babble

MVP INTRODUCTION TO COPILOT FOR M365 READINESS →

Microsoft Copilot

Member of the Microsoft
AI Cloud Partner Program

Babble E—book.

Contents

Welcome MVPs

Imagine a world where repetitive tasks vanish, tedious reports generate themselves, and ideas spark effortlessly. In this world, you're not just efficient, you're an MVP – enhancing productivity and driving innovation across your business.

Copilot for Microsoft 365 is more than just an AI tool; it's a game-changer. But unlocking its full potential requires strategic planning and proactive preparation. In this introduction to Copilot for Microsoft 365, we'll navigate the Copilot landscape together and provide tips on how to optimise your IT infrastructure, equipping your people with the skills to leverage its power.

Get ready to streamline your workflows, unleash creativity, and deliver more value, faster. Let's dive in.
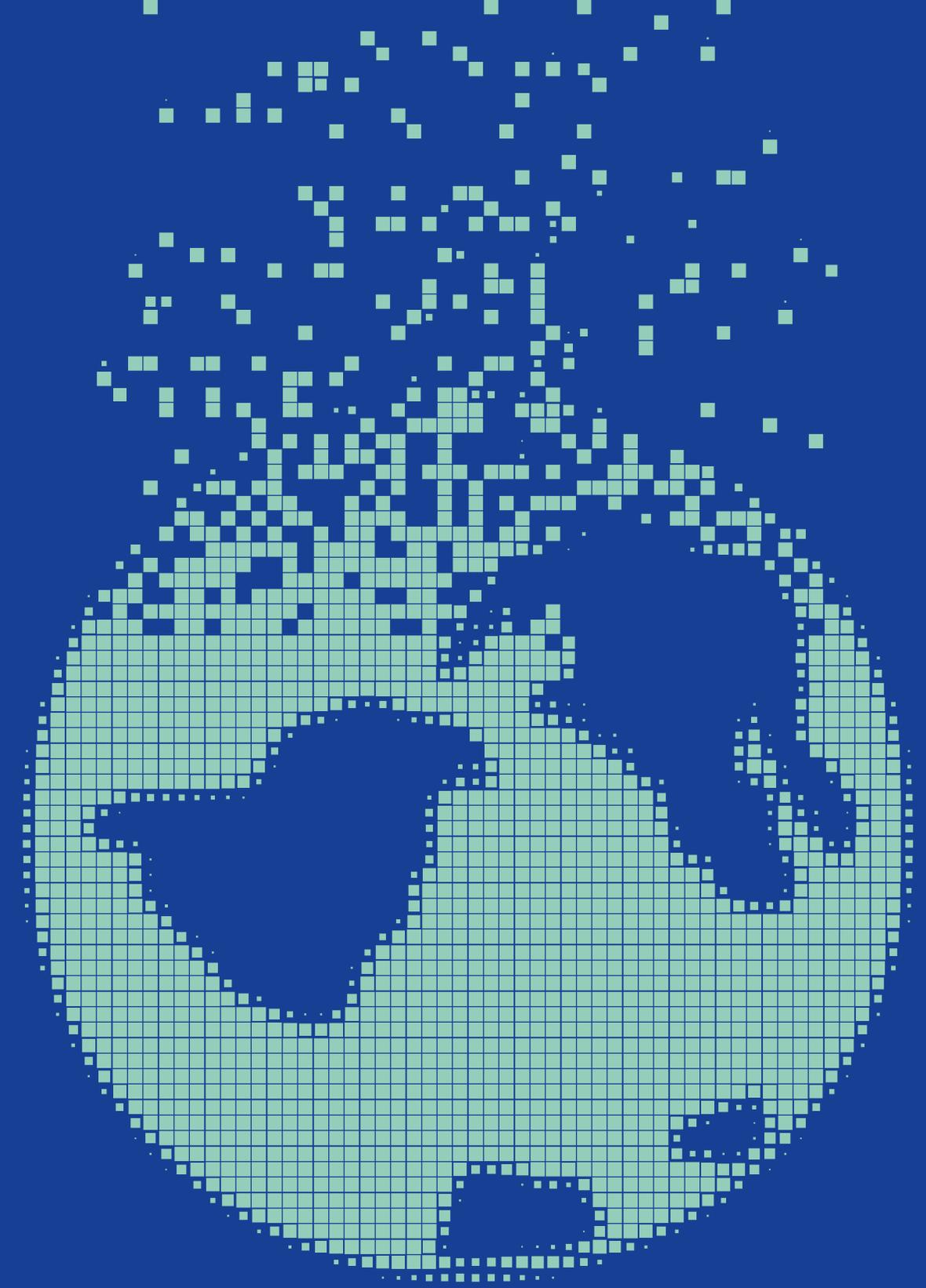
So, What is Generative AI?

