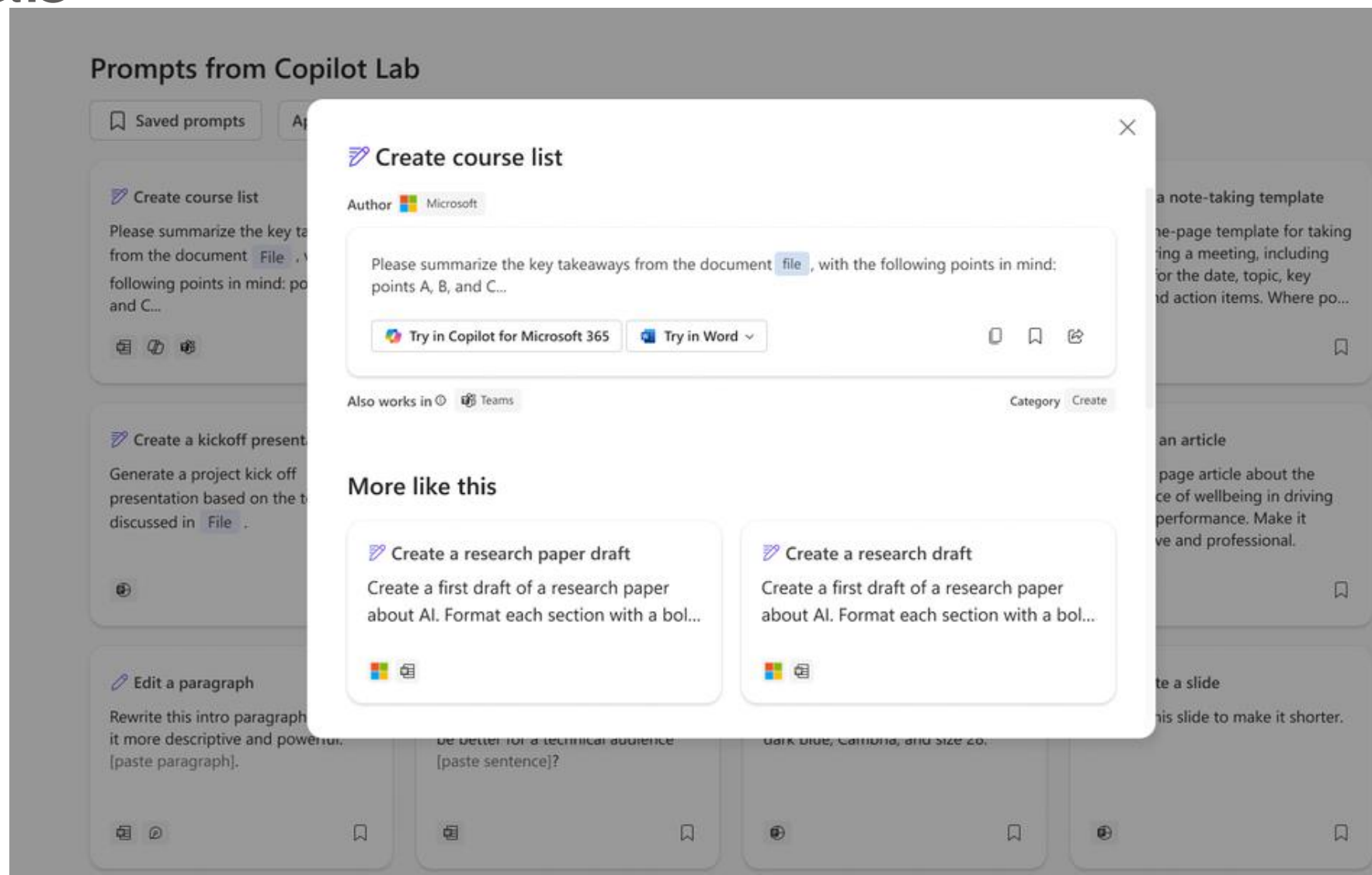
- [Data access governance reports](#)
- [Site access review](#)

End-user capabilities



Turn prompt inspiration into action with Copilot Lab

- [Copilot Lab](#)
- begin rolling out in August



Enhance data understanding with Copilot in Excel (July)

The screenshot displays an Excel spreadsheet with a table of quarterly sales data. The table has columns for Q1 Sales, Q2 Sales, Q3 Sales, and Q4 Sales, with rows of numerical values. The Copilot interface is open on the right side of the screen, showing a chat history and a prompt to highlight rows where Q1 and Q2 are more than Q3 and Q4. The Copilot response suggests a conditional formatting rule with a custom formula and provides a formula bar with the formula `=AND($H2 > $J2, $I2 > $K2)`. The 'Apply' button is highlighted with a red box.

