



# Microsoft Copilot

## Introducing AI without disruption

**Peter Graham** | Lead Partner Development Manager, Ingram Micro

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Employees want AI at work, and they won't wait for companies to catch up.

75%

of knowledge workers use AI at work

46%

of knowledge workers started using AI less than 6 months ago



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Employees **want AI at work**, and they won't wait for companies to catch up.

78%

of AI users are bringing their own AI tools to work (BYOAI)





# BYOAI Is Not Just for Gen Z

Employees surveyed across every age group are bringing their own AI tools to work.



Share of survey respondents who are using AI tools at work not provided by their organization

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Look beyond models and chips.

**What scales AI is**  
**Intelligence + Trust.**

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## Copilot Chat

Free AI chat with pay-as-you-go agents

### Copilot Chat

- Web-grounded AI chat & agents
- Reason over open files in Microsoft 365 apps<sup>2</sup>
- Content aware across entire Outlook inbox, calendar, and meetings coming in Q1 CY'2026
- Standard access to GPT-5, Agent Mode in Word, Excel, and PowerPoint, Word, Excel, PPT agents select Create capabilities
- Pay as you go custom agents grounded in your data



## Microsoft 365 Copilot

Your AI assistant for work from £15

### Chat

Web and Work IQ  
AI-powered Search  
AI-powered Notebooks  
AI-powered Create (priority access<sup>1</sup>, full functionality)  
GPT-5 Priority access<sup>1</sup>

### Copilot in Microsoft 365 apps

Advanced skills and in-app editing such as "Draft with Copilot"