Generative AI (GAI) takes a leap beyond traditional, narrow artificial intelligence. Instead of relying on explicit instructions and bound by specific rules, Generative AI learns patterns and behaviours from vast amounts of data.

Think of it as a creative assistant that, after understanding the nuances of language and context, generates content, code, or responses. In essence, it's like having an intelligent collaborator that empowers both tech-savvy individuals and those less knowledgeable about technology.

Copilot for Microsoft 365 acts as your ally within your favourite apps, leveraging the data from within a familiar Microsoft environment that you know and love.

"

Turn your words into the most powerful productivity tool on the planet with Copilot for Microsoft 365.*
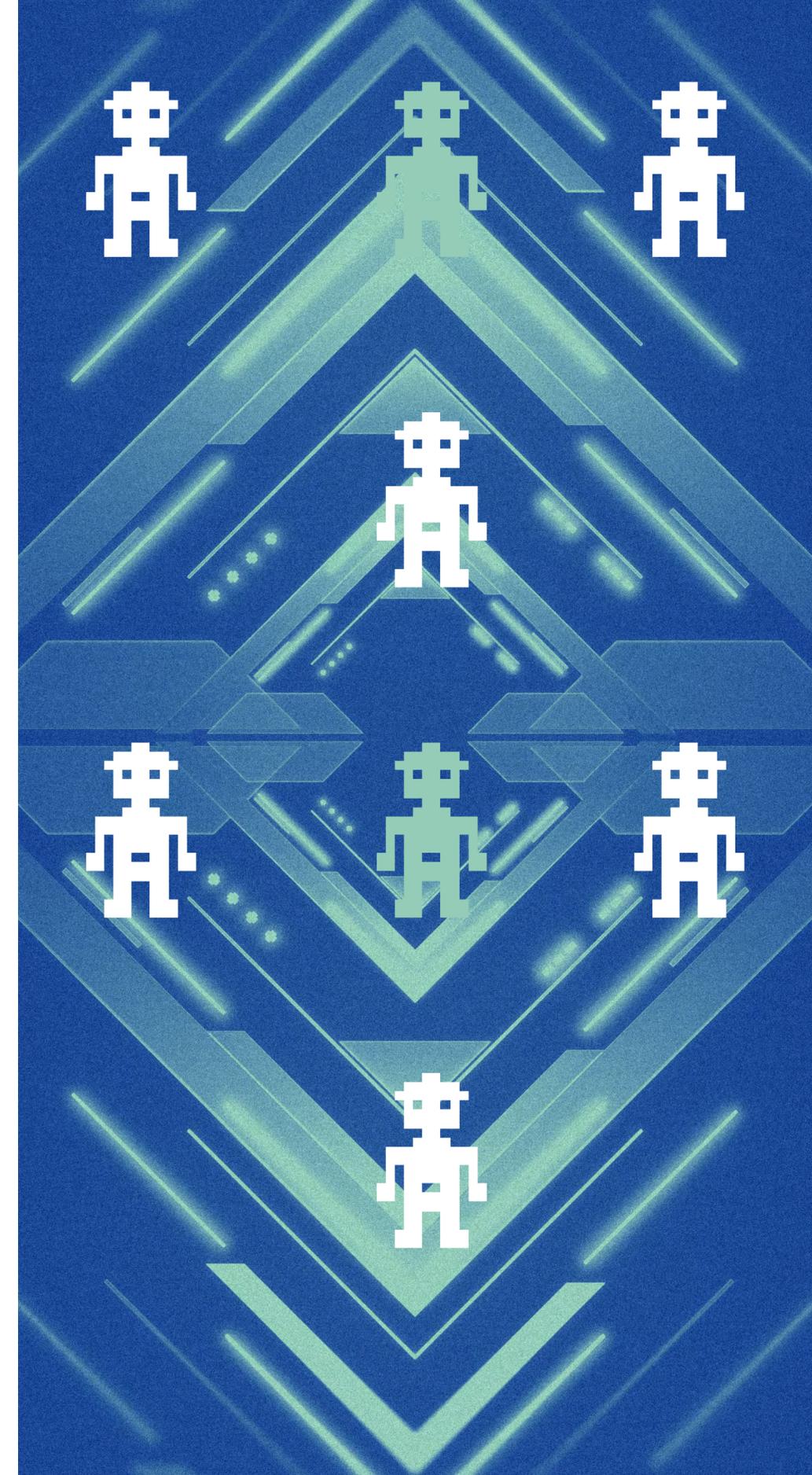
Introducing Your New AI Companion:
Copilot for Microsoft 365

Copilot isn't just a tool; it's your personal AI assistant, ready to help you in every corner of your workday.

