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What is Microsoft Copilot?

Here's everything you need to know…

The shift to AI (Artificial Intelligence) is underway

Microsoft 365 Copilot could help you achieve things like never before using the power of AI and it works alongside you to unleash your creativity and help you perform tasks faster using your companies' data. A lot of us have either used or have tried ChatGPT, well Microsoft CoPilot works in a similar way but is tailored to your business and data to help you become more productive.

Technology plays a vital role in business operations, Microsoft has introduced a game-changing application called Microsoft 365 Copilot. This app promises to make business processes seamless by turning your words into the most powerful productivity tool on the planet.

Microsoft 365 Copilot is an AI-driven virtual IT support service that helps businesses manage their workload. It provides personalised assistance in workplace management and can help businesses save time, streamline and automate their IT processes, and increase productivity.

Think of Microsoft 365 Copilot as your virtual assistant, working hand-in-hand with each app, such as Microsoft Teams. It allows you to send AI-written messages based on your emails and documents written throughout the day. This experience is known as Business Chat, and it works throughout all Microsoft 365 apps, including emails, chats, calendar, documents, contacts, and meetings.

Here are just a few ways in which Microsoft Copilot can help you in your everyday tasks:

Microsoft Sales Copilot

Microsoft Sales Copilot is a seller experience application that uses Microsoft 365 and Microsoft Teams to automatically capture, access, and register data into any customer relationship management (CRM) system.

It eliminates manual data entry and gives sellers more time to focus on selling. By enriching the data set with customer engagement data from Microsoft 365 and the power of AI, Sales Copilot empowers sellers with sales intelligence that helps them deeply understand their customers for faster deal closure.

Sales Copilot is designed to help sellers boost productivity, lighten workloads, save time, and help salespeople sell more.

Microsoft 365 Chat

Summarise large amounts of data into simple, consumable responses and information.

Here are some examples:

You're working on a project and you're looking for a key date someone shared a document you vaguely remember.

Copilot will go and find that relevant data for you.

Create content and brainstorm enables you to brainstorm and draft new content based on anything from a storyboard or a script to an agenda or executive summary. You want to translate a complex topic into a memorable and relatable script, for example:

I need to explain concept A to a CEO. I need to include an explanation of what it is, how it works, and a value proposition associated with it. Create a script I could use. Also include analogies that can help a non-technical person understand it.

Get quick answers you want to get answers to simple questions quickly, using information buried in your intranet.

What is my holiday policy?

What is our company policy on sick leave?

Prompt and iterate the keys to unlocking as much value as possible are writing great prompts and embracing iteration. A prompt is the set of instructions that you use to tell Copilot what you want. We find that the best prompts for Copilot include some combination of goals, context, details and or data.

I want a list of 3 – 5 bullet points to prepare me…

Respond with headers for each point and enough detail to provide context.

Copilot in Outlook

Start emails quickly – save time preparing emails with Copilot as your drafting partner.

Generate a summary – use Copilot to transform long email conversations into short summaries.

Copilot in Powerpoint

Create a new presentation – get started fast! Give Copilot a topic and have it create you a draft presentation.

Summarise your presentation – Need a quick summary of a longer presentation? Let Copilot summarise the key points for you.

Copilot in Teams

Summarise key discussion points and suggest action items, all in real time during a meeting.

Catchup on chats – get up to speed on conversations by quickly reviewing the main points, action items and decisions.

Find and use info that's buried in documents, presentations, emails, calendar invites, notes and contacts.

How do I get Microsoft Copilot?

It's very simple, all you need to do is enable Microsoft Copilot by updating your computer to the latest version of Windows 11

1. Head to **Settings** and look for the **Windows Update** option.

2. Follow the prompts and reset your computer if required.

You're now ready to experience everything Copilot has to offer. If Microsoft just dropped an update, you may have to wait a bit before it reaches your region. Click the tab to automatically install the latest update when available.

Once your computer is updated, click the Copilot button

As for enabling the feature, click the Copilot button on the taskbar or press Win + C on the keyboard. That's all there is to it.

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We would be happy to discuss Microsoft Copilot in more detail alongside the licensing requirements and preparation framework with you.

For all your digital transformation needs, speak to the experts at Somerbys IT on

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