

# Copilot for Microsoft 365 Tech Days



## WorkshopPLUS

**Duration:** 1 Day [Remote/Onsite]

**Difficulty Level:** 200 - Intermediate

## Description

This offer aims to show you how to get the most out of your Copilot for Microsoft 365 investment. This will equip you with comprehensive insights into all aspects of Copilot for Microsoft 365, empowering your organization to significantly enhance productivity.

## Objectives

Copilot for Microsoft 365 Workshop includes:

- An overview of Copilot for Microsoft 365 foundations and technical fundamentals.
- Demonstrations of Copilot for Microsoft 365 apps.
- Copilot for Microsoft 365 governance, security, and compliance overview.
- Copilot for Microsoft 365 business scenario discovery overview.

## Outcome

After completing this workshop, you will have:

- An understanding of the potential value you can get from Copilot for Microsoft 365.
- Understanding of Copilot for Microsoft 365 technical requirements.
- Understanding of how to approach business scenario discovery for Copilot for Microsoft 365.

## Methodology

### Learn by example

- Participate in group discussions and learn from presentations and demonstrations.

### Hands-on

- Use a ready environment for a hands-on experience.
- Access to resources and labs for up to six months after the workshop.

## Agenda

### 1 Day:

- Copilot for Microsoft 365 foundations.
- Copilot for Microsoft 365 technical fundamentals.
- Copilot for Microsoft 365 demonstrations.
- Overview of governance, security and compliance requirements.
- Overview of business scenario discovery for Copilot for Microsoft 365.

# Delivery Outline

## Requirements

<p><b>Participants</b></p> <ul style="list-style-type: none"><li>Microsoft 365 administrators.</li><li>Microsoft 365 Business Decision Makers.</li></ul> <p><b>Skill Requirements</b></p> <ul style="list-style-type: none"><li>Foundational understanding of Microsoft 365 services.</li></ul> <p><b>Time Commitment</b></p> <ul style="list-style-type: none"><li>Full-day commitment with relevant roles.</li></ul>	<p><b>Delivery Requirements</b></p> <ul style="list-style-type: none"><li>Microsoft/Windows Live ID to connect to the virtual environment.</li><li>Hardware running:<ul style="list-style-type: none"><li>Supported version of Windows.</li><li>Supported version of Office.</li><li>Modern browser, such as Microsoft Edge (or equivalent).</li><li>Internet access.</li></ul></li></ul>
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## Education

Copilot for Microsoft 365 foundations	<ul style="list-style-type: none"><li>Understanding of Artificial Intelligence in daily operations, with a specific focus on Copilot for Microsoft 365 features, capabilities, and its role in enhancing productivity within the Microsoft 365 environment.</li><li>The vision of Copilot for Microsoft 365, and common scenarios where Copilot can assist, such as summarizing key points, generating documents, finding relevant information and more.</li></ul>
Copilot for Microsoft 365 technical fundamentals	<ul style="list-style-type: none"><li>Overview of the technical architecture of Copilot for Microsoft 365, explaining how it integrates with Microsoft 365 services to enhance productivity, and extensibility options, such as plugins and connectors, to tailor it to specific organizational needs.</li></ul>
Copilot for Microsoft 365 demonstrations	<ul style="list-style-type: none"><li>Demonstrations of Copilot for Microsoft 365 in the Microsoft 365 apps</li></ul>
Overview of governance, security and compliance requirements	<ul style="list-style-type: none"><li>Overview of important data protection and risk mitigation controls for Copilot for Microsoft 365, detailing how Copilot for Microsoft 365 interacts with Microsoft services to manage data sharing, BYOD policies, and data residency, ensuring that increased productivity does not compromise data security.</li></ul>
Overview of business scenario discovery for Copilot for Microsoft 365	<ul style="list-style-type: none"><li>Overview of Copilot for Microsoft 365 usage scenarios across various roles and departments, including Executives, HR, Operations, Sales, Marketing, Finance, and IT.</li><li>Illustrating how Copilot for Microsoft 365 can streamline tasks and enhance productivity for various roles inside the organization.</li></ul>

**For more information:** Contact your Microsoft Representative for more details.