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**1. What is Microsoft Copilot?**

[What is Microsoft Copilot, and what can it do?](https://www.tomsguide.com/news/what-is-microsoft-copilot-heres-everything-it-can-do)

Microsoft Copilot is a *Generative AI Service*\* that assists with work tasks like creating web sites, creating web pages, creating Power Apps forms, Creating Power Automate workflows, creating Power BI charts, writing code in VS Code, configuring security, and more. It is a conversational chat interface that lets you search for specific information, generate text such as emails and summaries, and create images based on text prompts you write. It coordinates \*\**Large Language Models (LLMs)*, content in \* \*\**Microsoft Graph*, and the Microsoft 365 apps that you use every day, such as Word, Excel, PowerPoint, Outlook, Teams, and others. It leverages the power of AI to boost productivity, unlock creativity, and helps you understand information better with a simple chat experience.

**2. Copilot in SharePoint Online**

[Microsoft Copilot in SharePoint (beyondintranet.com)](https://www.beyondintranet.com/blog/copilot-in-sharepoint/)

AI changes how we handle daily work tasks. To stay competitive, teams must know how to use AI tools in regular work. AI can boost productivity and efficiency. Microsoft’s new AI writing tool, Copilot, makes it easy to benefit from AI in apps like SharePoint. Leaders see AI as augmenting human abilities, not replacing jobs. Now organizations should embrace AI and unlock its benefits. This guide gives insights on using Copilot in SharePoint to improve productivity. Let’s learn how Microsoft’s AI copilot helps teams collaborate and create impactful content.

**A. Introducing Microsoft Copilot – Your AI Pair Programmer**

Copilot is an AI chatbot using Large Language Models. It integrates into Microsoft 365 apps like SharePoint, Outlook, Teams and Word. Copilot helps with repetitive tasks. This reduces workload so employees can focus on high-value work. Microsoft says Copilot helps workers be more creative and focused. Studies show 64% of employees struggle with time management and focus. Copilot helps by automating repetitive drafting, scheduling, and data analysis. This frees up mental bandwidth, so workers are more engaged.

**B. Using Copilot in SharePoint**

SharePoint enables team collaboration, knowledge sharing, and document management. Copilot enhances SharePoint by improving the user experience. Microsoft says Copilot is the biggest SharePoint advancement in 22 years. It revolutionizes how sites, pages, and content are created.

Copilot lets SharePoint users make sites, pages, content easily. It uses plain language prompts. Copilot’s AI makes initial drafts with company data and design from Microsoft. Users just tell Copilot what site or page they need. Copilot asks questions then quickly makes a basic version using company templates and brands based on the users’ answers.

Copilot doesn’t just simplify building SharePoint sites. It also lets real-time editing of content using conversational prompts. Copilot helps tweak design, navigation, images, text, more until the site owner is happy. Copilot acts as a website design partner in SharePoint. It reviews content and makes engaging pages using new SharePoint web layouts. Copilot may suggest tweaks to improve reader engagement based on analytics.

**C. Key Benefits of Using Copilot in SharePoint**

Copilot as AI assistant in SharePoint has the following benefits:

* Makes SharePoint easier and more efficient for all users.
* Simplifies and speeds up creating new sites, pages and content.
* Automates repetitive formatting, proofing and text optimization.
* Let Premium users easily organize, summarize and extract insights from content.
* Enables users to customize Copilot’s behavior to their needs.
* Boosts creativity by sparking ideas and assisting with writing and design.
* Reduces owner workload by handling mundane upkeep tasks.
* Analyzes site performance and suggests improvements.
* Helps ensure brand consistency and governance.

Copilot reduces friction so users can focus on strategy rather than routine tasks. It simplifies collaborating and creating high-quality, impactful content.

**D. Prerequisites for Accessing Copilot**

To start benefiting from Copilot in SharePoint and other Microsoft 365 apps:

* Have an active Microsoft 365 license that includes Copilot.
* Use an account connected to Azure Active Directory for single sign-on.
* Have a OneDrive account for personal storage used by Copilot features.
* Use the latest version of Outlook for Windows.
* Access Teams via the desktop or web app (limited functionality on mobile).
* Have Microsoft Loop enabled across apps.
* Have the necessary permissions to access SharePoint sites.
* Understand how to activate Copilot within the desired apps.
* Be ready to provide feedback to help train Copilot on your preferences.

