AI

Microsoft CoPilot Pro/M365

Overview

Copilot is an advanced AI assistant designed to revolutionize how we work, create, and communicate. Whether you seek enhanced performance, creativity tools, or integration with Microsoft 365, there's a Copilot plan for you.

Copilot Pro is a premium subscription that enhances your productivity and creativity with advanced AI features and is available to individuals.

Copilot for Microsoft 365 is an AI-powered productivity tool integrated into Microsoft 365 apps and services. It leverages large language models and Microsoft Graph to provide real-time intelligent assistance and is available to M365 with Business or Enterprise subscriptions.

Webinar Content

Steps to Access and Sign in to Copilot

Access Copilot: Open the Copilot application on your device.
Sign In: Enter your credentials (username and password)

Using Copilot to:

Answer questions
Summarise Information
Compose text
Solve problems
Create and analyse images
Key considerations when using Copilot

Integrated with Office Apps – using Copilot panel from the ribbon and using the Copilot button within the application files

Word: Generate drafts or modify existing documents
Excel: Analyse data
PowerPoint: Create and improve presentations
Outlook: Draft an email and summarise conversations
Teams: Summarise meetings and chats

Copilot
Your everyday AI companion

Audience

Users that would like to use Copilot Pro or Copilot for Microsoft 365 version to enhance their productivity and efficiency using Copilot's features in applications.

This webinar gives users a comprehensive run through its features and capabilities.

Delivered as a 90-minute Live Webinar or in person as a Seminar

Duration
90 Minutes