Understand & Leverage M365 Copilot

Mastering Microsoft 365 Copilot: Unlocking AI-Powered Productivity

4 Hours

Dive into the capabilities and limitations of Microsoft 365 (M365) Copilot. This workshop aims to provide a comprehensive understanding of how Copilot works, the differences between its work and web versions, and practical scenarios demonstrating its benefits across various departments. Additionally, we will cover essential security aspects and conclude with a hands-on lab on effective prompting techniques.

Intended Audience:

This workshop is ideal for IT leaders, decision-makers, and professionals responsible for managing and optimizing their organization's M365 environment. Whether you are looking to enhance productivity, improve collaboration, or ensure security, this workshop will provide valuable insights and actionable strategies.

High-level Agenda

1. **Understanding Copilot:**
   › Detailed explanation of what Copilot can and cannot do.
   › Differences between work and web versions of Copilot.

2. **Sample Scenarios:**
   › Demonstrations of how Copilot can assist various departments such as Sales, HR, IT, and Customer Service.
   › Case studies and real-world examples of successful implementations.

3. **Security and Compliance:**
   › Overview of Copilot's security features and how they protect your organization.
   › Discussion on data privacy, compliance, and responsible AI practices.

4. **Hands-On Lab:**
   › Interactive session on effective prompting techniques.
   › Practical exercises to enhance your skills in using Copilot.

KEY TAKEAWAYS

› Gain a clear understanding of what M365 Copilot can and cannot do.

› Learn how Copilot integrates with your work environment and web applications.

› Explore real-world scenarios showcasing Copilot's impact on different departments.

› Understand the security measures in place for using Copilot.

› Participate in a practical lab session to master prompting techniques.

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BENEFITS OF M365 COPILOT

› M365 Copilot leverages advanced AI to transform the way you work, offering personalized assistance to streamline daily tasks and enhance creativity. By integrating seamlessly into familiar apps like Word, Excel, and Teams, Copilot automates repetitive tasks, generates content, and provides real-time insights, enabling employees to focus on high-value work. From drafting professional documents to analyzing complex data and summarizing meeting discussions, Copilot accelerates workflows while maintaining accuracy and consistency.

We'd love to hear from you.

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