Imagine:

SALES LEAD:

Create impactful, eye-catching presentations in seconds; summarise meetings and generate actionable insights.

IT PROFESSIONAL:

Empower users with AI-powered efficiency, safeguard data with robust security, and simplify Microsoft 365 management for a seamless IT experience.

BUSINESS OWNER:

Empower your team with AI-powered efficiency, data-driven insights, and simplified Microsoft 365 management to unlock growth.

> **"**
>
> **56% of UK workers agree that AI could help them be more creative and innovative in their roles.***

Source: Microsoft, "Microsoft UK Work Trend Index: Hybrid Work 2023", September 2023

Copilot for Microsoft 365:
A Feature Breakdown by App

Here's a breakdown of Copilot's capabilities for each key Microsoft 365 app, focusing on the benefits for SMBs:

Word:

- Jumpstart Drafts: Overcome writer's block! Briefly describe your topic and Copilot can generate drafts to get you started. Perfect for reports, proposals, or marketing materials.

- Research & Writing Assistant: Stuck on a fact or reference? Copilot can scan your document and suggest relevant information from your existing data and the web.

- Smart Editing: Copilot can analyse your writing style and provide suggestions for grammar, clarity, and conciseness.

Powerpoint:

- Presentation Builder: Turn existing documents or outlines into compelling presentations with speaker notes and sources automatically generated by Copilot. Save time and focus on the key message.

- Data Visualisation Wizard: Copilot can analyse your data in Excel and suggest impactful charts and graphs to include in your presentation. No design expertise required!

- Smart Reformatting: Quickly adjust layouts, reformat text, and refine animations with simple voice commands. Perfect for last-minute tweaks.

Excel:

- Data Exploration & Analysis: Unsure what insights your data holds? Copilot can help you explore trends, identify patterns, and uncover hidden stories within your spreadsheets.

- Formula & Function Assistant: Struggling with a complex formula? Copilot can suggest the right formula and guide you through its application.

- Smart Visualisations: Let Copilot recommend the most effective charts and graphs to represent your data clearly and effectively.

Copilot for Microsoft 365:
A Feature Breakdown by App

Breakdown of Copilot's capabilities for each key Microsoft 365 app, focusing on the benefits for SMBs continued:

Outlook:

- Email Summariser: Quickly grasp the key points of lengthy email threads with Copilot's automatic summaries. Save time catching up on your inbox.
- Smart Reply Assistant: Generate concise and professional draft replies to emails, allowing you to respond faster and more efficiently.
- Meeting Assistant: Schedule meetings directly within emails and suggest appropriate attendees based on your previous interactions and Copilot's understanding of your work.

Teams & Microsoft 365 Chat:

- Real-Time Collaboration Enhancement: Copilot can analyse conversations and suggest relevant information or actions that can move discussions forward.
- Meeting Action Item Capture: Automatically capture key action items from Teams meetings and assign them to specific team members, ensuring clear accountability.
- Knowledge Base Integration: Access and share relevant knowledge base articles directly within Teams chats, keeping everyone on the same page.

General Copilot Features:

- Security & Privacy: All data used by Copilot adheres to strict security protocols within Microsoft 365. Your company's data privacy remains protected.
- Seamless Integration: Copilot works seamlessly within your existing Microsoft 365 environment, requiring no additional software or training.
- Customisable Experience: Tailor Copilot's suggestions to your specific needs and preferences.

Get Started with Free Copilot Features: *Write, Imagine, and Explore AI Now*

If you're wondering whether there's a version of Copilot available for you to use right now, the answer is yes.

There is a free version of Copilot available for you to access right now, either in your Microsoft Edge browser, embedded into your Windows 11 device or by downloading the Copilot application, downloadable from your app store.

This is the best way to get started with Copilot and Generative AI models, helping you build confidence and competence, aiding future adoption of Copilot for Microsoft 365.

