



Copilot



AI for all

Unleash the power of AI with Copilot for Microsoft 365

Your exciting AI journey starts here



Microsoft

Lenovo

What is Copilot for Microsoft 365 and how does it work?

Copilot for Microsoft 365 is your AI-powered co-pilot at work. This AI-driven productivity tool that integrates with the Microsoft 365 apps you use daily, such as Word, Excel, PowerPoint, Outlook, Teams, and more.

Harnessing the power of large language models (LLMs), it coordinates with the content in Microsoft Graph to help you work more productively. Complete with enterprise-grade security, privacy, compliance, and responsible AI to ensure all data processing happens securely within your Microsoft 365 tenant.

Now, imagine having a personal assistant that amplifies your creativity, enhances your productivity, and ensures you're working seamlessly across complex tasks. That's Copilot for Microsoft 365!



Microsoft Graph



Your data

Emails, files, meetings, chats
calendars, and contacts



Large Language Model



64%

of people have struggled with finding time and energy to get their work done.

3X

Amount by which time spent in Microsoft Teams meeting and calls has increased per week since February 2020.

87%

of organizations believe AI will give them a competitive edge

Features and benefits of Copilot for Microsoft 365



Elevate your productivity to new heights and experience a revolution in efficiency with AI-powered features, seamlessly integrated into your beloved apps. Work smarter, faster, and unlock your full potential.

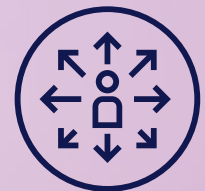


Transform your drafting process

Make use of AI-powered prompts to guide you in drafting comprehensive plans, sparking innovative ideas, and creating organized lists. Experience the future of productivity right in your favorite apps like Word, PowerPoint, and OneNote. Drafting has never been this effortless and efficient.

Speed up and simplify communication

Effortlessly summarize content, probe documents with questions, and engage in dynamic Q&A sessions. All these power at your fingertips, integrated into your favorite apps like Word, PowerPoint, and Teams.



Elevate your communication skills with Coaching Tips feature in Outlook

Receive personalized coaching tips and suggestions tailored to enhance clarity, sentiment, and tone in your messages. Plus, get valuable recommendations to refine your messaging strategy. It's not just about sending an email, it's about crafting impactful communications.



Experience the magic of Light Commanding in PowerPoint

With a simple command, turn your inspiration into stunning and professional presentations. Effortlessly add slides, insert captivating pictures, or implement deck-wide text changes to transform your presentations into compelling narratives.

Optimize time and productivity with our Summarize feature in Outlook

Stay on top of your inbox and create impactful communication in a fraction of the time. Effortlessly retrieve concise summaries of your emails and threads, and let the AI do the heavy lifting by drafting suggested replies for you.



Transform your Teams Meetings

Running effective meetings is a breeze when you can invoke the power of AI in your meetings to access real-time transcripts at your fingertips and get all your questions answered instantly. Transcribe and summarize key discussion points as well as suggest action items, all in real-time.

Unleash your creativity with Whiteboard

Turn your brainstorming sessions into dynamic, interactive experiences. Generate brilliant ideas, organize them with ease, and summarize your thoughts effectively. It's not just a whiteboard, it's a canvas for your imagination.



Get ready for Copilot for Microsoft 365

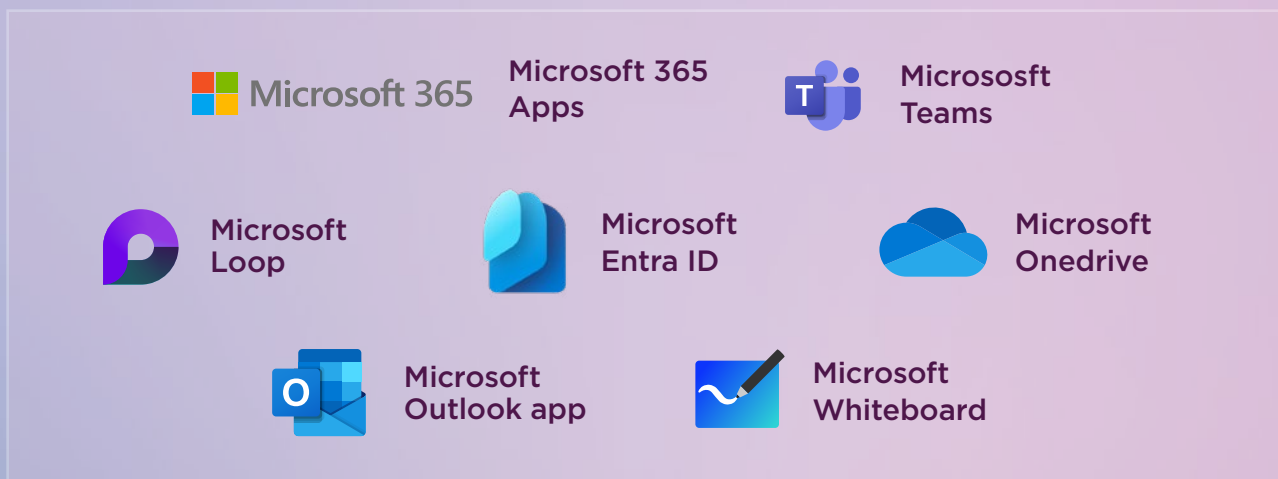
Embark on a journey to productivity with Microsoft Copilot in just 3 simple steps! It's not just preparation, it's the beginning of your AI transformation.

Ready to begin your AI transformation? Embark on a journey to productivity with Microsoft Copilot in just 3 simple steps!

Step 1

First, let's set the stage:

Get the essentials. Equip yourself with the right apps and services to unlock the full potential of Copilot.



Understand the license prerequisites. Copilot for Microsoft 365 is an add-on plan that requires certain licensing prerequisites. Here's what you need:



Step 2

Prepare for a seamless transition to Copilot for Microsoft 365:

- ✓ Safeguard your secrets: Identify files with sensitive data and apply robust controls to limit their access.
- ✓ Audit with precision: Conduct a thorough audit of access to shared content at both the site and team level.
- ✓ Control and validate: Implement stringent controls and validate access for enhanced security.

Step 3



Here's where the magic begins:

Assign Copilot for Microsoft 365 licenses to your users and start unlocking a whole new world of productivity. But don't stop there - equip them with the skills to harness the full potential of Copilot. Through effective training, transform your users into Copilot pros who are ready to navigate the digital workspace with ease and efficiency.



Revolutionize your workspace with Copilot for Microsoft 365 from Lenovo

Discover the transformative impact of Copilot on your organization, unlock the boundless potential of AI, and step into a modernized workspace.



Contact your local Lenovo Sales representative and embark on this exciting AI journey



Smarter technology for all

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