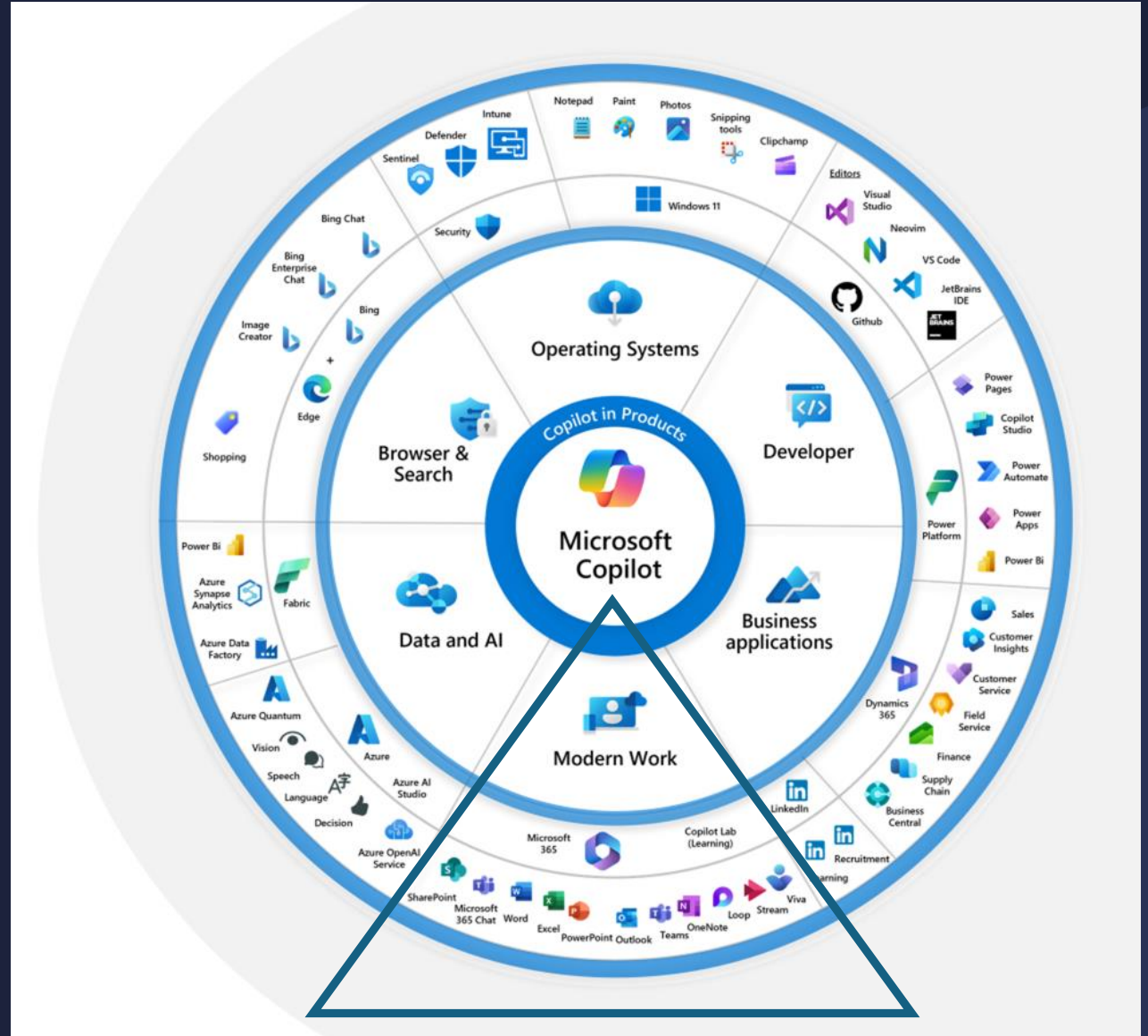
### Comprehensive agent access

Pre-built Microsoft agents  
Analyst & Researcher advanced reasoning agents  
Custom agents grounded in your data<sup>3</sup>

### Advanced Mgmt. & Analytics

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# The Copilot ecosystem wheel



# enable

Microsoft  
**protects your data** and enables  
you to control it

Protecting  
your data through  
the LLMs



Security and  
Compliance



Data Usage  
and Privacy



Committed to  
responsible AI



Inheriting  
Microsoft 365 policies  
and controls



Data access &  
permissions