PRO TIP

Boost your social media presence with Copilot's free image creation. Generate eye-catching visuals for your posts and ads in seconds, saving time and design costs. Attract more customers and stand out from the competition.
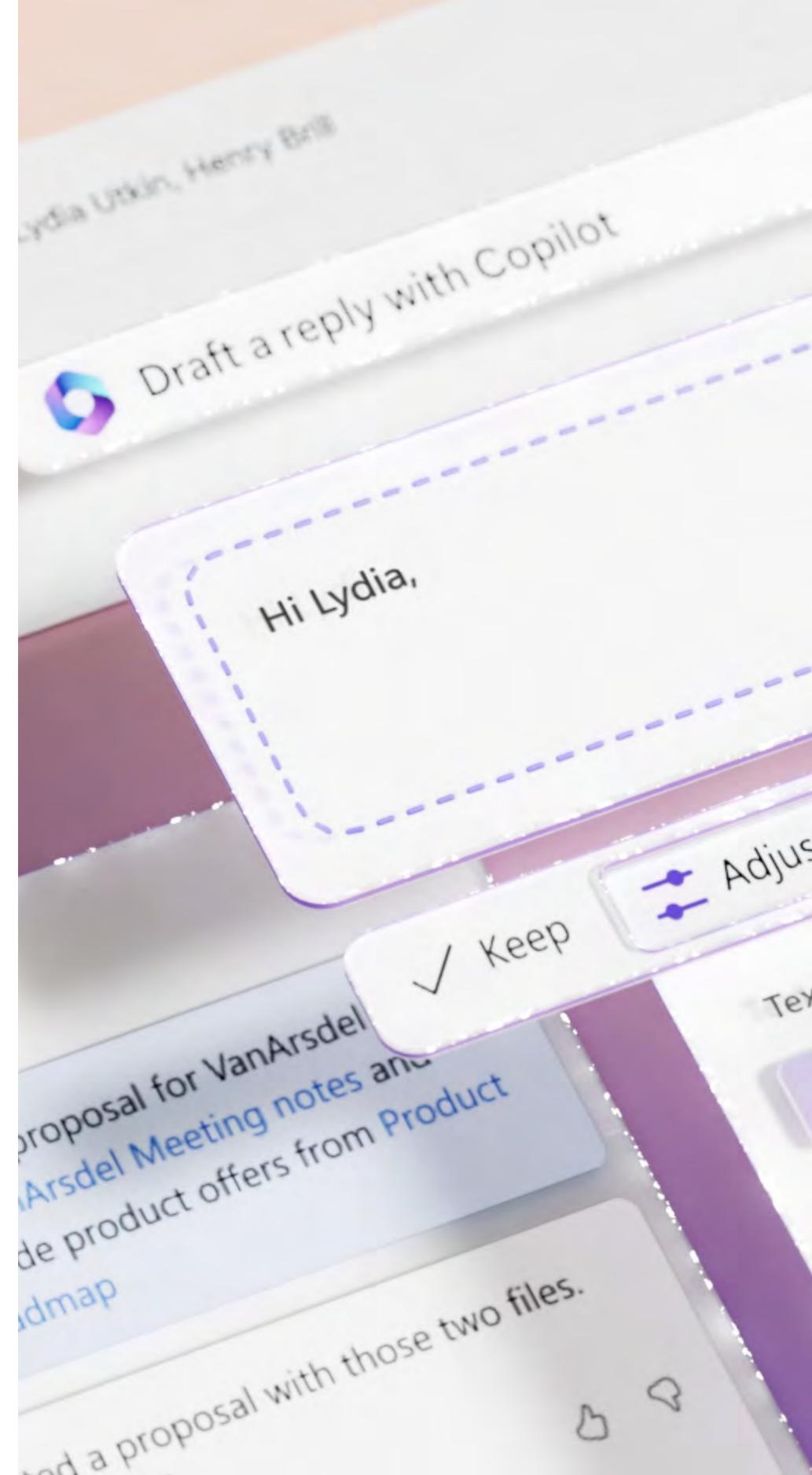
Copilot Features:

With the free Copilot for individuals, you can:

- Chat with text, voice, and image capabilities
- Summarise documents and web pages
- Image creation in Designer (formerly Bing Image Creator)
- Web grounding
- Use of plugins and Copilot GPTs
- For work: When enabled, commercial data protection is included for eligible Microsoft Entra ID users at no additional cost
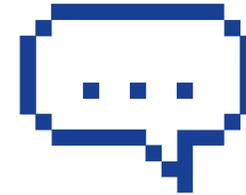
The difference here is that the free Copilot draws from data across the public web, whereas Copilot for Microsoft 365 takes it that step further by feeding from your own business data.

You can access the free version today by following **this link** or by searching Microsoft Copilot in your app store.

Unveiling the Copilot SKUs: *What does the future of Copilot look like?*

Beyond Copilot for Microsoft 365, there's a vast and ever-evolving Copilot family.
While these versions aren't currently available for SMBs, let's look at what's to come.

COPILOT FOR SALES, SERVICE & DEVELOPERS:

Tailored for specific business areas, whether you're a sales representative looking to streamline sales processes and customer interactions or a developer looking to seamlessly automate and complete coding tasks, Microsoft has a Copilot for you.

COPILOT FOR SECURITY:

Ensure your security is a priority with cutting-edge, pro-active security features, helping identify weaknesses and threats, continually improving your security posture while maintaining compliance.

COPILOT FOR FABRIC:

Bring new ways to transform and analyse data with Copilot for Fabric. Generate insights and reports, create visualisations and automate routine tasks, expediting the journey from raw data to meaningful conclusions.

