

Microsoft 365 Copilot

Did you know?

Small changes can make a big difference to your day. Make your work life easier with Microsoft 365 Copilot, try using it to...

Pull out key actions from your Teams chats

Why spend your time trawling through Teams when Microsoft 365 Copilot can do it for you? Ask your virtual assistant to review your conversation, highlight the important information and then turn it into actions for all involved.



Review your reports and sum up trends



Save time but still get the insights you need with Microsoft 365 Copilot by your side. In seconds, it can scrutinise data and in depth reports, identifying trends and summarising them on your behalf.

Provide real-time translations

Whether you need to translate a document, email or even a conversation, Microsoft 365 Copilot can help you quickly and easily understand and communicate in different languages.



Outline the next steps from a meeting

Ever think, 'What did we discuss again?'



Well, Microsoft 365 Copilot has the answer. It can provide an overview of what was said and what actions need to be taken next.

Quickly create marketing content



Marketers can use Microsoft 365 Copilot to create content in minutes, rapidly producing a first draft from simple prompts and ensuring a consistent tone of voice for the brand.

This new generation of AI will remove the drudgery of work and unleash creativity. There's an enormous opportunity for AI-powered tools to help alleviate digital debt, build AI aptitude, and empower employees.

Satya Nadella
Chairman and CEO, Microsoft

Review your emails and flag important items

Are your emails getting on top of you?

Or maybe you need to get up to speed quickly after a holiday?



With a few simple prompts, Microsoft 365 Copilot can summarise your emails, flag important items, and even create a to-do list based on the flagged messages.

Determine project milestones

Microsoft 365 Copilot can review your project plan and identify key milestones based on the deliverables and timeline. It can also track progress and highlight to you any upcoming milestones.



Accelerate the search for the perfect candidate

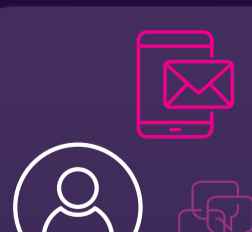
Increase the quality of new hires with less effort. HR can ask Microsoft 365 Copilot to compare resumes against a job description, speeding up the process and avoiding bias when identifying top candidates.

Build a complete customer profile

Sales can make customer outreach more efficient and deliver a better customer experience by using Microsoft 365 Copilot to collate emails, chats and documents from a particular person, then sum up the key take aways to give you a clearer picture of the customer.

It typically takes a seller four hours to do research for customer outreach, and with generative AI, they can now do that in 15 minutes.

Ashley Haynes-Gaspar
Chief Revenue Officer, Lumen Technologies



The benefits of Microsoft 365 Copilot don't end here.

Get in touch and see what it can do for you.