



Microsoft Copilot Overview

- We will get started shortly!





Microsoft Copilot Overview

Secure, private, powerful AI chat





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Agenda

- **Overview of Microsoft Copilot**
- **How to Access Copilot**
- **Creating Prompts**
- **Using Copilot Chat**
- **Use Cases**

Be safe with AI-powered chat



Leveraging the advanced capabilities of GPT-4, Copilot empowers us to:

- Efficiently summarize lengthy documents
- Create professional and customer-ready content
- Generate captivating images for social media, articles, emails, and more

It's important to note that using non-approved AI web services can risk exposing personal or confidential data to the public.

Copilot for AI chat ensures data integrity with Microsoft's built-in commercial data protection.

Characteristics of AI



HALLUCINATIONS

AI can produce convincing but incorrect responses.

Errors are often due to a lack of understanding of its own processes.



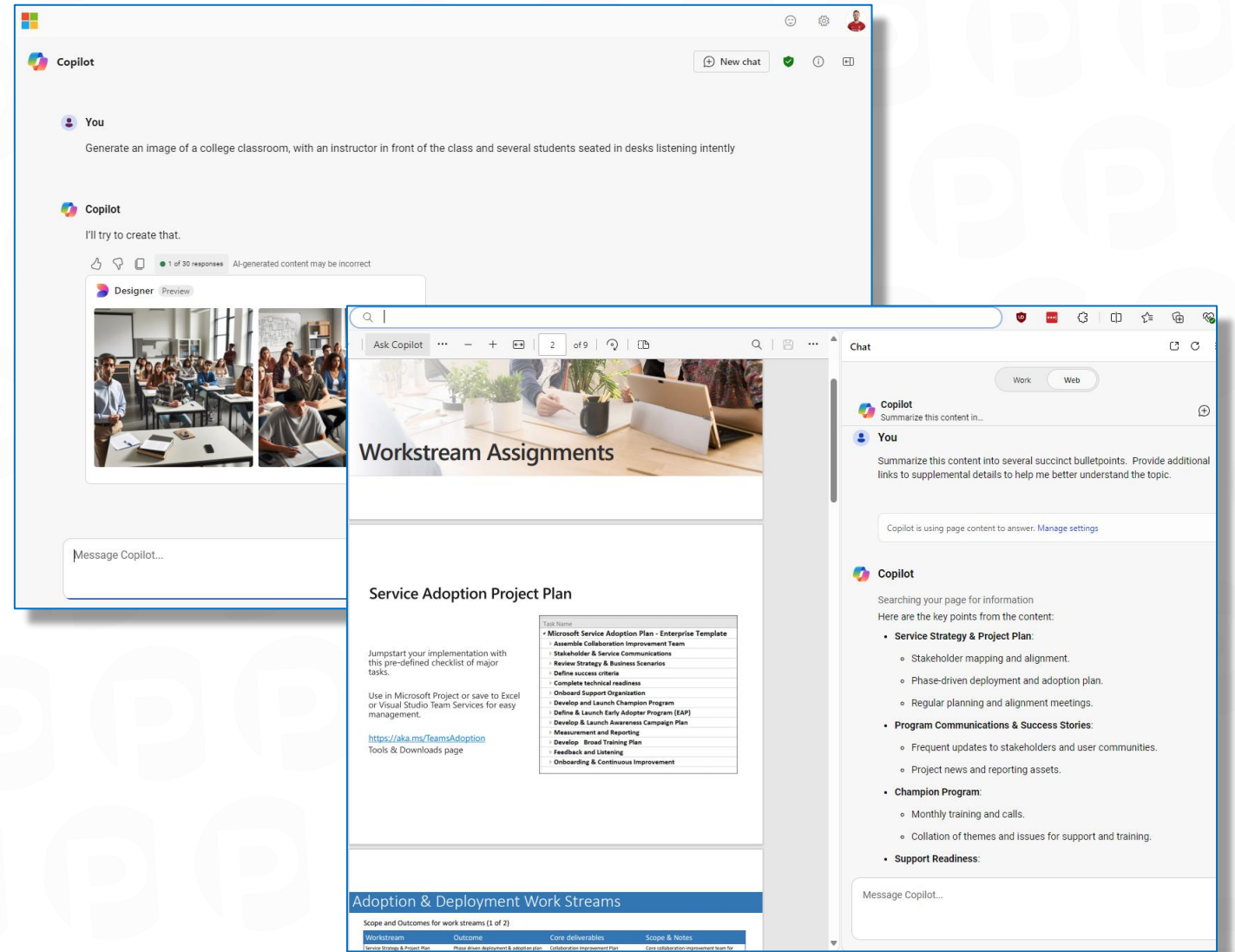
CHANGE

AI technology rapidly evolves, improving continuously.