COPILOT FOR POWER PLATFORM:

Seamlessly create task automation, chatbot creation, and rapid app development within the Power Platform. Transform ideas into functional applications in minutes, making the complex accessible to anyone.

Before You Begin

Getting the most out of Copilot takes preparation, testing, and internal training. Remember, great things take planning, and Copilot is no exception.

What is available at the moment?

- Microsoft Copilot: You can now explore the web like never before in your Edge browser with Copilot, available right now and free for anyone to use.

- Copilot Pro: This is a premium version of Copilot for individuals to enhance their own experience, outside of their organisation.

- Copilot for Microsoft 365: This powerhouse is already here, ready to supercharge your workflow. There is a cost to this licence, and you must meet the licence prerequisites – Microsoft 365 Business Basic, Microsoft 365 Business Standard, Microsoft 365 Business Premium, Office 365 E1, Office 365 E3, Office 365 E5, Microsoft 365 F1, Microsoft 365 F3, Microsoft 365 E3, and Microsoft 365 E5.

PRO TIP

Start with a pilot program. Test Copilot with a small group before rolling it out company-wide to ensure a smooth transition and identify areas for improvement.

License Checks:

Choosing the right M365 license for Copilot depends on your specific needs and usage scenarios. The following licensing checks should be considered:

TEAM SIZE AND USAGE VOLUME:

How many users will be leveraging Copilot, and for what tasks?

DESIRED FEATURES:

Which Copilot functionalities are most important for your team's productivity?

BUDGET CONSTRAINTS:

Compare the cost of different license options that aligns with your budget.

Copilot for Microsoft 365
Copilot for your productivity suite.

- Microsoft 365 Business Basic
- Microsoft 365 Business Standard
- Microsoft 365 Business Premium
- Office 365 E1
- Office 365 E3
- Office 365 E5
- Microsoft 365 F1
- Microsoft 365 F3
- Microsoft 365 E3
- Microsoft 365 E5

Beyond Licenses -
The Preparation Checklist:

Copilot is more than just software being integrated into your business; it requires a cultural shift. Consider the below checklist to get you started:

1.) Data Prep: Tidy up your data. Clean and organised data fuels Copilot's magic.

2.) AI Literacy: Empower your team, equip them with the knowledge to understand and embrace AI.

3.) Stakeholder Alignment: Get everyone on board. From C-suite to frontline, ensure a shared vision for the AI future.
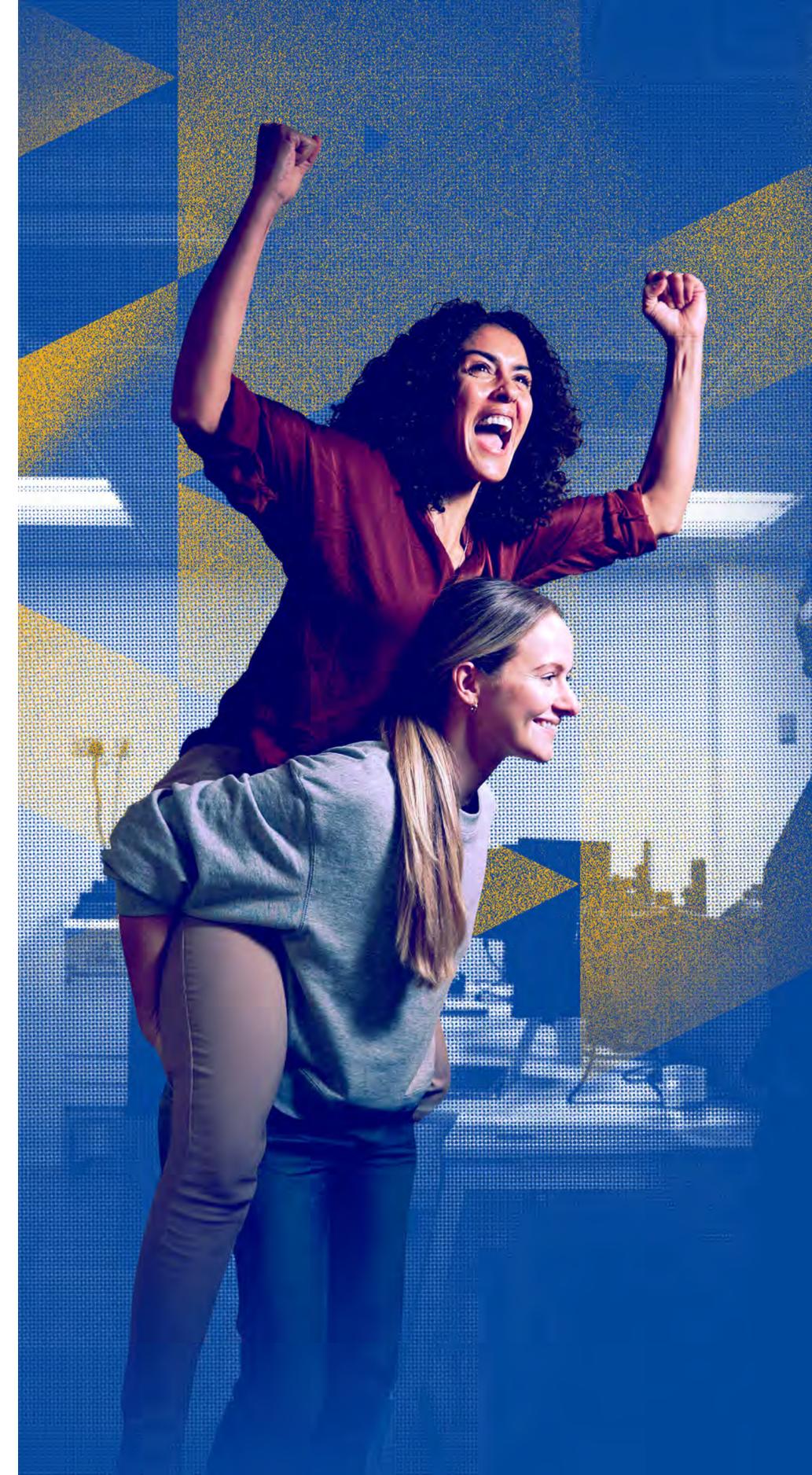
> **Early adopters of Microsoft Copilot in the UK report a 20% reduction in time spent on repetitive tasks and a 15% increase in employee satisfaction.**

