Copilot

Your everyday AI companion

Microsoft Copilot
for Microsoft 365
Adoption Quick Reference

Embrace the future of work! Start with the [Microsoft Copilot for Microsoft 365 Adoption Site](#)

IT Administrators

[Microsoft Copilot for Microsoft 365 Documentation –](#) Realize how your organization can Prepare and use Copilot.

Additional Resources:

1. [Learn how Microsoft integrated Security, Data Protection and Privacy into Microsoft Copilot for Microsoft 365.](#)
2. [Determine the requirements for using Microsoft Copilot for Microsoft 365.](#)
3. [Learn about Microsoft Copilot for Microsoft 365 through Microsoft Mechanics.](#)

Business Users

[Copilot Capabilities –](#) Begin your Copilot for Microsoft 365 journey here.

Additional Resources:

1. [Learn how to create good prompts and see examples across different apps.*](#)
2. [Quickly get started by seeing examples of Copilot for Microsoft 365 Top Tasks.](#)
3. [Master the Art and Science of writing a Microsoft Copilot for Microsoft 365 prompt.](#)
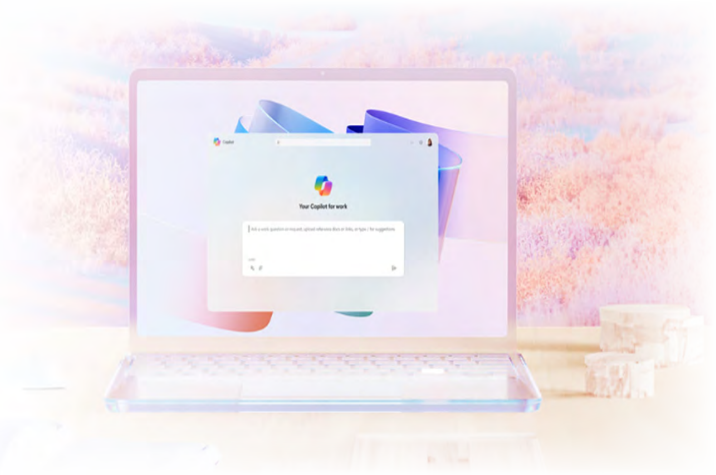
Executive / CXO

[Copilot for Work –](#) Witness how Copilot for Microsoft 365 can enhance your organization's capabilities and results.

Additional Resources:

1. [Watch Satya Nadella's keynote announcing Microsoft Copilot and its potential impact on business.](#)
2. [Discover the key ingredients for writing a Microsoft Copilot for Microsoft 365 prompt.](#)
3. [Explore the power of AI and how its is poised to create a whole new way of working.](#)

* Authentication and Licensing required

Adoption Quick Reference

IT Administrators

We are entering a new era of AI, one that is fundamentally changing how we relate to and benefit from technology. The IT Administrator plays a critical role in an organization's ability to prepare for and leverage the power of AI.

Check out the **Microsoft Copilot for Microsoft 365 Learn Page**, where IT Admins can find the most up-to-date, documentation and training.

In addition, a series of resources have been specifically selected to help IT Admins.

Get started with Copilot for Microsoft 365
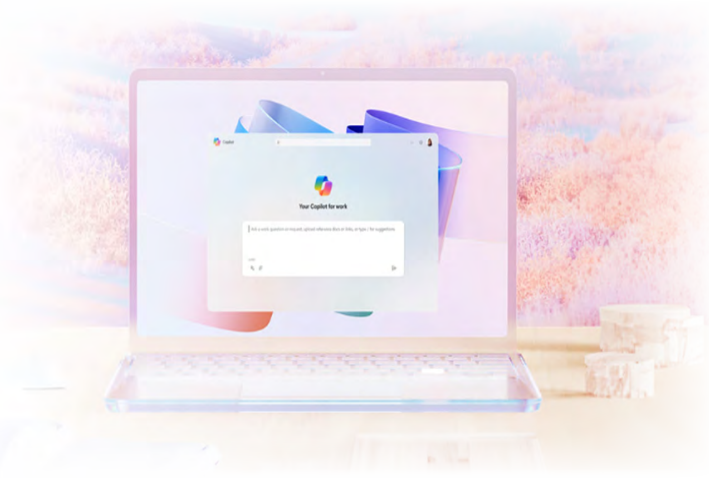
Microsoft Copilot for Microsoft 365 Overview

