



Prepare for a company-wide address

Executives are always pressed for time and Copilot simplifies many tasks in preparing for a meeting. But some things have to be perfect. Copilot also improves work quality so big events can happen flawlessly.

68% of people

say they don't have enough focus time during the workday

Microsoft WorkLab Work Trend Index, May 2023



Microsoft Copilot

Quickly catch up on the latest developments and discussions related to the announcement by summarizing email threads and chat conversations.



Copilot in Teams

Meet with the executive team to review each business unit's results. When closing the meeting ask Copilot to create action items from the conversation and assign owners.



Copilot in Word

Revise the draft of the speech, asking Copilot to make it resonate more with the workers at the speech location.



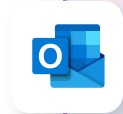
Copilot in PowerPoint

Revise the presentation slides changing out a few images with suggestions from Copilot.



Copilot in Teams

Review last quarter's address by glancing over the meeting recap and asking Copilot about the numbers that were presented to ensure consistency.



Copilot in Outlook

Thank the team for watching the address by asking Copilot to draft a response that can be personalized in tone and length, even on the go.

[Copilot Product Documentation](#)

[Copilot for Microsoft 365 Adoption Site](#)

[How to use Copilot](#)