Watch our SMB Briefing: Get Started with Copilot for Microsoft 365 **here.**

Get skilled up and ready to power AI transformation with the Microsoft Cloud AI learning hub **here.**

Your Checklist for Implementing Copilot for Microsoft 365

DATA PREPARATION

- Identify and organise the datasets Copilot will use to enhance tasks and workflows.
- Ensure data quality and consistency for optimal Copilot performance.
- Consider anonymising or removing sensitive data if necessary.

AI LITERACY TRAINING

- Familiarise stakeholders and end-users with Copilot's capabilities and limitations.
- Offer training on how to interact with Copilot effectively to get the most out of its features.
- Address potential concerns about AI and data privacy to ensure user adoption.

STAKEHOLDER ALIGNMENT

- Gain buy-in from key decision-makers across the organisation.
- Develop a clear communication plan to keep stakeholders informed about Copilot's implementation and benefits.
- Identify champions within different departments to promote Copilot adoption amongst their teams.

Additional Resources:

- Microsoft Copilot Success Kit: provides resources such as an implementation overview, user enablement guide, and technical readiness guide.
- Make use of Microsoft's 'Ultimate Prompts Guide for Copilot' to help you focus on some of the key elements needed when writing prompts for Copilot. Download Here.

# Building an AI-Ready Culture

Cultivate an environment where AI thrives:

- Appoint AI Ethics Guardians: Address concerns and ensure responsible AI development.

- Craft an AI Code of Conduct: Set clear guidelines for using AI ethically and safely.

- Showcase the Benefits: Bring AI to life. Show your team how Copilot can improve their work and daily lives.

By investing in preparation and building an AI-ready culture, you'll unlock the true potential of Copilot and transform your business.