Today's AI will be the least advanced we'll ever use.

Copilot Chat

- Far beyond search!
- Ask Copilot a question or make a request
- Engage Copilot chat conversationally for the best results and experience
- Seek explanations, gain insight, and create original, unique content.



Why Copilot

Powerful AI models



Copilot uses advanced AI models GPT-4 for text and DALL-E 3 for images

Source transparency



Copilot cites the data sources behind its answers

No knowledge cutoff



Copilot provides up-to-date answers. Answers are not limited by the date of the AI model

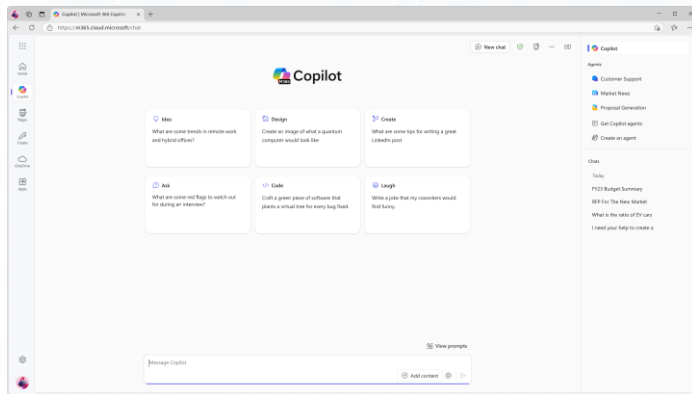
Commercial data protection



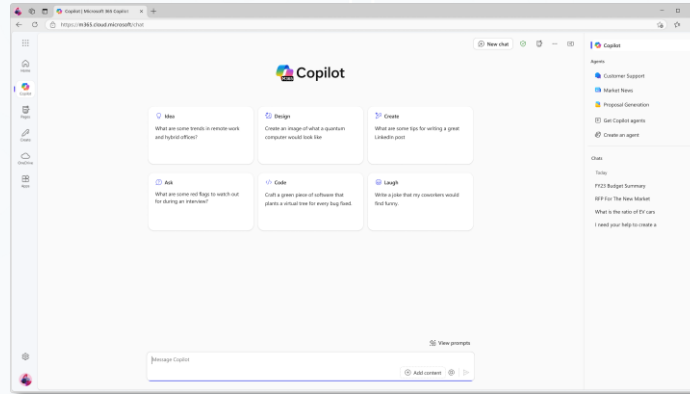
Copilot doesn't save prompts or responses, nor use them to train the AI model

