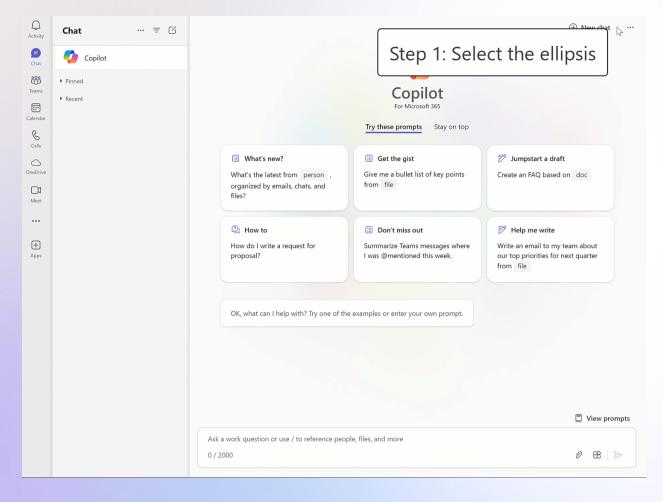


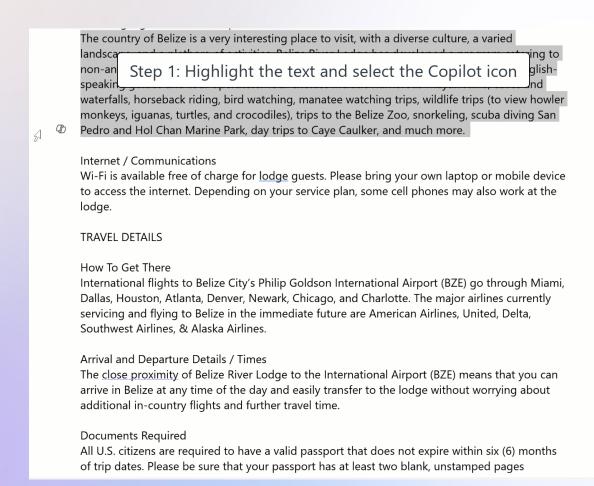
Copilot Employee Communications

Sample of real assets Microsoft Corporate used for its own Copilot for Microsoft 365 deployment and adoption. It consists in a series of weekly communications posted on various VIVA Engage employee communities

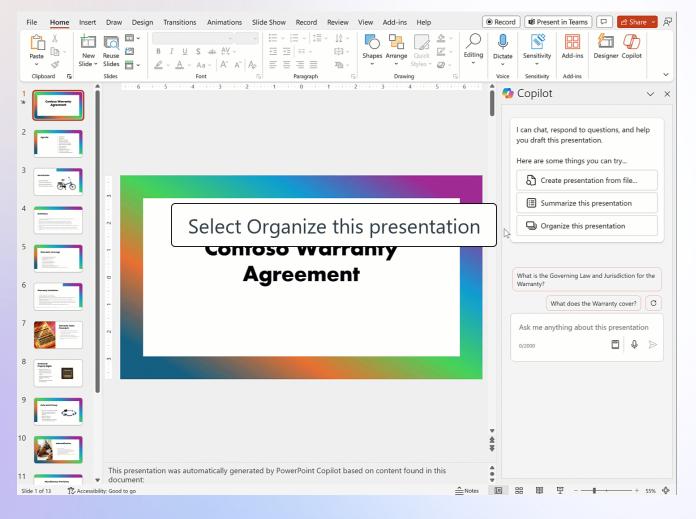
Did you know ... that you can view your **chat history** in Copilot? Give it a try and let us know what you think.



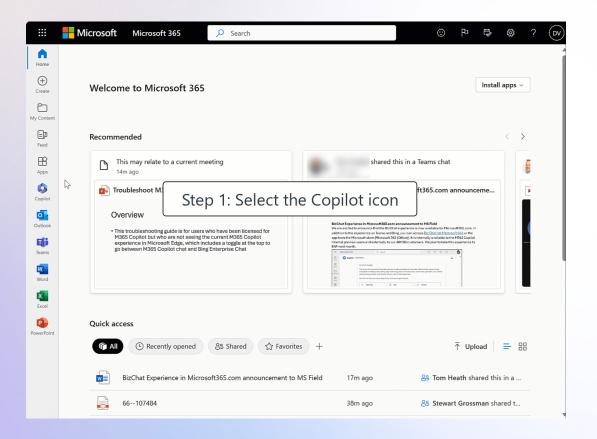
Did you know ... that Copilot in Word lets you change text into a table? Give it a try and let us know what you think.



Did you know ...that you can use Copilot to **organize your PowerPoint presentations**? Give it a try and let us know what you think.

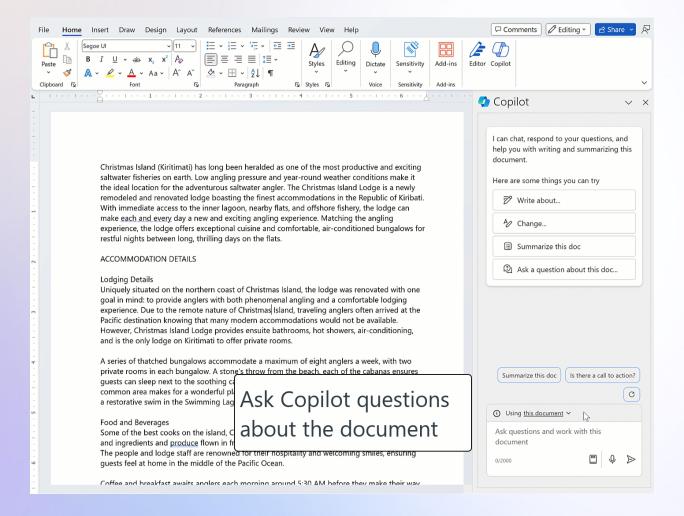


Did you know ...that the copilot experience is also available for www.microsoft365.com? Similar to the Experience you know, use the prompt guides, Sparkle icon, or ask questions directly (and follow-up on those questions). Give it a try and let us know what you think!



Did you know ... that you can ask Copilot questions about the document **AND** about people and files across your organization. Give it a try in Word, PowerPoint, and Excel, and let us know what

you think.

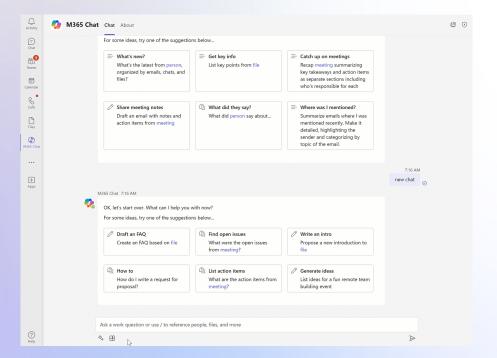


Did you know ... that you can use M365 Chat to quickly get caught up on work? Try the following prompts (and also explore some of the others) and let us know what you think.

Prompt guide > Catch up > Provide a detailed summary of my recent emails about...

Prompt guide > Catch up > What's the latest from person, organized by emails, chats, and files?

Prompt guide > Catch up > Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender and categorizing by topic of the email.



Did you know ... you can enable web search in Microsoft 365 Chat with the **Web content** plugin? Give it a try and let us know what you think.

