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RESILIENT ECONOMIES AND COMMUNITIES

**Distance LAB**

# DISTANCE LAB PILOT: REMOTE LEARNING OPPORTUNITIES AND SKILLS FULFILMENT

MS Copilot for MS 365



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# 1. MS Copilot for MS 365

## 1.1. What is MS Copilot for MS 365

The [MS Copilot for MS 365](#) is an advanced AI tool for enhancing productivity and creativity across the MS suite of applications and services. The copilot uses large language models (LLMs) from ChatGPT with your data to assist you through various MS applications such as Word, Excel, PowerPoint, Outlook, Teams and more.

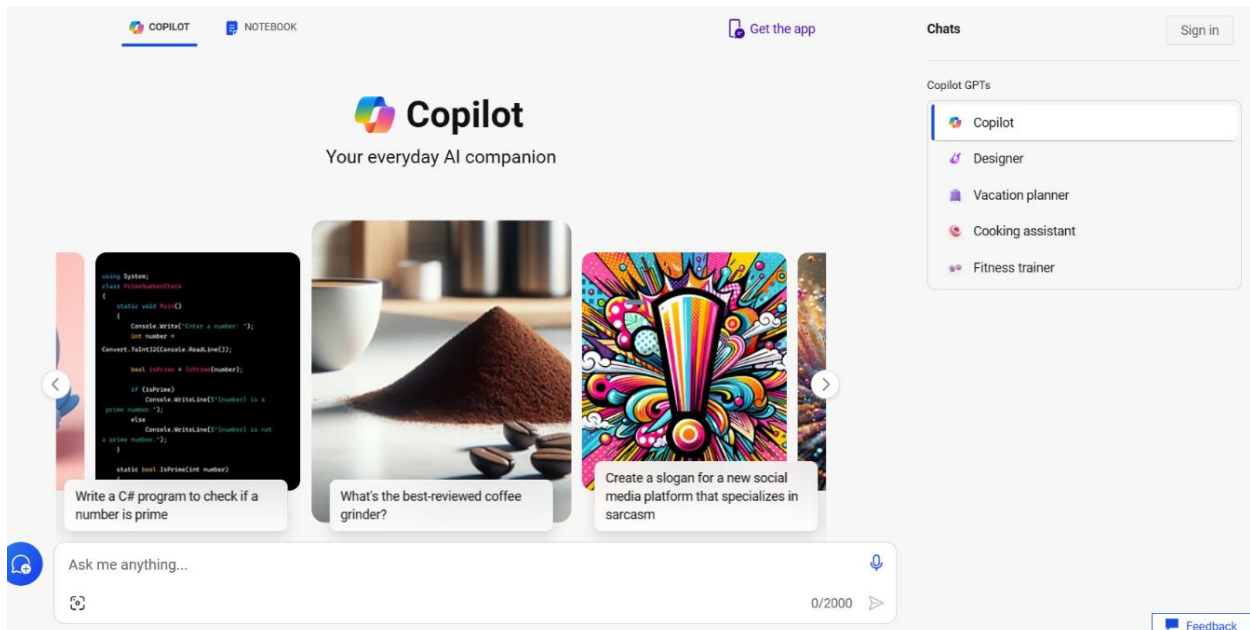


Currently, there are two types of MS copilot- [Web-based Copilot](#) and [Copilot for MS 365](#). The major differences between the two can be seen in the picture below.

	Copilot	Copilot for Microsoft 365
	Free	\$30
Foundational Capabilities	•	•
Web Grounding	•	•
Commercial Data Protection	•	•
Enterprise-Grade Data Protection		•
Microsoft Graph Grounding		•
Microsoft 365 Apps		•
Copilot Studio		•

The Web-based Copilot can be used **for free** but it has limited usability. The best feature of it is the chat feature, where it will answer asked questions. This feature is based on ChatGPT Language learning models and encompasses similar features to it. The copilot can provide information about all kinds of topics that can be found on the surface web and does not violate

its terms and conditions. Below in the picture, you can find the user interface of the copilot and examples of its use case.



