



# 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.



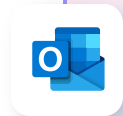
**Copilot in PowerPoint**

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](#)