Where to find Copilot

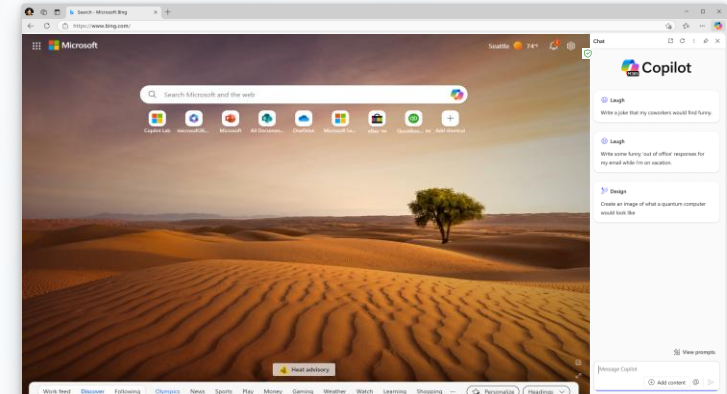
M365Copilot.com



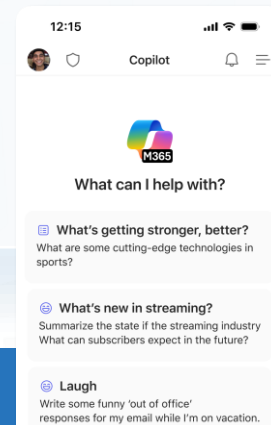
Microsoft 365 Copilot app*



Edge browser sidebar



Microsoft 365 Copilot mobile app



Copilot Chat – Data Protection

Work account



Signing into Copilot with our work account activates Enterprise Data Protections

No human eyes



After signing in, data is encrypted and is not seen by humans


Personally exclusive

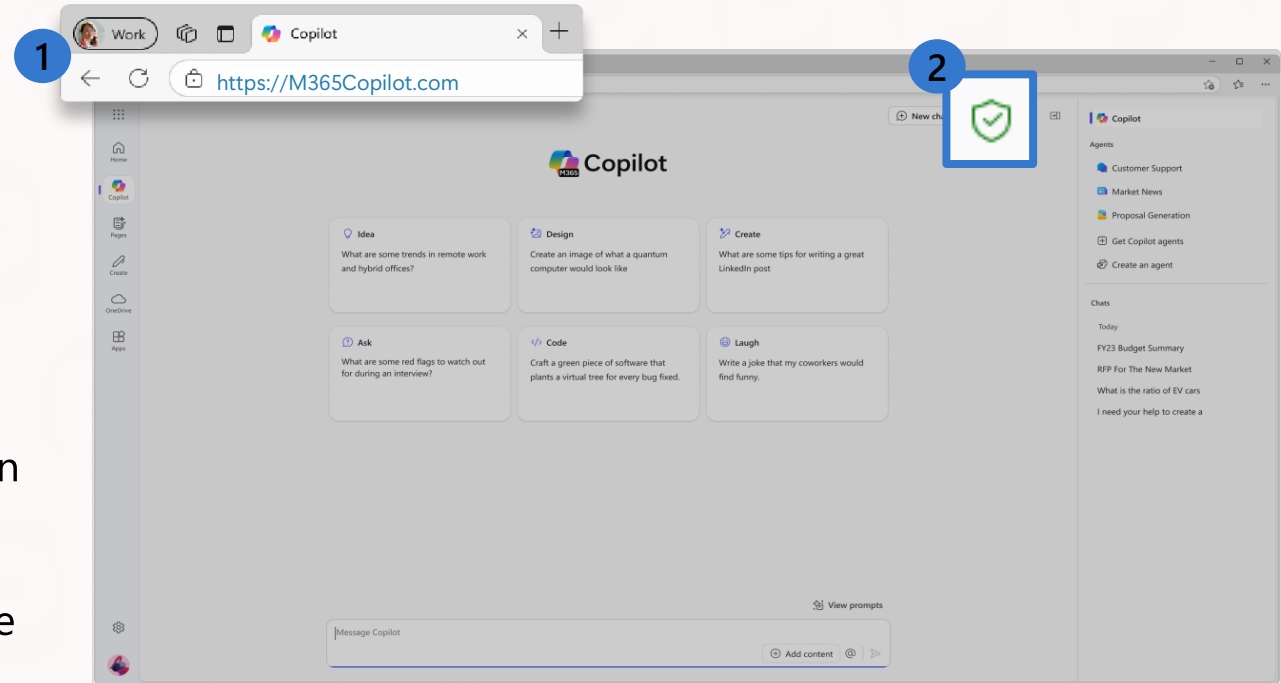


Our prompts and Copilot's responses not used to train AI models

Sign in with Work Account

- 1 Navigate to M365Copilot.com on your preferred browser on your device to get to Copilot Chat.
- 2 Ensure you're signed in with your work account.