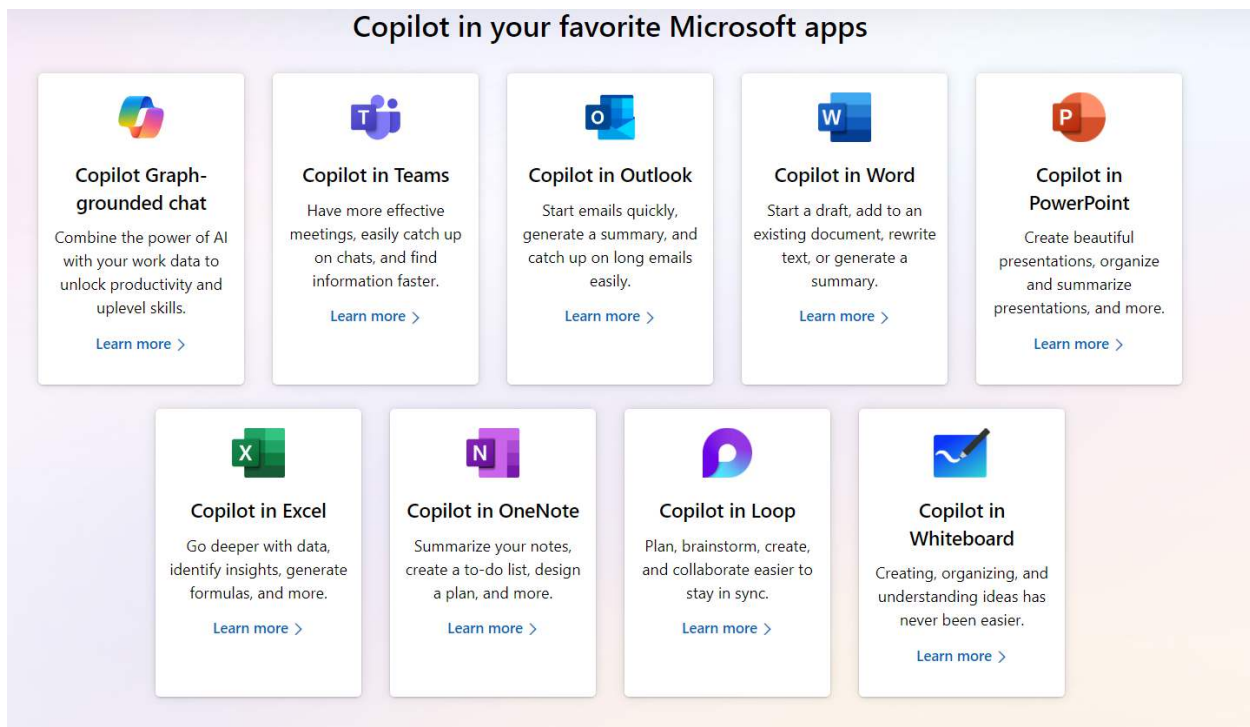
## 1.2. Opportunities and benefits

The features and benefits of a **Web-based MS Copilot**:

- **Information retrieval from a database and the web** - quick to find answers to questions;
- **Communication in different languages** - answers to your questions and tasks can be done in your preferred language;
- **Generation of content** - copilot can generate stories, songs, essays, codes, jokes, summaries, reviews, explanations and more;
- **Writing assistance** - improve user writing and give suggestions for better text;
- **Error identification and rectification** – save users time by correcting text errors;
- **Image understanding** – analyze and understand a picture and give relevant response.

**MS Copilot for MS 365** has the potential to revolutionize the way work online is being done, by eliminating small, repetitive and time-consuming tasks. This copilot version includes all the benefits of **Web-based MS Copilot** plus many more:

- Enhanced productivity as the copilot for MS 365 can be linked with various MS applications and services (see picture below).



- Provides intelligent solutions such as **Excel reports, presentations based on the text that is provided, summaries of documents and more.**
- **Copilot adheres to privacy, compliance and enterprise-grade security standards** to make sure that the data of the company is safe and not used for third-party interests.

### **Benefits of copilot for [Word documents](#):**

- Based on the information that is given to the copilot (Prompts), it can create first drafts of the paper, and suggest new ideas and directions.
- The copilot can transform texts into tables and vice-versa.
- The copilot can search for additional details that are necessary for the documents.
- Create a summary of the documents.

### **Benefits of copilot for [PowerPoint](#):**

- Based on the prompts given, the copilot can create draft slides and draft presentations.
- The copilot can generate a summary of the presentation.
- The copilot can structure and rearrange presentation and restructure slides.
- Use already existing enterprise presentation styles and templates for creating new slides and presentations.

### **Benefits of copilot in [Excel](#):**

- The copilot can be used for exploring and better understanding data in Excel files.
- The copilot can analyse and visualize data.
- Generation of formulas based on your data.
- The copilot can help in highlighting, filtering and sorting data.

### **Benefits of copilot for [Outlook](#):**

- The copilot can help with writing e-mails by giving it prompts about what the e-mail is about.
- The copilot can summarize long email conversations.
- Emails can be created by using different tones and writing styles.

### **Benefits of Copilot for [Teams](#):**

- The copilot can make real-time summaries of the online Teams call or meeting.
- The copilot can analyse chats and conversations.
- Use copilot to quickly access relevant information from documents, presentations, emails, calendar invites, notes and contacts.

### **Benefits of copilot for [OneNote](#):**

- It can summarize the selection of your notes.
- Use notes to create a to-do list, and actionable plans for events, meetings and celebrations.

### **Benefits of copilot for [Whiteboard](#):**

- The copilot can suggest ideas to enhance creativity and complement the existing template of the whiteboard.
- It can organize ideas and structure output so that you do not have to.
- It can summarize whiteboard outputs.

### 1.3. Accessibility and costs

**The MS Copilot for MS 365 costs \$30.00 per user in a month with an annual commitment.**

Before you can access Copilot for Microsoft 365, **you must meet the following requirements:**

- **Microsoft 365 E3, E5, F3, A3, A5, Business standard or Business premium** licensing is a prerequisite.
- **An Azure Active Directory-based account** is required.
- You need to have a **OneDrive account** for several features within Copilot, such as saving and sharing your files. [Deploy a OneDrive account](#).

**MS has created the Copilot for MS 365 onboarding kit that is available for download on [this page](#)**, which consists of sets of informational e-mails that can be sent out to employees who want to learn how to use Copilot for MS 365.

MS has made MS copilot for MS 365 [documentation page](#), where all relevant information about the copilot can be found. Important information and answers to questions about the MS copilot for MS 365 can be found on the products [overview page](#). To find more information about data, privacy and security please visit [this page](#). Guidance for achieving strong data security before implementing the MS pilot can be found in the [Apply principles of Zero Trust to Microsoft Copilot for Microsoft 365 page](#). Information about managing MS copilot for the needs of the enterprise can found [here](#).

**Before deciding on implementing MS copilot for 365 in your enterprise we highly recommend completing free-of-charge courses and video series about the MS copilot:**

- [Get started with Copilot for Microsoft 365](#)
- [Discover how to successfully drive the adoption of Microsoft Copilot for Microsoft 365 in your organization](#)
- [Video series about the copilot for MS 365](#)
- To get a better understanding of MS Copilot possibilities watch this short [video](#).

For specific questions about the copilot, please, refer to the [copilot for MS 365 community](#) or [MS documentation page](#).

## Disclaimer

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