PRO TIP

Celebrate successes: Take the time to acknowledge and celebrate your team's achievements in leveraging Copilot effectively. This positive reinforcement will drive further adoption and enthusiasm.
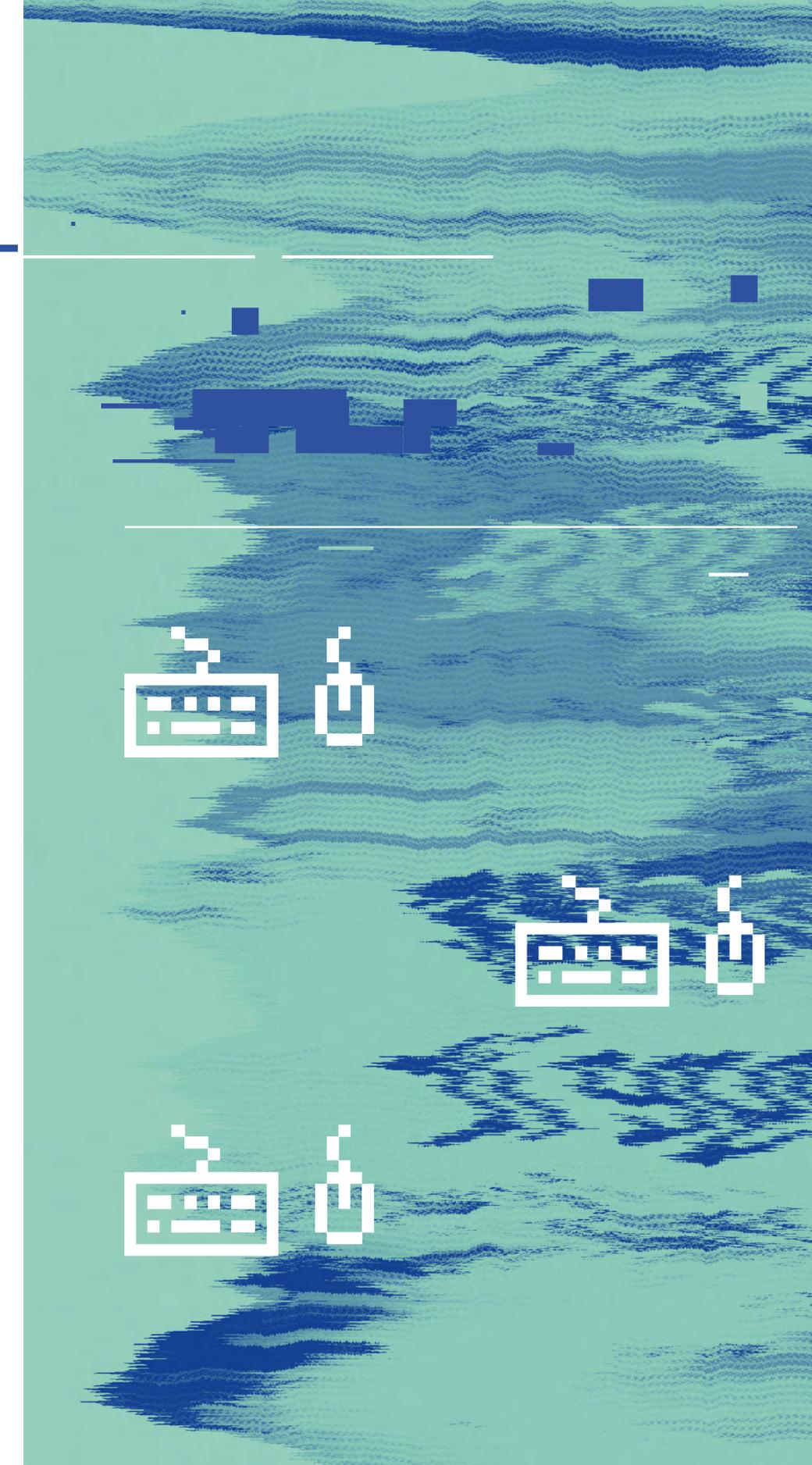
Beyond the Hype,
A Balanced Perspective:

Copilot is a game-changer, but it takes work to get things right.
Here's a balanced view of how it performs currently:

Opportunities:

LEVEL UP!

- Enhanced Accessibility: Copilot can help users with dyslexia or information processing difficulties by summarising complex documents and suggesting clear writing styles, making information more digestible.

- Reduced Information Overload: Copilot analyses user tasks, helping your people find what they need quickly and reducing time spent searching for resources.

- Data-Driven Decision Making: Copilot can analyse user-selected data sets and highlight trends and patterns. This empowers users to make data-driven decisions and communicate complex information clearly.

Challenges:

PAUSE

- Mastering Prompts: Effective use requires learning how to prompt Copilot effectively. Vague prompts lead to irrelevant suggestions, potentially hindering adoption.

- Human Oversight Remains Crucial: Copilot is a powerful tool, but it's not perfect. AI-generated content might require editing and fact-checking to ensure accuracy and avoid bias.

- Data Security and Privacy: Organisations need robust data security measures to ensure sensitive information used by Copilot remains protected.

Remember, preparation is key. By tackling these challenges head-on and partnering with the right expertise, you can turn Copilot into a powerhouse for your business.

Embrace the Partnership Approach:
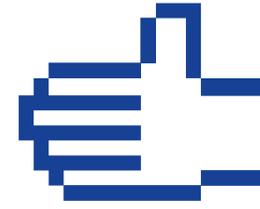
Don't go it alone. With the help of an experienced partner like Babble, your AI copilot journey can be made easier.
To start, we can:

- Assess your AI Readiness: Identify your strengths and weaknesses to develop a tailored implementation plan.

- Navigate the Copilot Landscape: Stay updated on the latest features, best practices, and licensing requirements.

- Provide Technical Expertise and Support: Ensure smooth deployment and ongoing optimisation of Copilot within your organisation.

Interested to know if your business is AI-ready according to Microsoft's standards? If you currently have over 30 users, we can nominate your business for a Copilot Readiness Assessment.