	Q1 Sales	Q2 Sales	Q3 Sales	Q4 Sales
2	\$8,611	\$9,569	\$11,130	\$11,619
3	\$8,058	\$9,256	\$9,909	\$11,223
4	\$3,652	\$5,037	\$6,021	\$4,046
5	\$3,829	\$6,211	\$7,426	\$8,845
6	\$4,135	\$6,604	\$8,351	\$9,123
7	\$7,526	\$7,771	\$8,499	\$6,702
8	\$5,334	\$8,277	\$9,025	\$9,160
9	\$1,509	\$703	\$2,151	\$3,894
10	\$1,571	\$2,682	\$2,828	\$2,660
11	\$9,557	\$9,846	\$9,779	\$10,171
12	\$2,943	\$2,390	\$2,896	\$1,894
13	\$7,965	\$9,379	\$9,300	\$9,276
14	\$4,056	\$4,758	\$5,398	\$3,835
15	\$5,020	\$7,322	\$7,539	\$7,551
16	\$2,404	\$4,453	\$4,526	\$6,144
17	\$1,172	\$3,227	\$3,655	\$4,603
18	\$7,343	\$8,574	\$8,511	\$8,856
19	\$2,191	\$2,981	\$3,994	\$5,507
20	\$7,103	\$9,937	\$9,837	\$10,389
21	\$8,331	\$10,649	\$10,454	\$9,594
22	\$1,346	\$4,251	\$5,254	\$5,133
23	\$5,146	\$5,551	\$5,556	\$6,851
24	\$6,897	\$7,193	\$7,117	\$6,622
25	\$6,008	\$6,983	\$8,494	\$8,236
26	\$6,393	\$5,820	\$6,463	\$8,134
27	\$3,420	\$3,545	\$4,224	\$5,138
28	\$3,617	\$3,902	\$4,660	\$5,994
29	\$5,733	\$7,631	\$7,248	\$6,252
30	\$2,119	\$2,745	\$3,379	\$4,669
31	\$9,610	\$9,029	\$9,688	\$8,798
32	\$4,648	\$7,496	\$7,811	\$7,339
33	\$5,167	\$4,880	\$4,661	\$3,749

Copilot PREVIEW

Chat history

Highlight Rows where Q1 and Q2 are more than Q3 and Q4

Sure! Looking at **G1:K36**, here's 1 conditional formatting rule to review and apply:

- Custom Formula:** Apply a conditional format on cells in G2:K36 using the formula below
 - Fill color: yellow
 - Font color: black

AaBbCc

fx

`=AND($H2 > $J2, $I2 > $K2)`

✓ Apply

AI-generated content may be incorrect

Show data insights Show a suggestion for a formula column Suggest conditional formatting

Using this workbook

Ask a question, or tell me what you'd like to do with G1:K36

Enhance data understanding with Copilot in Excel (July)

I	J	K	L
Attending review?	Last status update	Number of sales leads	Territories covered
Yes	2/13/2024	2	US; EMEA
Yes	2/17/2024	4	EMEA
No		5	
Yes	2/18/2024	1	APAC; US
Maybe	2/7/2024	2	APAC
Yes	2/2/2024	1	US
Yes	2/1/2024	2	
No	2/13/2024		
Yes	2/6/2024	4	EMEA
Yes	2/7/2024		
Maybe	2/16/2024	3	
No			
Yes	2/9/2024	2	APAC; EMEA; US
Maybe	2/4/2024	1	
Yes	2/15/2024	2	EMEA



Copilot (Preview)

Highlight rows where there's a sales lead but no territory listed

Sure! Looking at **H1:L16**, here's 1 conditional formatting rule to review and apply:

- **Custom Formula:** Apply a conditional format on cells in H2:L16 using the formula below
 - Fill color: yellow
 - Font color: black