- Copilot for Microsoft 365 requirements

- Enable users

- Data, Privacy, and Security for Copilot for Microsoft 365

- Copilot for Microsoft 365 usage report

Additional resources about Copilot for Microsoft 365

- Copilot for Microsoft 365 Service Description

- Microsoft Mechanics Videos on Copilot

- Copilot for Microsoft 365 Adoption Hub

- Frequently asked questions: AI, Copilot for Microsoft 365, and Microsoft Designer

- Copilot features on the Microsoft 365 Roadmap

- Copilot for Microsoft 365 setup guide

Adoption Quick Reference

Executive / CXO

Satya Nadella, the CEO of Microsoft, believes that the advent of next-generation AI will revolutionize our work methods and usher in a new era of productivity growth.

Microsoft 365 Copilot, is a tool that embodies this vision. It aims to enhance efficiency, foster innovation, and boost productivity within an organization. To understand the vision for Microsoft 365 Copilot business, we recommend starting with **Satya Nadella's announcement** and exploring the **Copilot for Microsoft 365 Adoption Hub.**
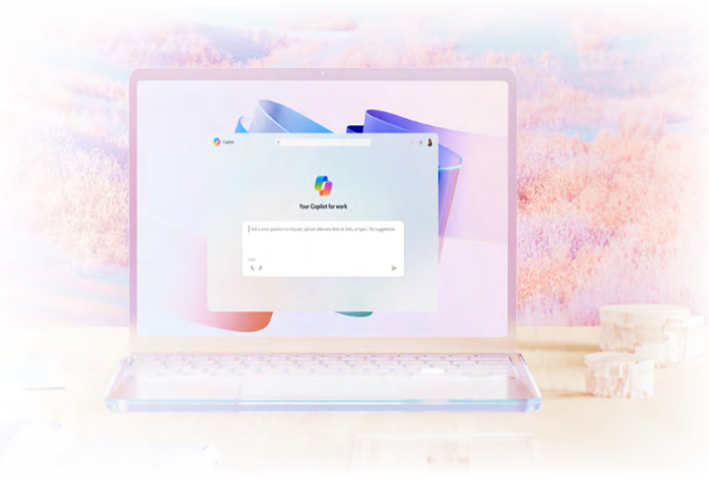
In addition, we have curated a selection of additional resources to assist business leaders in discovering and implementing this game changing advancements in technology.

Learn about Copilot for Microsoft 365

- Work Trend Index: Will AI Fix Work?

- WorkLab: The Art and Science of Working with AI

- Microsoft Support – Explore what's possible with Copilot

- Microsoft Blog – Introducing Copilot for Microsoft 365 – your copilot for work

- Microsoft Blog – The future of business is here: How industries are unlocking AI innovation and greater value with the Microsoft Cloud

- Reinviting Productivity – The Future of Work with AI (video)

- Forbes – Five Microsoft AI Advances that Business Leaders Should Know About

Adoption Quick Reference

Business User

We are entering a new era of AI, one that is fundamentally changing how we relate to and benefit from technology. At Microsoft, we think about this as having a copilot to help users navigate any task.

To get ready for Copilot, it's a good idea for users to get to know how it works. You can easily do this by watching the **Microsoft Copilot announcement** and visiting the **Copilot for Microsoft 365 Adoption Site.** These spots are your go-to for the latest updates, tips, best practices, and training.

In addition, here are several other resources that have been specifically selected to help users start this exciting journey.

Get started with Copilot for Microsoft 365

- Microsoft Support – Explore what's possible with Copilot

- Microsoft Adoption – Copilot for Microsoft 365

- Microsoft Copilot Lab – Get Started With Prompts *

Learn about Copilot for Microsoft 365

- Microsoft Blog – Introducing Copilot for Microsoft 365 – your copilot for work

- Microsoft 365 Setup – Copilot

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