

A day in the life of an Education Leader

Available with:
Microsoft 365 Copilot

Scenario level: ● ● ●
Buy

Benefits

🕒 Less time spent on administrative tasks

🔄 Less time in meetings

★ More time spent with students

8:00 am

Megan starts the day by using Copilot to summarize her calendar for that day with details to help her prepare for each meeting.

 Business Chat²

Benefit: **Start the day with confidence** and identify where more preparation is needed.

8:15 am

Megan summarizes her email threads about grants and curriculum reviews and uses Copilot in Outlook to draft responses.

 Copilot in Outlook

Benefit: **Transform long conversations** into short summaries and save time with a drafting partner.

9:00 am

Megan joins late for a meeting her leadership team to discuss progress. She uses Copilot in Teams to catch up and suggest next steps.

 Copilot in Teams

Benefit: **Get up to speed** and have more effective conversations in real-time and for follow-ups.

4:00 pm


Megan is asked to prepare a speech for graduation. To get started, she prompts Copilot in Word to draft ideas and potential outlines.

 Copilot in Word

Benefit: **Quickly inspire more ideas** and build on your expertise, receive immediate feedback and support as you iterate.

2:00 pm

Megan is scheduled to present new department programs and initiatives at tonight's Alumni Donor event. She uses Copilot in PowerPoint to quickly build a presentation.

 Copilot in PowerPoint

Benefit: **Spend less time building presentations** and more time on making sure messages are clear.

11:00 am

Megan needs to work on the budget for her school. She asks Copilot to add a column for budget variance.

 Copilot in Excel

Benefit: **Go deeper with data** and easily visualize insights to share them with the rest of the team.

Megan
is an Education
Leader



¹Access Copilot at copilot.microsoft.com or the Microsoft Copilot mobile app and set toggle to "Web".

²Access Business Chat at copilot.microsoft.com, the Microsoft Copilot mobile app, or the Copilot app in Teams, and set toggle to "Work".

³Copilot agents allow Microsoft 365 Copilot to access your organization-specific apps. In the past this would have required an API call to get data from a system of record.

The content in this example scenario is for demonstration purposes only. You should evaluate how Copilot aligns with your organization's business processes, regulatory requirements, and responsible AI principles.