AaBbCc

fx

=AND(\$K2 > 0, \$L2 = "")

AI-generated content may be incorrect



Enhance data understanding with Copilot in Excel (July)

The screenshot displays an Excel spreadsheet with the following data:

Area	Area sales	Area bonus	Area	Bonus
South	761,817	38,091	South	5%
East	567,325	56,733	East	10%
West	241,685	29,002	West	12%
North	545,075	38,155	North	7%

Rep name	Sales	Sales	Bonus
Gloria Wilson	18,108	0	0%
Jason Chavez	18,080	30000	5%
Adam Parker	45,144	40000	10%
Ethan Long	20,004	45000	15%
Maria Torres	69,359	50000	16%
Anna Smith	53,280	55000	17%
		60000	20%

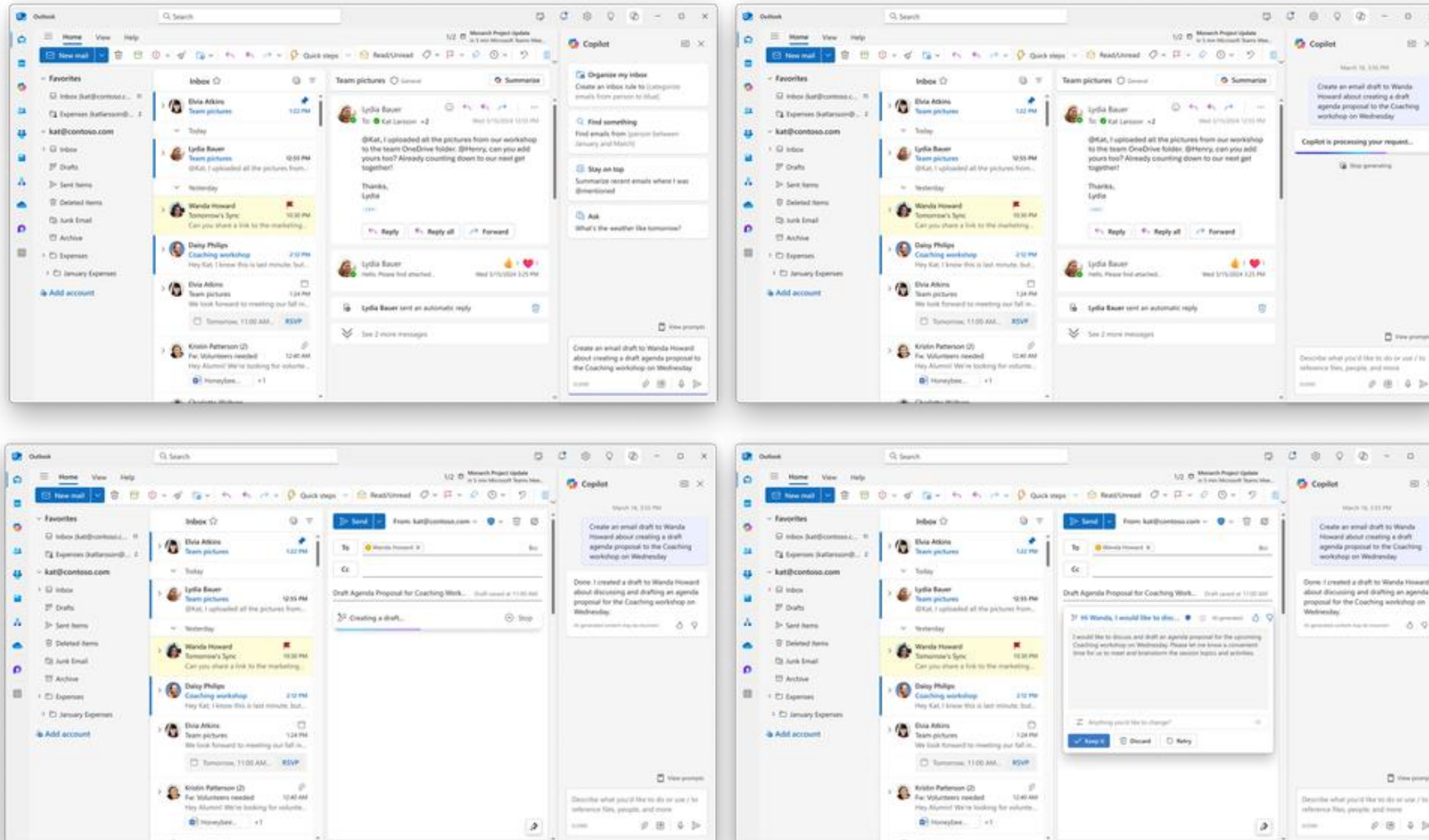
Product	2021	2022
Toaster	86,233	67,234
Mixer	122,075	221,618
Dishwasher	239,119	215,382
Microwave	173,601	141,615
Television	235,138	204,594
Refrigerator	221,939	187,354
	1,078,105	