**E. Best Practices for Using Copilot in SharePoint Effectively.**

Here are some best practices to get the most out of your AI copilot:

* Take time to customize Copilot’s settings for your preferred behavior.
* Be very specific when prompting Copilot to avoid misalignments.
* Use clear everyday language, not complex technical jargon.
* Provide plenty of constructive feedback when Copilot misses the mark.
* Let Copilot handle repetitive tasks like proofing, formatting and cleaning up text.
* Take advantage of Copilot’s ability to rapidly produce initial drafts.
* Review and refine Copilot’s work rather than accepting it outright.
* Have it explain its reasoning to you when you are uncertain about its suggestions.
* Monitor Copilot’s impact on efficiency and creativity over time.
* Share tips and tricks with colleagues to spread adoption best practices.

**F. The Future of SharePoint is AI-Driven**

Microsoft sees AI driving SharePoint’s future. With Copilot, they aim to provide seamless, user-friendly experiences. This means that site owners, teams, and users can benefit by collaborating and creating high-quality content more efficiently. IT benefits from reduced burden managing SharePoint.

Thanks to AI like natural language processing, Copilot enables smarter discovery and content use. It improves knowledge sharing and collaboration on digital platforms. SharePoint combines powerful document management, workflow automation, and collaboration. Adding AI through Copilot unlocks new productivity and innovation.

However, adopting AI requires planning and change management. This includes training, process alignment, and outcome measurement.

**3. Copilot in Power Automate**

[Get started with Copilot in cloud flows - Power Automate | Microsoft Learn](https://learn.microsoft.com/en-us/power-automate/get-started-with-copilot)

Copilot in Power Automate is a new feature that helps you build cloud flows with the help of an AI assistant. The copilot guides you through a chat experience and helps you set up and run an automation on your behalf. To use the copilot, you need to visit the Power Automate dashboard, sign in, select “desktop flow activity”, and then select the “Copilot (preview)” button. You can choose from predefined prompts or write your own.

The Power Automate Copilot can perform the following actions:

* Understand your intent, and create a flow based on the scenario prompt you provide.
* Auto-set up connections on your behalf to get you to a working automation as soon as possible.
* Apply the necessary parameters in the flow based on your prompt.
* Respond to your requests to make changes to your flow, such as update actions and replace actions.
* Answer questions about your flow and product. For example, you can ask Copilot: What does my flow do? How do I access child flows? How do I access licenses?

**4. Copilot in Power Apps**

[AI Copilot overview - Power Apps | Microsoft Learn](https://learn.microsoft.com/en-us/power-apps/maker/canvas-apps/ai-overview)

Copilot for model-driven apps in Power Apps is a feature for app users to get insights about the data in their apps through conversation in natural language. Copilot helps app users boost their productivity through AI-powered insights and intuitive app navigation. This feature is available throughout the model-driven app. To enable or disable Copilot, you need to sign in to the Power Platform admin center and select the appropriate settings.

The Power Apps Copilot can perform the following actions:

* Build apps through conversation.
* Continue editing your app with Copilot (preview).
* Add Chatbot control to a canvas app (preview).
* Add Copilot control to a canvas app (preview).
* Leverage Azure OpenAI Service in AI Builder (preview).

**5. Copilot in Power BI**

[Overview of Copilot for Power BI (preview) - Power BI | Microsoft Learn](https://learn.microsoft.com/en-us/power-bi/create-reports/copilot-introduction)

Copilot in Power BI is a feature that uses \*Advanced Generative AI to help users create and share insights from their data. Copilot allows users to describe the visuals and insights they’re looking for, or ask a question about their data, and Copilot will analyze and pull the right data into a report. Copilot makes data analysis faster and easier by turning it into an intuitive, AI-driven conversation.

The Power BI Copilot can perform the following actions:

* A summary of your report in the Copilot pane.
* A summary visual on the report itself.
* Suggested content for a report.
* Report pages.
* A narrative visual.
* Synonyms to enhance Q&A.
* Descriptions for your semantic model measures.
* Write DAX queries.

**6. Copilot in VS Code**

[GitHub Copilot overview (visualstudio.com)](https://code.visualstudio.com/docs/copilot/overview)

[How to use GitHub Copilot for PowerShell coding projects | TechTarget](https://www.techtarget.com/searchWindowsServer/tip/How-to-use-GitHub-Copilot-for-PowerShell-coding-projects)

The GitHub Copilot extension is an AI pair programmer tool that helps you write code faster and smarter. You can use the Copilot extension in Visual Studio Code to generate code, learn from the code it generates, and even configure your editor.