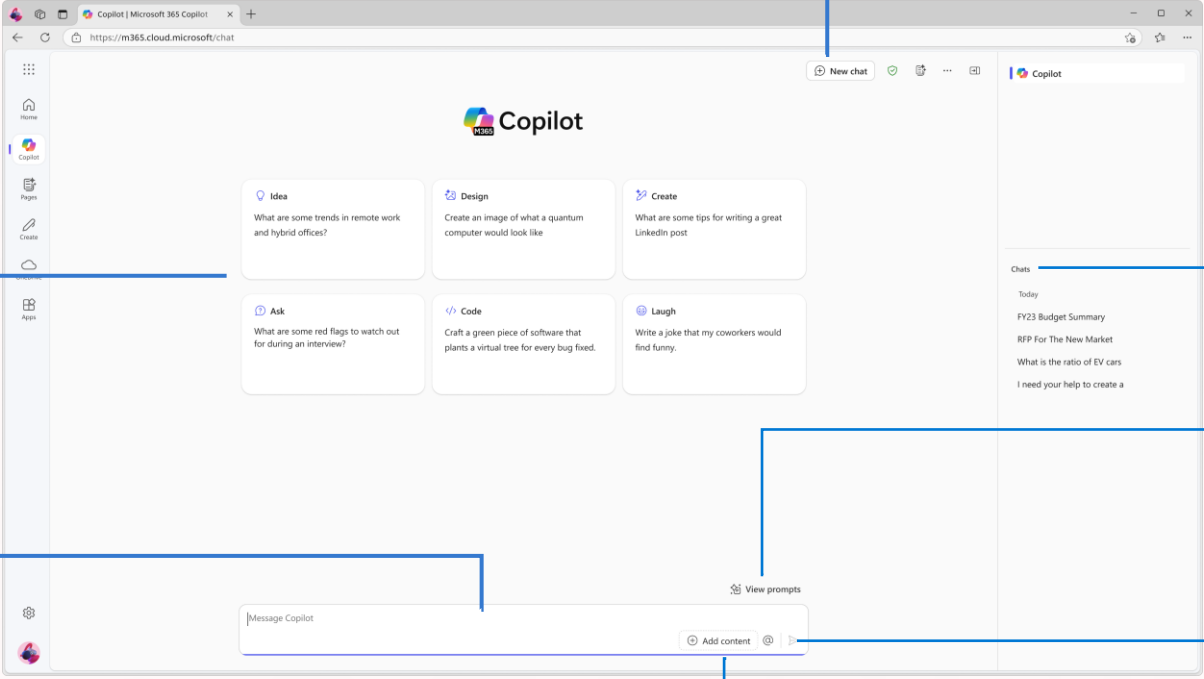
You will know you are successfully signed in to Copilot Chat when you see the green shield icon  next to "New chat" and the Microsoft 365 Copilot icon at the top of the page.



 If you are not signed in with your work account, Enterprise Data Protection does not apply.

Get to know Copilot Chat

Here is a visual tour of Copilot Chat:



The screenshot shows the Microsoft Copilot Chat web interface. At the top, there's a 'New chat' button. Below it, a grid of 'Suggested prompts' includes categories like Idea, Design, Create, Ask, Code, and Laugh, each with a sample prompt. On the right, a 'Recent chats' sidebar lists previous conversations. At the bottom, a 'Prompt box' for entering messages is shown, along with an 'Add content' button for uploading files and a 'Send your prompt!' button. A 'View prompts' link is also visible near the prompt box.

Suggested prompts
If you're not sure what to ask, try or modify a sample prompt!

Prompt box
Start your conversation here.

Upload files
If you'd like Copilot to source responses from information in specific files, add them here.

Start a new chat button
Clear your past chat and start a new conversation.

Recent chats
Return to a previous chat to continue the conversation

Copilot Prompt Gallery
View additional prompt suggestions, including saved prompts.

Send your prompt!

Chat in 3 Easy Steps



1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. If you would like Copilot to source information from any reference files, you can upload them in your prompt by selecting the "Add content" button.



2. Check sources

Copilot Chat is transparent about the sources of its information. See these sources listed underneath the answer. Vet these sources and validate your answers.

Learn more ▼ 1 [microsoft.com](#) 2 [contoso.com](#)



3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.



Demo



Try GCC Copilot Chat Now!



1

Summarize policy documents

– “Summarize this federal workforce development strategy.”

- Upload a PDF or paste text — Copilot will give you a clear summary.



2

Draft internal communications

– “Write a message to agency trainers about the Evolve 365 weekly pipeline.”

- Perfect for updates to trainers, SMEs, or interagency partners.



3

Create learning assessments

“Generate quiz questions from this cybersecurity awareness guide.”

- Turn compliance or onboarding materials into interactive assessments.



4

Brainstorm engagement

– “Give me 5 ways to boost participation in virtual federal training sessions.”

- Give me a bulleted list of 5 ideas to use in my next training session



5

Summarize in Plain Language

– “Translate this DEIA training summary into plain language for public sector staff.”