User-tenant  
focus



Customer data  
protection

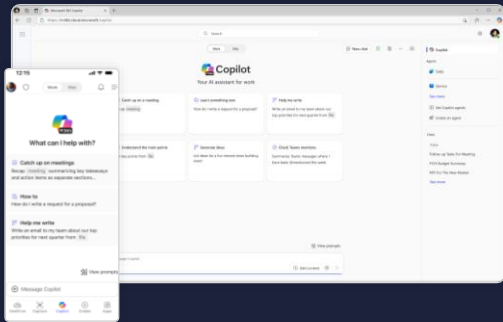


Data processing  
and residency



# Microsoft 365 Copilot

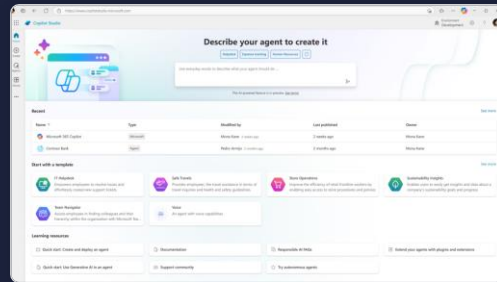
Your AI assistant for work



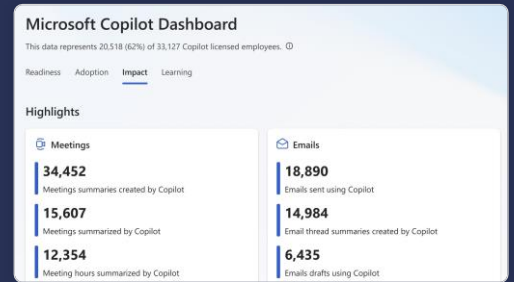
Copilot Chat  
for web and work



Microsoft 365  
apps



Copilot Studio  
+ agents



Adoption and  
measurement

Copilot Control System



# What sets Microsoft 365 Copilot apart?

1

## Personalized AI-first productivity app

M365 Copilot app connects to web, work and business data and brings together chat, search, apps and agents