The VS Code Copilot can perform the following actions:

* Get inline code suggestions while you're writing and iterating on code.
* Start a chat conversation to generate or refactor source code, produce documentation comments, or generate unit tests.
* Get help with fixing errors in your code or resolve error while running commands in the terminal.
* Ask questions to help ramp-up on a new code base or accelerate learning a new programming language or framework.
* Use chat features to discover and configure your VS Code setup.

**7. Copilot Studio**

[Microsoft Copilot Studio: How to Get Started Step by Step - Global SharePoint Diary (global-sharepoint.com)](https://global-sharepoint.com/sharepoint/microsoft-copilot-studio-set-up/#What_is_Microsoft_Copilot_Studio)

Microsoft Copilot Studio is a powerful integrated development environment (IDE) that leverages the capabilities of GitHub Copilot, an AI-powered code completion tool. This innovative tool, developed by GitHub in collaboration with OpenAI, assists developers by suggesting whole lines or blocks of code as they type, making the coding process more efficient and productive.

This can be done in two ways, by using the Microsoft Visual Studio Tool, or by using the existing Power Platform Environment.

**A. Build Custom Copilots:**

* Create your own AI-powered chatbots (called Copilots) without needing data scientists or developers.
* Customize Copilots to handle various scenarios, from simple responses to complex conversations.
* Engage with customers and employees across different channels like websites, mobile apps, Facebook, Microsoft Teams, and more.

**B. Two Versions of Copilot Studio:**

* Web App:
  + Ideal for IT admins creating Copilots for customers.
  + Allows exploration of advanced concepts like entities and variables.
  + Access the [Copilot Studio demo](https://copilotstudio.microsoft.com/) to try it out.
* Teams App**:**
  + Designed for employees within organizations.
  + Quickly create and distribute Copilots for common employee queries.
  + Use advanced features while having an internally available Copilot in Teams.

**8. Copilot in Security**

[Microsoft Copilot for Security | Microsoft Security](https://www.microsoft.com/en-us/security/business/ai-machine-learning/microsoft-copilot-security)

[Microsoft Copilot for Security is generally available on April 1, 2024 | Microsoft Security Blog](https://www.microsoft.com/en-us/security/blog/2024/03/13/microsoft-copilot-for-security-is-generally-available-on-april-1-2024-with-new-capabilities/)

Security Copilot is a tool that uses AI to help security professionals defend their organization against cyber threats. It is a product from Microsoft that integrates with its tools and services. It can analyze security data, correlate threat activity, identify and anticipate attacks, and enable faster and more informed decisions.

Copilot for Security can perform the following actions:

* Custom promptbooks allow customers to create and save their own series of natural language prompts for common security workstreams and tasks.
* Knowledge base integrations, in preview, empowers you to integrate Copilot for Security with your business context, so you can search and query over your proprietary content.
* Multi-language support now allows Copilot to process prompts and respond in eight different languages with 25 languages supported in the interface.
* Third-party integrations from global partners who are actively developing integrations and services.
* Connect to your curated external attack surface from Microsoft Defender External Attack Surface Management to identify and analyze the most up-to-date information on your organization’s external attack surface risks.
* Microsoft Entra audit logs and diagnostic logs give additional insight for a security investigation or IT issue analysis of audit logs related to a specific user or event, summarized in natural language.
* Usage reporting provides dashboard insights on how your teams use Copilot so that you can identify even more opportunities for optimization.

**9. Copilot Licensing**

[Microsoft Copilot for Microsoft 365 | Microsoft 365](https://www.microsoft.com/en-us/microsoft-365/enterprise/copilot-for-microsoft-365)

To empower every organization to become AI-powered, we are making three changes. First, we are removing the 300-seat purchase minimum for Copilot for Microsoft 365 commercial plans. Second, we are removing the Microsoft 365 prerequisite for Copilot—so now, Office 365 E3 and E5 customers are eligible to purchase. We’re also extending Semantic Index for Copilot to Office 365 users with a paid Copilot license. Semantic Index works with the Copilot System and the Microsoft Graph to create a sophisticated map of all the data and content in your organization—enabling Microsoft 365 Copilot to deliver personalized, relevant, and actionable responses. Third, we are excited to announce that Copilot for Microsoft 365 is now generally available for small and medium-sized businesses—from solopreneurs running and launching their first business to 300-person fast-growing startups. If you are using either Microsoft 365 Business Standard or Microsoft 365 Business Premium, you can now purchase [Copilot for Microsoft 365](https://www.microsoft.com/microsoft-365/business/copilot-for-microsoft-365?icid=copilotblog&rtc=1) for $30 per user per month.