- Useful for accessibility and plain language compliance.



6

Extract action items from transcripts

– “What are the key takeaways from this interagency workforce call?”

- Upload meeting notes or transcripts—Copilot will pull out decisions and next steps.



7

Simplify complex language

– “Rewrite this HR policy in plain language for new federal hires.”

- Helps meet 21st Century IDEA and Section 508 standards.



8

Compare options

– “Compare Optionn 1 and Option 2 for federal compliance training.”

- Get a side-by-side breakdown to support procurement or program decisions.



9

Outline a workshop

– “Outline a 90-minute workshop on AI literacy for federal employees.”

- Jumpstart planning for internal or cross-agency sessions.



10

Create a word cloud from feedback

– “Visualize common themes from this training evaluation data.”

- Upload survey responses and Copilot can generate a word cloud or summary.

Use AI throughout the procurement process to secure favorable terms with less work.

1. Gather RFP requirements

Ask Copilot Chat to help draft a list of RFP requirements by referencing past RFPs or summarizing key needs based on your input.



Copilot Chat

Benefit: **Saves time** by generating a structured starting point and ensuring completeness.



2. Analyze procurement data

Paste procurement data or describe trends, and ask Copilot Chat to help interpret patterns, identify bottlenecks, or suggest metrics to track.



Copilot Chat

Benefit: Enables **quick insights** without needing spreadsheet formulas or dashboards.



3. Standardize contract templates

Provide a sample contract or bullet points and ask Copilot Chat to help rephrase or standardize language for consistency and compliance.



Copilot Chat

Benefit: Helps ensure **clarity and alignment** with procurement policies.



KPIs impacted

✓ Supplier selection efficiency

✓ Budget adherence

Value benefit

✓ Accelerated service delivery

✓ Enhanced decision-making

✓ Cost control

6. Send email approval

Share bullet points or a rough draft, and ask Copilot Chat to turn it into a polished, professional email.



Copilot Chat

Benefit: Enhances **communication quality and saves time** on drafting.



5. Summarize stakeholder meeting

Paste meeting notes or key points into Copilot Chat and ask for a summary or action item list.



Copilot Chat

Benefit: Quickly distills **discussions into actionable summaries**.



4. Present procurement strategies

Describe your strategy and ask Copilot Chat to help outline a compelling narrative or talking points for a presentation.



Copilot Chat

Benefit: **Speeds up content creation** and improves clarity of messaging.

Use Copilot Chat to streamline policy drafting—from outlining and writing to summarizing and communicating updates—without switching tools.

1. Outline the Policy Update

Ask Copilot Chat to help structure a policy update based on a brief description of the topic (e.g., “I need to update our telework policy to reflect hybrid work expectations”).



Copilot Chat

Benefit: **Quickly generates** a clear outline to get started.



2. Draft the Policy Language

Provide bullet points or key changes and ask Copilot Chat to turn them into formal policy language..



Copilot Chat

Benefit: Saves time and **ensures professional tone and clarity.**



3. Summarize for Leadership

Ask Copilot Chat to create a short executive summary of the policy update for leadership review.



Copilot Chat

Benefit: Helps **communicate key points** efficiently to senior stakeholders.



6. Create Talking Points for Briefing

Ask Copilot Chat to generate talking points or a script for a town hall or team meeting.



Copilot Chat

Benefit: Helps you **deliver the message confidently** and consistently.



5. Draft Announcement Email

Ask Copilot Chat to write an email to staff announcing the policy update and linking to the full document.



Copilot Chat

Benefit: Ensures **consistent, clear communication** across the organization.



4. Prepare FAQs for Staff

Ask Copilot Chat to generate a list of FAQs based on the policy content to support rollout.



Copilot Chat

Benefit: **Anticipates staff questions** and improves transparency.

KPIs impacted

✓ Policy turnaround time

✓ Stakeholder satisfaction

Value benefit

✓ Faster drafting

✓ Improved clarity

✓ Reusable assets

Copilot Chat helps you quickly craft clear, empathetic responses to public inquiries, tailored for multiple formats and audiences.

1. Understand the Inquiry

Paste the inquiry into Copilot Chat and ask for a summary or clarification of the key issue.



Copilot Chat

Benefit: Helps you **quickly identify the core concern** and any sensitive language.



