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

**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, Copilot can summarise your emails, flag important items, and even create a to-do list based on the flagged messages.

**Determine project milestones**

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 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 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.

The benefits of Microsoft Copilot don’t end here. Get in touch and see how we can help you! Give us a call on xxx or email us at xxx