\* [Generative AI is a type of artificial intelligence technology that can generate text, images, code or other types of content, often in response to a prompt entered by a user](https://www.bing.com/ck/a?!&&p=50c250296d853ae7JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjIyOA&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+generative+ai+tech&u=a1aHR0cHM6Ly93d3cudGVjaHJlcHVibGljLmNvbS9hcnRpY2xlL3doYXQtaXMtZ2VuZXJhdGl2ZS1haS8&ntb=1). [Generative AI systems create responses using algorithms that are trained on open-source information, such as text and images from the internet](https://www.bing.com/ck/a?!&&p=d3d95f2e82816404JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjIzMQ&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+generative+ai+tech&u=a1aHR0cHM6Ly93d3cuZ2FvLmdvdi9hc3NldHMvZ2FvLTIzLTEwNjc4Mi5wZGY&ntb=1). [Generative AI can produce new data, images, text, or music resembling the dataset it was trained on](https://www.bing.com/ck/a?!&&p=1a7e0918db7196b6JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjIzMw&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+generative+ai+tech&u=a1aHR0cHM6Ly93d3cubGVld2F5aGVydHouY29tL2dlbmVyYXRpdmUtYWktdGVjaC1zdGFjay8&ntb=1). [This is achieved through “generative modeling,” which utilizes statistical algorithms to learn the patterns and relationships within the dataset and leverage this knowledge to generate new data](https://www.bing.com/ck/a?!&&p=d5f9c1a7dbb29c12JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjIzNQ&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+generative+ai+tech&u=a1aHR0cHM6Ly93d3cubGVld2F5aGVydHouY29tL2dlbmVyYXRpdmUtYWktdGVjaC1zdGFjay8&ntb=1).

[Explained: Generative AI | MIT News | Massachusetts Institute of Technology](https://news.mit.edu/2023/explained-generative-ai-1109)

\*\* [Large Language Models (LLMs) are a subset of artificial intelligence that has been trained on large quantities of text data to perform natural language processing tasks](https://www.bing.com/ck/a?!&&p=4006d8d20326f403JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjA1Mw&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+large+language+models&u=a1aHR0cHM6Ly93d3cubWxxLmFpL3doYXQtaXMtYS1sYXJnZS1sYW5ndWFnZS1tb2RlbC1sbG0v&ntb=1). [LLMs consist of a neural network with many parameters, typically billions of weights or more](https://www.bing.com/ck/a?!&&p=fed414e6d18a0968JmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjA1Nw&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+large+language+models&u=a1aHR0cHM6Ly9lbi53aWtpcGVkaWEub3JnL3dpa2kvTGFyZ2VfbGFuZ3VhZ2VfbW9kZWw&ntb=1). [LLMs can understand complex sentences, relationships between entities and user intent, and generate new text that is coherent and grammatically correct](https://www.bing.com/ck/a?!&&p=c6873bf11c304a0fJmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjA1OQ&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+large+language+models&u=a1aHR0cHM6Ly93d3cudGVjaG9wZWRpYS5jb20vZGVmaW5pdGlvbi8zNDk0OC9sYXJnZS1sYW5ndWFnZS1tb2RlbC1sbG0&ntb=1). [LLMs use self-supervised learning or semi-supervised learning to train on unlabeled text](https://www.bing.com/ck/a?!&&p=b69bba07ee18c5bfJmltdHM9MTcxMzc0NDAwMCZpZ3VpZD0xOTA4NDM2MS05YTg4LTZlYjktMTc3Yy01NzA0OWI3MzZmYmYmaW5zaWQ9NjA2Mg&ptn=3&ver=2&hsh=3&fclid=19084361-9a88-6eb9-177c-57049b736fbf&psq=what+is+large+language+models&u=a1aHR0cHM6Ly9lbi53aWtpcGVkaWEub3JnL3dpa2kvTGFyZ2VfbGFuZ3VhZ2VfbW9kZWw&ntb=1).

[What Are Large Language Models (LLMs)? | IBM](https://www.ibm.com/topics/large-language-models)

\*\*\* Microsoft Graph is the gateway to data and intelligence in Microsoft 365. It provides a unified programmability model that you can use to access the tremendous amount of data in Microsoft 365, Windows, and Enterprise Mobility + Security. Use the wealth of data accessible through Microsoft Graph to build apps for organizations and consumers that interact with millions of users.

[Microsoft Graph overview - Microsoft Graph | Microsoft Learn](https://learn.microsoft.com/en-us/graph/overview)