The Copilot sidebar on the right shows the following interaction:

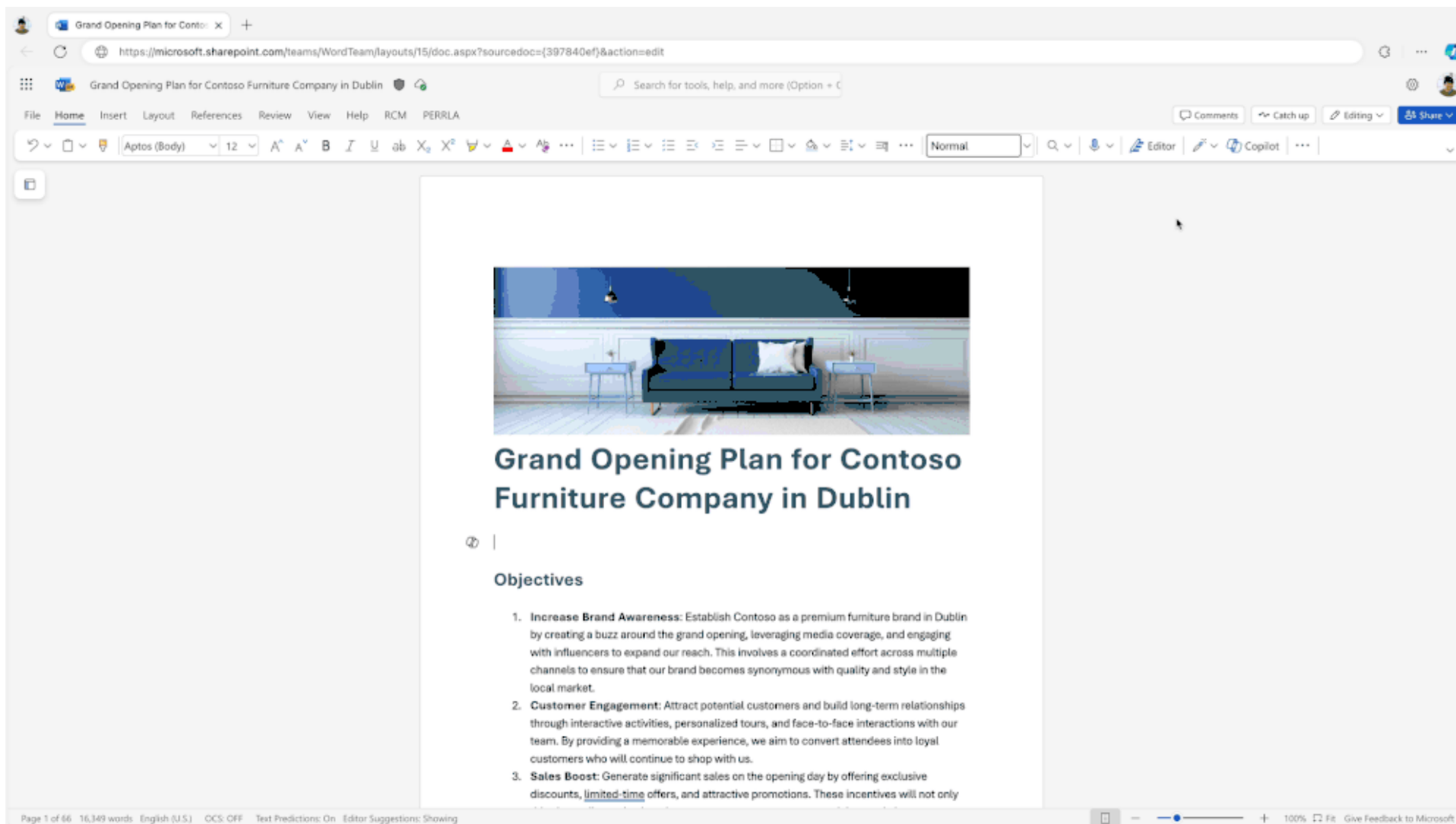
- Command: Summarize the total sales for 2021
- Response: Here's a TBD: Calculate the total sales of products for 2021.
- Formula: =SUM(L18:L23)
- Table of results:

	L
17	2021
18	86,233
19	122,075
20	...
23	221,939
24	1,078,105
- Buttons: + TBD, Explain formula, Suggestion #1, Suggestion #2

Craft and organize emails faster with Copilot (July)



Improved document summarization in Copilot in Word



The screenshot displays the Microsoft Word interface within a web browser. The document title is "Grand Opening Plan for Contoso Furniture Company in Dublin". The document content includes a header image of a modern living room with a blue sofa and a white wall. Below the image, the title "Grand Opening Plan for Contoso Furniture Company in Dublin" is displayed. The document is structured with a section titled "Objectives" followed by a list of three numbered points:

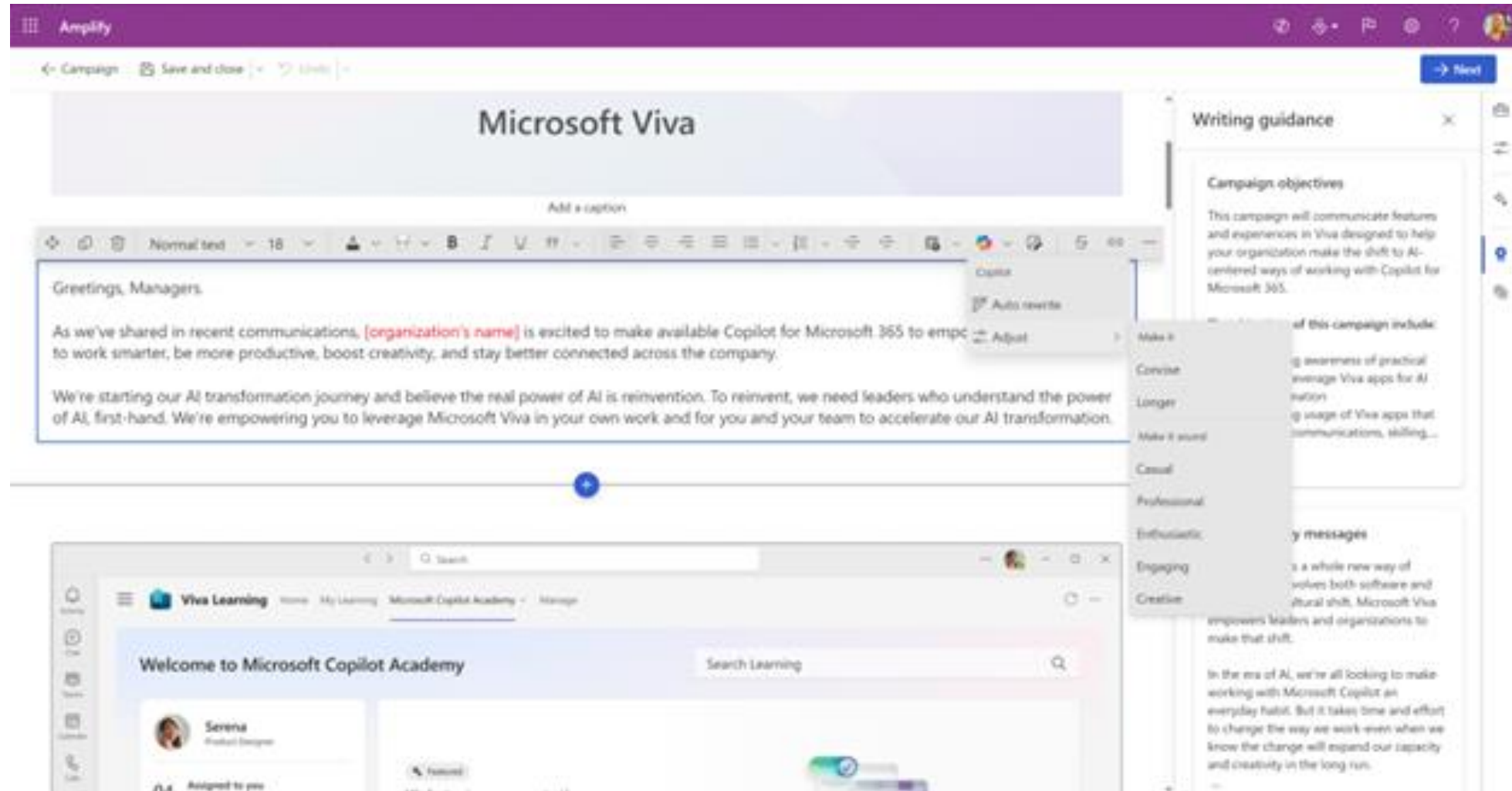
1. **Increase Brand Awareness:** Establish Contoso as a premium furniture brand in Dublin by creating a buzz around the grand opening, leveraging media coverage, and engaging with influencers to expand our reach. This involves a coordinated effort across multiple channels to ensure that our brand becomes synonymous with quality and style in the local market.
2. **Customer Engagement:** Attract potential customers and build long-term relationships through interactive activities, personalized tours, and face-to-face interactions with our team. By providing a memorable experience, we aim to convert attendees into loyal customers who will continue to shop with us.
3. **Sales Boost:** Generate significant sales on the opening day by offering exclusive discounts, limited-time offers, and attractive promotions. These incentives will not only

