M365

Microsoft 365 Copilot Chat
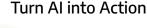
Your Everyday AI Partner for Smarter Work

Boost creativity, confidence, and efficiency with AI that works the way you do.

What Is Copilot Chat?

Built into Word, Excel, Outlook, PowerPoint, and Teams, Copilot Chat helps you work smarter—right where you already work.

Think strategically. Create faster. Collaborate seamlessly. All while keeping your data protected and private.

Turn AI into Action

1. **Start simple:** Try prompts like "*Summarize this document*" or "*Draft a project update email.*"
2. **Add sontext:** Mention files, people, or topics to refine your results.
3. **Stay in control:** Switch between **Work** (secure organization data) and **Web** (public information) modes.

Everyday Value Across Your Workday

No matter your role or skill level, Copilot Chat is designed to help you work smarter and more creatively—saving time and eliminating repetitive tasks across Microsoft 365 apps.

Use it to:

- → Summarize documents in seconds
- → Draft polished, professional emails
- → Brainstorm and refine ideas
- → Analyze data and identify trends
- → Extend your capabilities with **AI Agents** for research, automation, and deeper analysis

Role / Team	How Copilot Chat Helps
HR	Draft job descriptions, onboarding messages, and policy updates in minutes.
IT	Generate troubleshooting guides, summarize incident reports, and automate help-desk workflows with AI Agents.
Sales	Summarize account notes, prep for meetings, and draft follow-up emails faster.
Marketing	Brainstorm campaign ideas, summarize performance data, and use AI Agents for trend analysis or research.
Finance	Turn spreadsheets into insights, visualize data, and create budget summaries automatically.
Education / Training	Design lesson plans and outlines, summarize research, and build communications quickly.

Privacy and Security You Can Trust

Copilot Chat is built on Microsoft's trusted foundation of enterprise-grade security, compliance, and privacy. That means:

- → Your data stays within your Microsoft 365 environment.
- → No information is used to train public AI models.
- → Copilot Chat adheres to your permissions and governance frameworks, maintaining compliance and control.

Getting Your Copilot Journey Started at Connection

1. **Already using Microsoft 365 Copilot?**
   Learn how to enhance adoption with our Microsoft 365 Copilot Workshop.

2. **Plan for success.**
   Assess, prepare, and optimize with Connection's Technical Readiness Assessment.

3. **Just starting your AI journey?**
   Our Microsoft cloud experts can help you plan, build, and deploy at your own pace.

Connection®
we solve IT®

Ready to take flight with Microsoft Copilot?
Contact your Connection Account Team today to get started.

Business Solutions	Enterprise Solutions	Public Sector Solutions
1.800.800.0014	1.800.369.1047	1.800.800.0019

www.connection.com/MicrosoftCopilot