Microsoft 365 Copilot offering

Get started with Microsoft 365 Copilot

Microsoft 365 Copilot is an AI assistant for work that boosts productivity and creativity, helping you unlock more value to grow and run your business. Integrated into the apps millions use every day, it combines the power of the most advanced AI models with the web and your business data, offering real-time intelligent assistance and improved collaboration to you and your employees.

How Copilot can help you in Microsoft 365 apps

Discover how Copilot can help you perform tasks faster in some of the Microsoft 365 apps you use every day. Here are just a few examples of its capabilities.

Business Chat

Quickly catch up on projects

"Summarize emails where I was mentioned."

Get quick insights from a sea of content—no matter where the information is

"Teach me about [Concept] in a way a non-technical person could understand."

Create content by getting data from multiple sources

"Draft a personal email I can send to people in [Role] to call their attention to [Product's] launch."

Prepare for meetings

"Create a storyboard for a 60-minute keynote where I need to engage a room full of [Audience] about [Topic]; use [File] and [File] as background."

Copilot in Teams

Catch up on missed meetings in a pinch

"What were the key points discussed?"

"Draft a summary from last week's spotlight meeting and include top customer pitch tips."

Host team brainstorm sessions

"Start a targeted promotion plan based on our meeting notes."

Copilot in Word

Draft job descriptions from scratch

"Generate a job description for a [Role]. Include bullet points from the [Role] core responsibility list."

Discover and summarize a detailed process document

"Review this document [File] and summarize all references intobullet points."

Copilot in Outlook

Draft personalized emails

"Draft an offer letter to [Name] with a start date of [Date]. Include our benefits information and use a professional tone."

Discover new sales leads

"Highlight emails from new senders."

"Invite [Client] to a meeting to discuss our core offerings. Include three time options."

Copilot in PowerPoint

Update template slides

"Update the pitch template slide using the recap from last week's Teams meeting. Include the client's logo on the slide."

Create new slides with existing content

"Summarize the client's profile, promotion plans, and taglines and separate into three new slides."

software **one**

Maximize the efficiency of Copilot with SoftwareOne's free training workshops empowering your teams to work smarter, collaborate better

In the desire to aid businesses in accessing and implementing AI technology smoothly and efficiently, SoftwareOne will offer complimentary support in one of the stages of the Copilot Advisory service, based on the quantity of Microsoft Copilot licenses acquired by the business. Specific discounted packages are detailed below.

Copilot Business Value Orientation	Copilot for Microsoft 365 Readiness Assessment	Copilot M365 Interactive Workshop
Duration (1 hour) Target audience - Business Decision maker	**Duration (1 hour)** Target audience - Business Decision maker/IT Admins	**Duration (3 hours)** Target audience - Identified copilot business users/champions
Agenda • What is Copilot and Generative AI? • Types of Copilots (Excel, Word, Teams, Outlook) • How to prepare your environment • Key concepts: Semantic Index, Security & Privacy • Real-world use cases and value • Readiness assessment discussion	**Agenda** • Review Microsoft 365 Copilot readiness Assessment • Organization profile check • Productivity tool usage check • Data securing readiness check • Copilot M365 ready users' assessment • Address data security, governance, and data access questions • Recommend Microsoft 365 Copilot implementation plan • Next steps and preparation for M365 Copilot interactive workshop	**Agenda** • Introduction - Copilot for Microsoft 365: An overview • Microsoft Copilot licenses & what is semantic index? • Microsoft 365 Copilot Security and privacy • Things to look out when using AI (AI mistakes, Shadow AI and Copyrights) • Art of Prompting and SoftwareOne ROSE methodology • Work Scenarios for Microsoft 365 and hands on practice on demo environment (Excel, Word, PowerPoint, Teams, Outlook)

Why choose SoftwareOne?

Operating in **90 countries** worldwide.

24/7 multilingual technical support

12 service support centers worldwide

Over 9,000 global experts ready to support businesses

Contact us today to take advantage of this promotion and begin your workplace AI journey with Copilot for Microsoft 365.

Try
Copilot Chat

Find out more at
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