The status bar at the bottom indicates "Page 1 of 66", "16,349 words", "English (U.S.)", "OCS: OFF", "Text Predictions: On", and "Editor Suggestions: Showing".

Create quizzes using Copilot in Forms (July)

The screenshot shows the Microsoft Forms application interface. At the top, a teal header bar contains the 'Forms' logo, the title 'Untitled quiz - Saved', and a help icon. Below the header, a navigation bar includes 'Questions' and 'Responses' tabs, along with 'Preview', 'Style', 'Collect responses', and 'Present' buttons. The main content area is a light teal background with a large white box in the center. This box is titled 'Draft with Copilot' and contains a text input field with the placeholder text 'Describe details you'd like to cover in the quiz or paste paragraphs for Copilot to generate from.' Below the input field is a character count '0 / 10000'. At the bottom of the box are two buttons: 'Generate' and 'View prompts'.

Improve centralized communications with Copilot in Viva Amplify Editor (preview August)



Improvements based on your feedback

- You asked for better transcript management, and we rolled out [improvements to the view, download, and delete experience of Teams meeting transcript files, explicit consent for transcription in Teams meetings when applied by policy, tenant-wide policy for permission to download meeting transcripts and user-level controls for who ca...](#)
- rolled out summaries based on multiple emails, presentations and Teams chats, referencing multiple files, [draft based on text, list, or table selection, support for complex formula columns from multiple tables in Copilot for Excel](#), and the ability to summarize content in Word with less than 200 words.
- [Restricted SharePoint Search enables you to disable organization-wide search and select a set of cur...](#), and support for Immersive Reader in Word.

From the meeting

Reference Links / additional sources

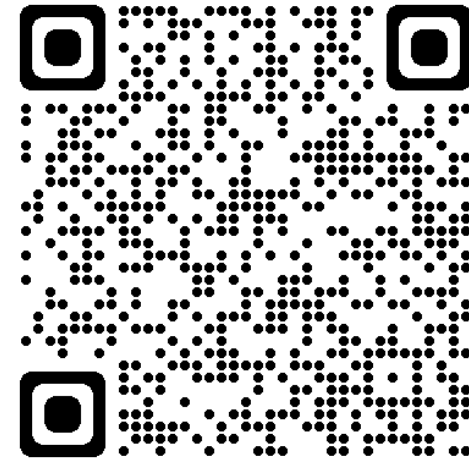
- What's New in Copilot | July 2024
 - <https://techcommunity.microsoft.com/t5/copilot-for-microsoft-365/what-s-new-in-copilot-july-2024/ba-p/4200439>

Thank you! – Lets connect



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