2

## AI integrated in the tools millions use every day

Copilot in Chat, Teams, Outlook, PowerPoint, Excel, and Word, including personalization and voice

3

## AI search

New AI powered search integrated with chat and 80+ connectors so you can quickly find disparate information across your organization

4

## Advanced reasoning work agents

Researcher and Analyst agents with advanced reasoning over web, work and business data act as virtual employees

5

## Platform for agents

Extend Copilot with broad set of pre-built agents or create your own with Copilot Studio, all available in the Agent Store

6

## Copilot Control System

Robust security, management, measurement and reporting for Copilot + Agents



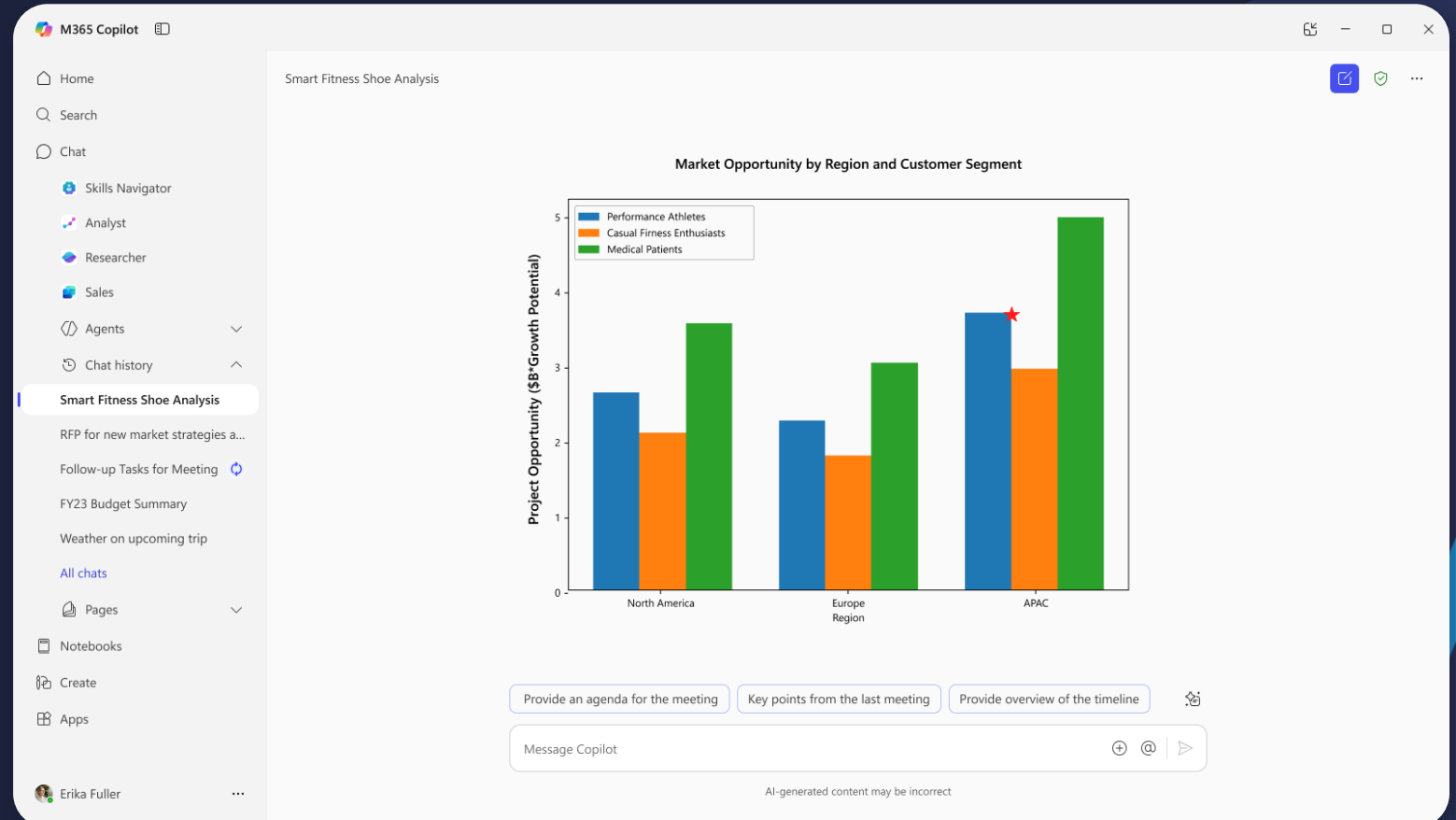
# Analyst agent

**Analyst** thinks like a skilled data scientist, so you can **go from raw data to insights in minutes.**

Built on OpenAI's o3-mini reasoning model and optimized to do advanced data analysis at work, Analyst uses chain-of-thought reasoning to progress through problems iteratively, taking as many steps as necessary to refine its reasoning and provide a high-quality answer.

It can run Python to tackle your most complex data queries—and you can view the code it's running in real time to check its work.

Available Now!



