Copilot for M365 - Introduction

Duration: **1 Day (9am – 4pm)**

Course Pre-Requisites:

- Laptop (Face to Face) or Desktop/Laptop (Virtual) with access to a full **Microsoft 365 license.**

- **Copilot for M365 licence <u>must be activated</u> on your Microsoft 365 Account**

- Stable Internet Connection (for Virtual Attendees)

Note to Students: Please ensure you have the **<u>necessary permissions and access rights to use CoPilot for M365</u>** within your organizational network. For the best learning experience, we encourage participants to come prepared with real-world scenarios where CoPilot for M365 could enhance your productivity and workflow.

Course Overview: This one-day intensive course is designed to introduce learners to CoPilot for Microsoft 365 (M365), an AI-powered assistant that enhances productivity across Microsoft applications. Participants will explore the capabilities of CoPilot for M365, learning to automate tasks, generate content, and gain insights to improve efficiency in Web (GPT4), Word, Excel, PowerPoint, Teams, and Outlook.

Introduction to CoPilot for M365 (30 Mins)
- **What is Copilot for M365?**
- **How does Copilot M365 work?**

This introductory segment offers a concise overview of CoPilot for M365, an AI assistant that boosts productivity within the Microsoft 365 suite. Participants will explore its integration with applications like Word, Excel, and Outlook, understanding how it uses AI to automate tasks and generate intelligent suggestions, thus enhancing user efficiency across Microsoft 365 applications.

Getting Started with CoPilot for M365 (30 Mins)
- **Preparing for CoPilot M365**
- **Data organization**
- **Understanding organizational policies**

This session guides attendees through the initial steps of deploying CoPilot for M365, covering system requirements, the importance of organized data, and adherence to organizational AI policies. It lays the groundwork for leveraging CoPilot effectively, ensuring participants are well-prepared to integrate this AI assistant into their Microsoft 365 workflows.

How to Create Effective Copilot M365 Prompts (1 Hour)

- **Crafting effective prompts**
- **Exploring prompt types and examples for enhanced productivity**

This deep dive explores CoPilot's capabilities, focusing on crafting effective prompts and utilizing various prompt types to boost productivity. Attendees will learn to tailor their interactions with CoPilot, ensuring precise and beneficial outcomes across Microsoft 365 applications.

Practical Applications of CoPilot for M365 (2 Hours)

- **Utilizing CoPilot for Bing Web Chat, MS Word, MS Excel, and MS PowerPoint**
- **Responsible AI usage, disclosure practices, and utilizing CoPilot effectively within organizational policies.**

This detailed segment demonstrates how to use Copilot M365 for Problem solving, image creation, document creation, data analysis, and presentation design. This session includes firsthand practical demonstrations and student practice in each of the applications covered. This section addresses responsible AI usage and disclosure practices, emphasizing how to align CoPilot's capabilities with organizational policies for ethical and effective application.

CoPilot in Communication (1 Hour)

- **Enhancing emails and communications using CoPilot for Outlook and Teams**

This portion of the course focuses on enhancing emails and MS Teams communications with CoPilot for Outlook and Teams, highlighting how AI can streamline messaging and collaboration for more effective and efficient workplace interactions. This session includes firsthand practical demonstrations and practice.

Useful Resources (30 Mins)

- **Microsoft Resources and help for Copilot M365**

In this final session your trainer will share with you the best resources from Microsoft and beyond. They will share with you document and video content locations that will help you get the most out of your Copilot experience.