2. Draft a Response

Ask Copilot Chat to write a professional and empathetic response based on your summary or bullet points.



Copilot Chat

Benefit: **Saves time and ensures tone is respectful, clear, and aligned** with public service standards.



3. Tailor for Different Audiences

Ask Copilot Chat to rewrite the response for different formats—e.g., email, social media post, or formal letter.



Copilot Chat

Benefit: **Ensures consistency** while adapting to different communication channels.



4. Add Supporting Information

Ask Copilot Chat to help you include relevant data, links, or policy references (you can paste them in or describe them).



Copilot Chat

Benefit: **Enhances credibility and transparency** of your response.



5. Review for Clarity and Tone

Ask Copilot Chat to review your final draft for clarity, tone, and professionalism.



Copilot Chat

Benefit: Provides a **second set of eyes** to ensure your message is polished and appropriate.



6. Create a Template for Future Use

Ask Copilot Chat to turn your final version into a reusable template for similar inquiries.



Copilot Chat

Benefit: Builds **efficiency and consistency** for future communications.

KPIs impacted

✓ Response time to public inquiries

✓ Communication quality score

Value benefit

✓ Consistent messaging

✓ Time savings

✓ Public trust



Demo



What makes an effective prompt?



Effective

- ✓ Specific and detailed
- ✓ In full sentences, with instructions
- ✓ Notes the tone, purpose, preferred format, etc.

Example: *Recap the findings of the article I've copied below and include the top 3 concerns. Provide the answer in two to three paragraphs and use a business tone.*



Less Effective

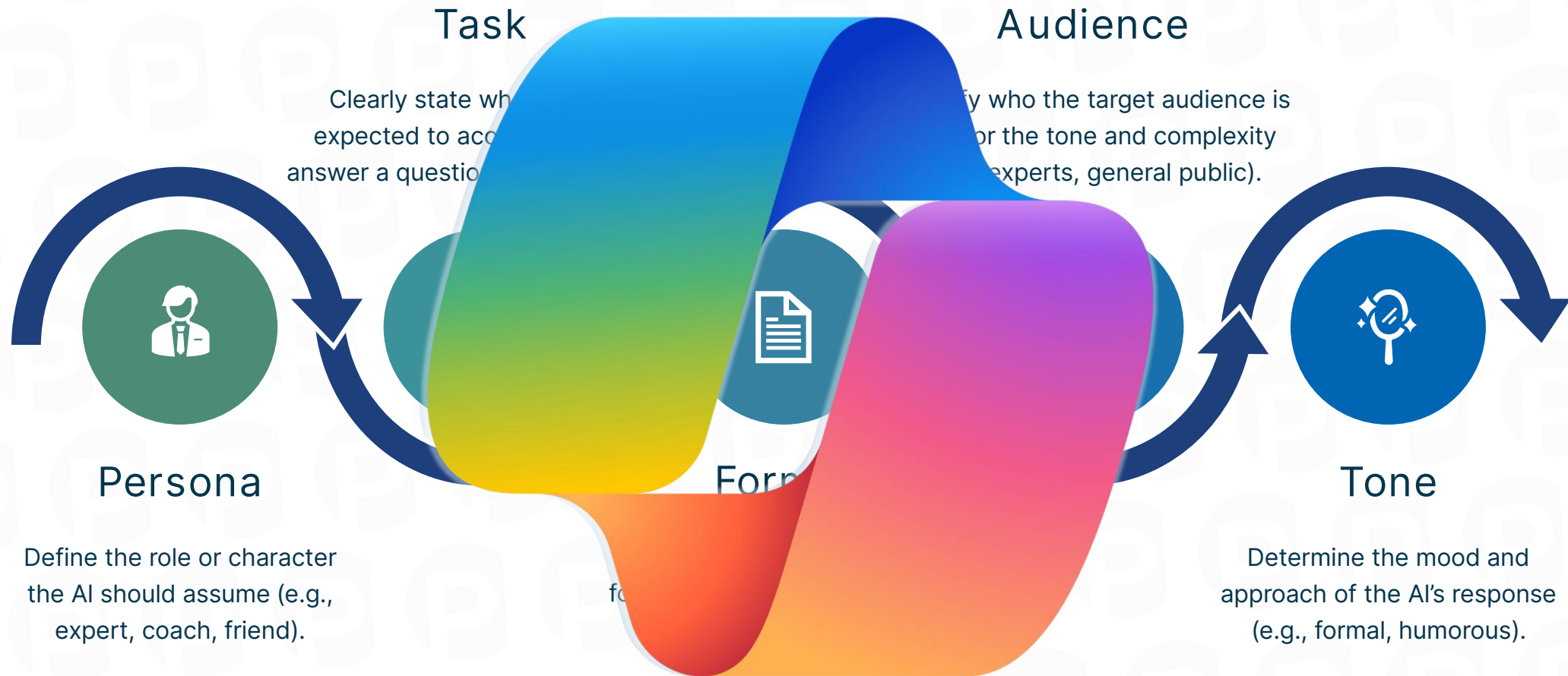
- × Vague
- × Just a few words
- × No context on preferred output