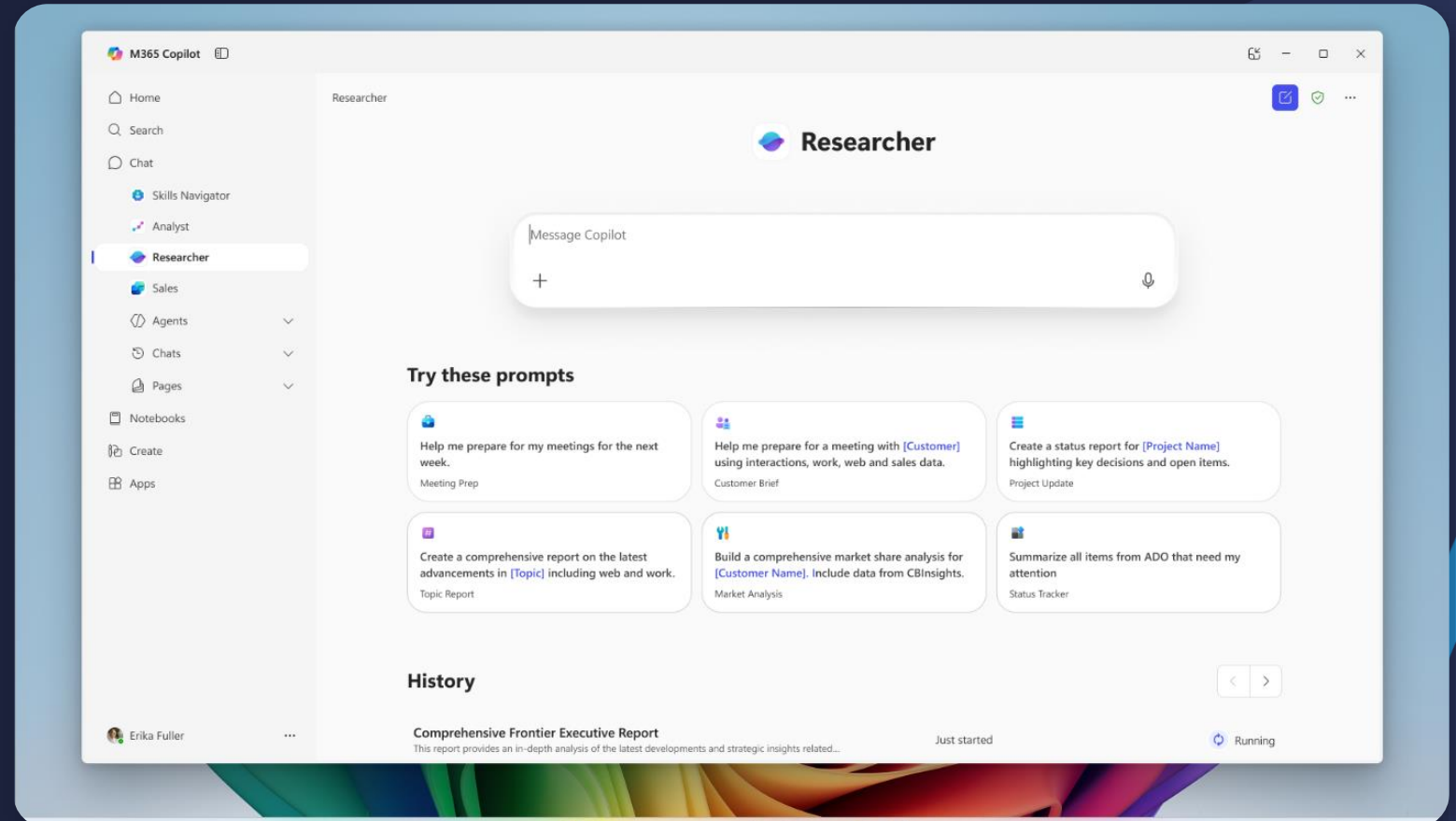


# Researcher agent

**The Researcher Agent** gives organizations the capability they'd expect from a highly paid strategist or researcher.

By combining the most advanced deep reasoning models with Copilot Chat's web- and work-grounding, as well as its agent ecosystem, this agent provides well-reasoned responses to complex prompts with the data that matters most.

For users, this gives them **a thought partner that can perform advanced reasoning grounded in their unique context**, and for an organizations this gives them **on-demand access to the types of work they typically expect from highly paid employees**.



Available Now!



## Top 10 to "Try First"



1

### Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

→ Draft an email with notes and action items from meeting



2

### Summarise an email thread

– get quickly caught up to a long, complex email thread.

→ Click on the Summarise icon



3

### Draft email

– personalise the tone and length.

→ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



4

### Summarise a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

→ Give me a bulleted list of key points from file



5

### Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

→ Tell me what's new about topic organised by emails, chats, and files?



6

### Give me some ideas for ...

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

→ Suggest 10 compelling taglines based on file



7

### Help me write ...

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

→ Generate three ways to say [x]



8

### What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

→ What did person say about topic



9

### How do I ...

– let Copilot help you build or fix formulas in Excel.

→ How do I sum values that are greater than 0?



10

### Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

→ Translate the following text into French:

For more prompts, visit Prompt Gallery at: [aka.ms/prompts](https://aka.ms/prompts)