PRO TIP

Define clear AI-driven goals: Don't just implement Copilot for the sake of it. Set specific, measurable objectives to track the impact of your AI investment.

Babble Copilot Readiness

Implementing a new AI tool requires a strategic approach to ensure adoption, ROI, and responsible use. Without dedicated time or resources for a successful roll out, achieving the return on investment and adoption rates needed can be tough.

Babble Copilot Readiness provides the structured roadmap and expert guidance you need to successfully roll out Copilot across your organisation.

As a recognised Microsoft AI Cloud Solutions Partner, Babble has the specialist resource and skillset to deliver a structured roadmap for maximising your AI investment in Microsoft Copilot.
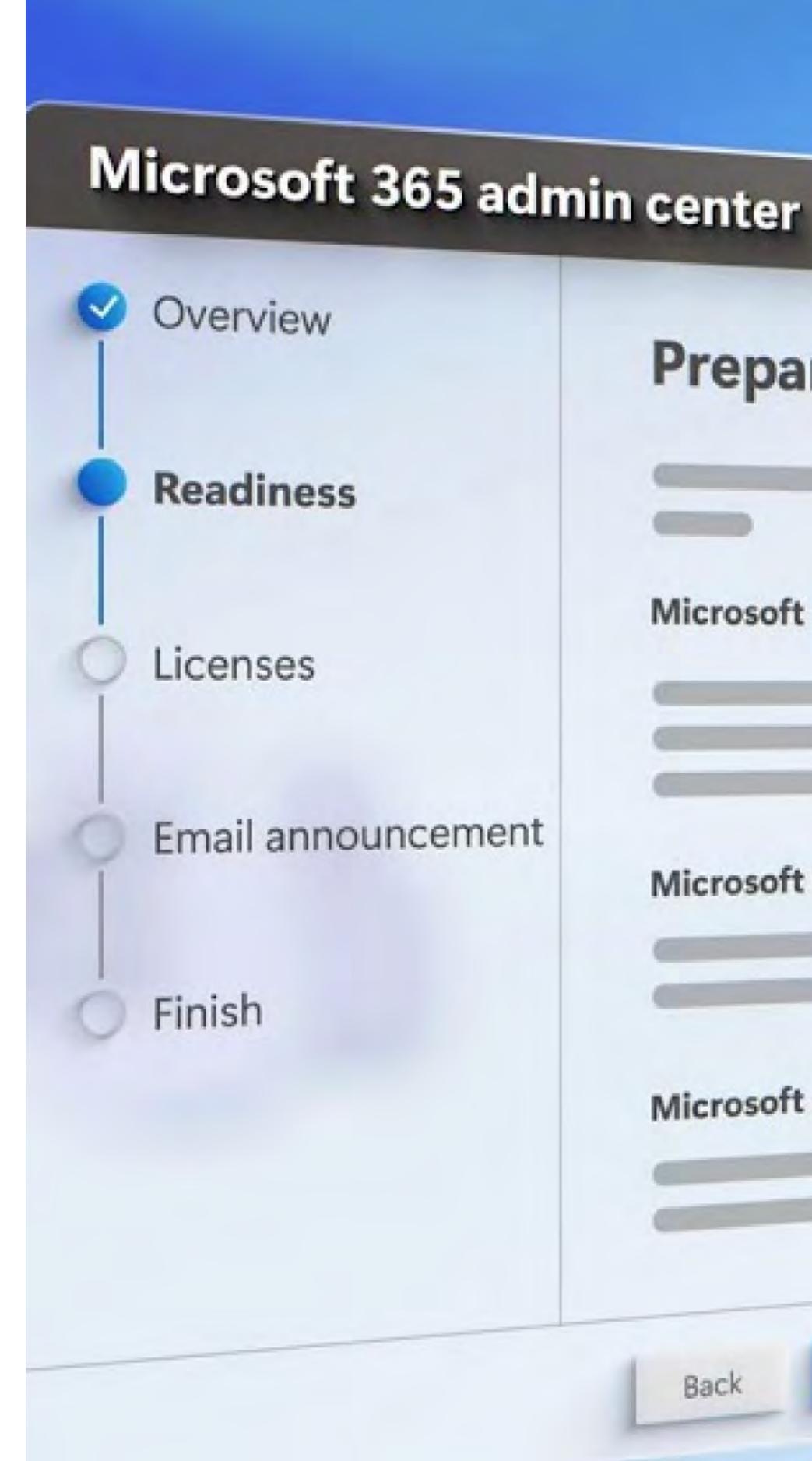
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Contact Us

Interested in finding out how Babble can help make integrating Copilot for Microsoft 365 easier?

Set up a call with one of our experts.
0800 440 2959

Microsoft
Copilot