Example: *Summarize news about [company name].*

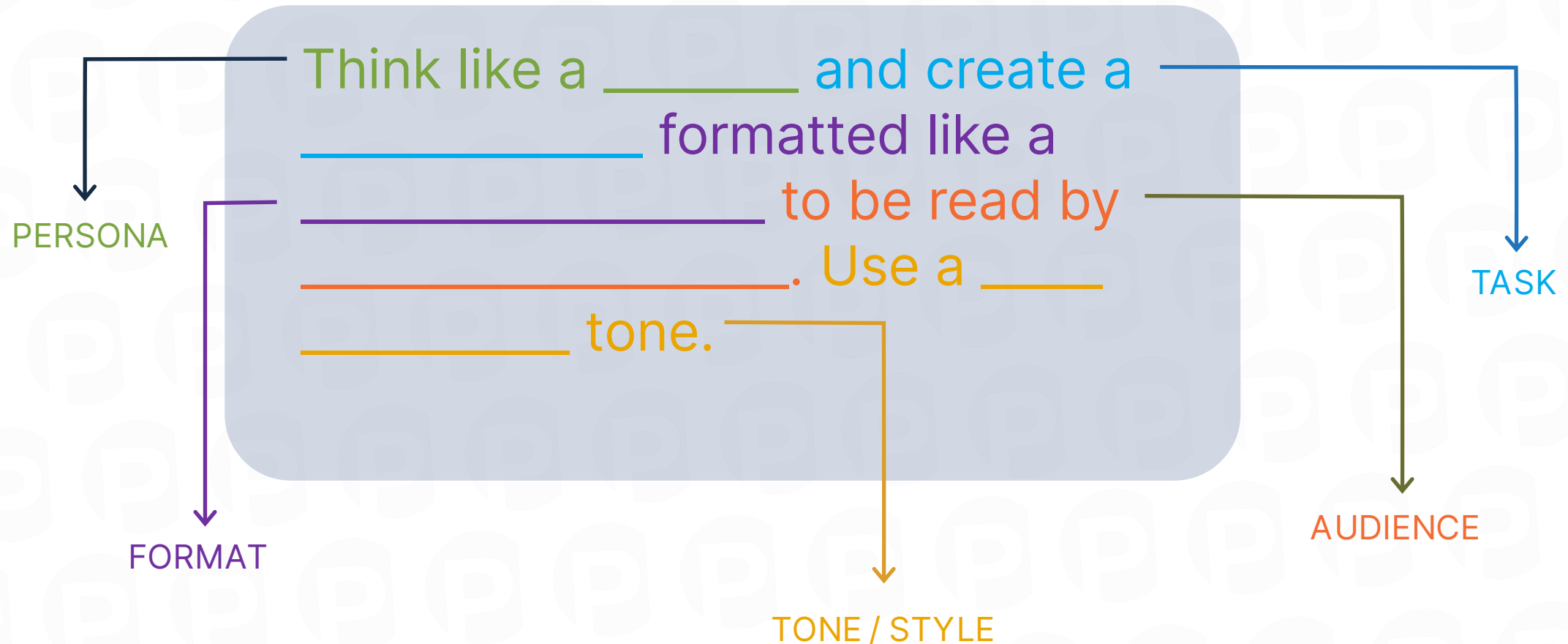
The recap may be more vague than desired, or in a format that you were not seeking.

But there are no 'wrong' prompts because **natural, conversational language is welcome.**
Experiment away!