# Microsoft 365 Copilot: The art and science of prompting

## 1. Tell Copilot what you need

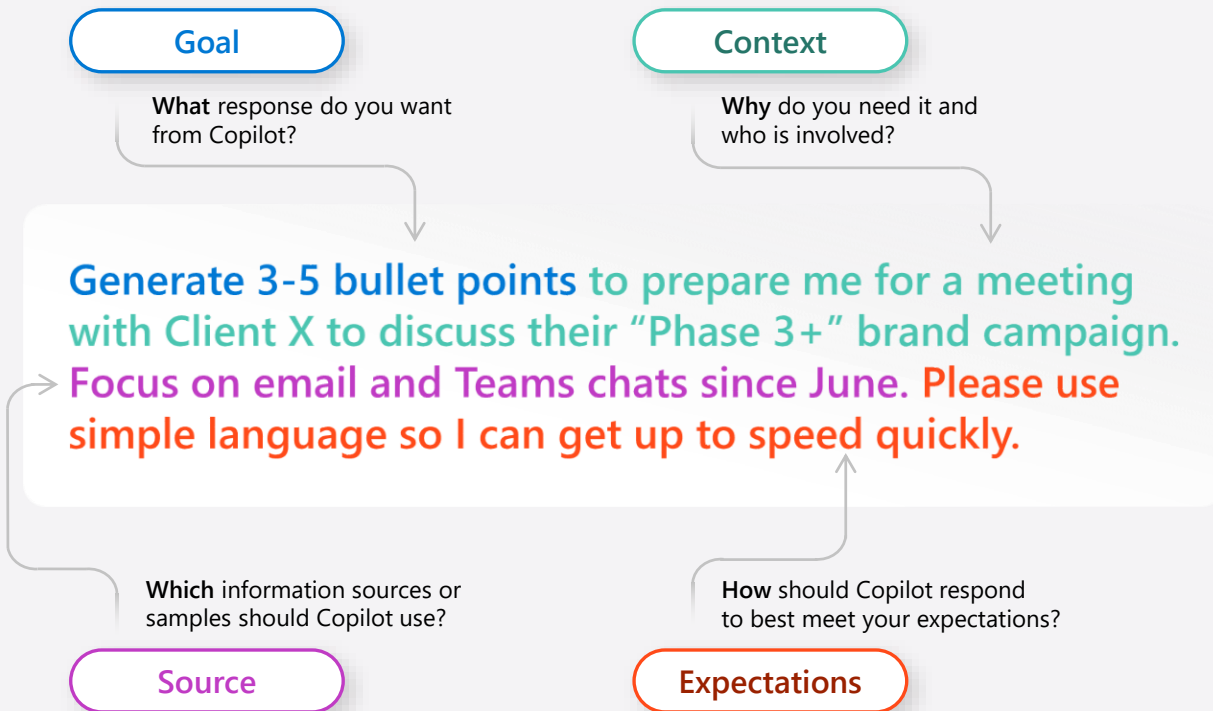
There are many types of prompts you can use depending on what task you want done.

- ✓ **Learn** about projects and concepts:  
"What is [Project X] and who are the key stakeholders working on it?"
- ✓ **Edit text**:  
"Check this product launch rationale for inconsistencies."
- ✓ **Transform** documents:  
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Summarise** information:  
"Write a session abstract of this [presentation]."
- ✓ **Create** engaging content:  
"Create a value proposition for [Product X]."
- ✓ **Catch-up** on missed items:  
"Provide a summary of the updates and action items on [Project X]."

**Prompts** are how you ask Microsoft 365 Copilot to do something for you — like creating, summarizing, editing, or transforming. Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

## 2. Include the right prompt ingredients

To get the best response, it's important to focus on some of the key elements below when phrasing your Copilot prompts.





# Microsoft 365 Copilot:

## Prompting do's and don'ts

Get the most out of Copilot and avoid common pitfalls by learning **what to do** and **what not to do** when writing prompts

### Do's

- ✓ **Be clear and specific.**  
Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.
  - ✓ **Keep it conversational.**  
Give feedback to Copilot based on the quality of its responses to help the AI learn and match your preferences.
  - ✓ **Give examples.**  
Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you. This helps it generate more relevant and creative copy.
  - ✓ **Ask for feedback.**  
Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant, helpful responses.
  - ✓ **Write legibly.**  
Use correct punctuation, capitalization, and grammar when writing prompts, as this will help the AI produce better quality text and responses.
  - ✓ **Check for accuracy.**  
Occasionally, Copilot may make mistakes. Always check Copilot's responses for accuracy, grammar, and style, and watch out for irrelevant or inappropriate content.
- ✓ **Be polite.**  
Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the AI's responsiveness and performance.
  - ✓ **Provide details.**  
Provide Copilot with contextual details to help it generate more accurate, consistent responses. For example, the genre, characters, and plot to a story.

### Don'ts

- ✗ **Be vague.**  
When prompting Copilot, avoid using vague language, and be as clear as possible to receive better-quality responses.
- ✗ **Request inappropriate or unethical content.**  
Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.
- ✗ **Use slang, jargon, or informal language.**  
This may cause Copilot to give low-quality, inappropriate or unprofessional responses.
- ✗ **Give conflicting instructions.**  
Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.
- ✗ **Interrupt or change topics abruptly.**  
This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."

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Let's Prompt!

Live (Anything can go wrong now)

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Thank You

If you would like a Promptathon for your team, please get in touch