



Microsoft 365 Copilot – what’s all the fuss?

Microsoft 365 Copilot is coming soon, and it’s the talk of the town to make your life easier. But the latest technology isn’t always the easiest to comprehend. **Do you need a hand in understanding it?**

Are you looking for a way to increase your productivity and efficiency in your daily work? Look no further than Microsoft 365 Copilot!

Microsoft 365 Copilot allows users to get the best of the Microsoft applications they use. It functions to accelerate skills gaps, broaden knowledge into new areas and provide a completely revolutionary approach to how to interact with each other in the workplace.



This AI-powered productivity tool combines the power of large language models (LLMs) along with your data in the Microsoft Graph (your calendar, chats, documents, meetings, emails, etc.), the Microsoft 365 apps, and the internet, accessed through natural language - to turn your words into a powerful productivity tool.

What does life look like with Microsoft 365 Copilot?

Microsoft 365 license (Microsoft 365 Business Standard)	Microsoft 365 license + Microsoft 365 Copilot
<ul style="list-style-type: none"> • Web, mobile and desktop versions of Microsoft 365 apps with premium features, including Microsoft 365 Word, Excel, PowerPoint, Teams, Outlook, Exchange, OneDrive, SharePoint, Access (PC Only), Publisher (PC Only) • Chat, call, meet up and host webinars with attendee registration and reporting tools • Manage customer appointments with ease • 1TB of cloud storage per user • Business-class email • Standard security • Anytime phone and web support 	<p>Your current Microsoft 365 license capabilities PLUS</p> <ul style="list-style-type: none"> • Compatible with Microsoft 365 Word, Teams, Outlook, PowerPoint, Excel, OneNote, Loop and the new Microsoft 365 Chat • Transcribe, organise ideas, understand context and bring collaboration to the next level in Teams meetings • Unlock your writing potential by adding text or help bring ideas to life in Word documents • Catch up on missed emails and meetings quickly with summaries in your Outlook inbox • Save time, money and resources - all within Microsoft's commitment to data security and privacy!



What do I need to get started?

1. You'll need either a Microsoft 365 Business Standard, Premium, E3, or E5 license. Microsoft 365 Copilot will then be an add-on license.
2. Make sure your data is secure. A security audit can help to detect vulnerabilities and identify where you should enforce security measures. You can also improve your security posture with [Microsoft Secure Score](#).
3. Copilot only displays data to users that have permission to view it. Ensure the right users have the right access by leveraging Microsoft Purview for Sensitivity Labels and Data Loss Protection.
4. The richness of the Copilot experience depends on the data sources indexed by Microsoft 365. Make sure you're getting the best results by archiving out of date documents.
5. Start thinking about who in your organisation will benefit from using Copilot. Is it your sales team needing to surface new leads or prepare for a pitch? Is it your marketing team to host a better brainstorm or help plan promotional copy?

Copilot works alongside you to unleash your creativity and help you perform tasks faster with the power of AI.
Ready to get started with Microsoft 365 Copilot for your business?

Get in touch today to assess your readiness and reclaim focus on the tasks that really matter in your business!



Microsoft Copilot