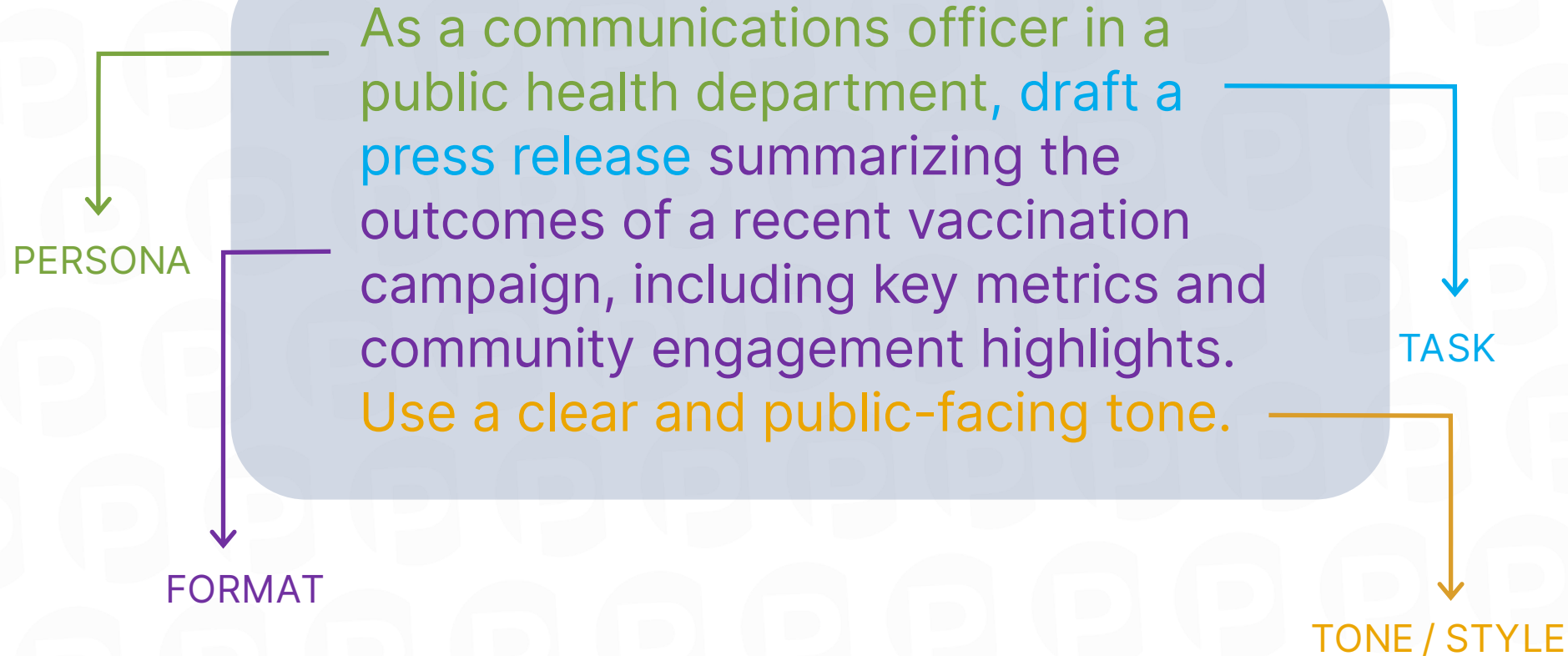
Prompt Elements



Build a Prompt!



Example





Keys to AI Success

Growth Mindset

- AI moves fast, it's easy to feel behind.
- You'll think: Am I doing this right?
- Focus on progress, not perfection



AI Misconceptions

- "AI can't do X"
 - *AI is driver assist, not auto-pilot*
- "I missed the boat"
 - *There is no boat! Everyone feels behind because AI is evolving so quickly*
- "What is AI is best?"
 - *The best tool(s) are the ones you use. Build habits, don't chase perfection.*
- "Collect prompts like magic spells"
 - *Prompt engineering isn't magic. The magic happens with asking, clarifying, and trying again.*
- "AI is either amazing or useless"
 - *The real magic is somewhere in between, as we stick with and continue to iterate.*



If you are organization is looking for help rolling out any Copilot or gaining long term meaningful adoption on Copilot, contact us!



Thank You

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go-planet.com/evolve365