



Introducing Copilot for Microsoft 365

The AI Companion That
Transforms How You Work



BUSINESS I.T. SOLUTIONS



Meet Microsoft Copilot for 365, the enterprise-ready AI companion that combines large language models (LLMs), such as GPT-4, with the Microsoft 365 suite of apps and your business data. Streamline workflows, promote creativity and ease the burden of admin and process inefficiencies with one of the most revolutionary integrated AI tools of the century.

If you're tired of wrestling with productivity roadblocks and having endless administrative tasks that drain valuable time from your day, Copilot is the solution you've been looking for. On average, every employee loses one full working month a year to admin and process inefficiencies*.

14 minutes per day,
saved on admin by
Copilot users...

...which is
1.2 hours
per week

Copilot users report daily time savings of 14 minutes from admin tasks alone**. That's 1.2 hours saved every week in admin, PLUS the hours saved in starting and preparing documents, such as presentations, emails and reports.

Copilot for Microsoft 365 isn't just another performative AI tool; it's a transformative work companion that helps every employee work more efficiently. Copilot for Microsoft 365 is the key to helping your team save time from mundane tasks.

Adopt the future of working. Integrate Copilot for Microsoft 365.

[Source: *Personio, ** Microsoft]



Copilot for Microsoft 365: The Essentials

Productivity, creativity, collaboration and efficiency are at the forefront of Copilot. Unlike standalone AI models that just scour the web for answers, Copilot for Microsoft 365 sits within your existing 365 apps (Word, Outlook, PowerPoint, SharePoint, Teams etc.) and harnesses your business data through Microsoft Graph to help you do your job smarter — without extensive contextual prompts.



Easy Integration

Copilot is conveniently integrated directly into the Microsoft 365 apps you're already using, like Word, Excel, PowerPoint, Outlook, and Teams. The intuitive design allows for a consistent user experience across all Microsoft 365 platforms, making it easy to incorporate into your daily workflow.



Continuous Learning

Copilot's foundational skills enable it to create, summarise, analyse, collaborate and automate tasks using your business content and context. Additionally, it can learn new skills, like connecting to your CRM systems to pull customer data into communications, allowing for even more sophisticated tasks and queries over time.



Data-Driven Productivity

Copilot taps into your business data securely stored within Microsoft 365, including documents, emails, calendar events, chats and more. By understanding both your content and context, Copilot delivers accurate and relevant responses tailored to your unique needs. For example, you can ask Copilot to find a specific file — be it on SharePoint, in Teams or in your Outlook inbox — or ask it to catch you up on any meetings or emails you missed.



Vigorous Security and Compliance

Built on Microsoft's robust security infrastructure, Copilot is seamlessly integrated with the Microsoft 365 suite, inheriting your company's security, compliance and privacy policies. With features like two-factor authentication and privacy protections, Copilot ensures your data stays safe and secure.



Guaranteed Data Protection

Copilot is built on a stringent permissioning model to prevent data leakage across user groups within your online environment. Individual data access is carefully controlled to make sure that only authorised users can view relevant information. In addition, Copilot integrates with your existing security settings, inheriting configurations from your current environment. This means that the more security services you deploy, the stronger the protection of your data becomes, ensuring comprehensive security across your full Microsoft 365 environment.

The Power of Copilot for Microsoft 365

At its core, Copilot for Microsoft 365 is designed to streamline your workflows, automate repetitive tasks, and supercharge collaboration across your business. Whether you're juggling emails in Outlook, creating documents in Word, or analysing data in Excel, Copilot seamlessly integrates with the entire Microsoft 365 suite, ensuring that no matter where you work, Copilot is there to enhance your productivity and make your job easier.

Say goodbye to tedious administrative tasks and hello to a more focused, efficient workday for every single employee — only with Copilot.



Outlook

64% of Copilot users report a reduction in time spent processing emails, freeing up valuable hours that can be redirected towards focus work.

"Summarise the emails I received whilst on annual leave last week."



Word

85% of Word users find Copilot instrumental in getting a polished first draft faster, streamlining the document creation process with unparalleled efficiency.

"Write a 500-word news article to go on our website about our latest product launch."



Teams

84% of Teams users say Copilot makes for smoother post-meeting actions, such as ensuring discussions translate easily into actionable steps.

"Summarise the meeting we just had and highlight what I need to do next."



Microsoft 365 Chat

75% of Microsoft 365 Chat users save time by Copilot swiftly locating essential information within files and documents.

"Find the quarterly report Joe sent last week."



Overall Productivity

70% of Copilot users report heightened efficiency, with 73% saying they complete tasks faster.



Work Quality & Creativity

68% of users report that Copilot enhances the overall quality of their work, with 57% reporting better creativity.



Time Savings

22% of Copilot users report unprecedented time savings of over 30 minutes a day. Other users report an average of 14 minutes saved daily — or 1.2 hours every week.

[Source: * Microsoft]

HR

Copilot revolutionises the way HR professionals manage information, allowing them to store, access and prioritise notes with unprecedented efficiency.



Customer Service

By centralising communication and streamlining workflows, Copilot allows customer service teams to deliver exceptional support experiences that drive customer satisfaction and loyalty.



Marketing

Copilot acts as a catalyst for creativity, jumpstarting the creative process and generating ideas while writing.




Microsoft Copilot empowers
every end user



Finance

Copilot simplifies financial reporting and data validation processes for finance teams, allowing them to validate data quality and generate accurate reports with unparalleled ease.



Sales

Copilot allows sales teams to stay laser-focused on closing deals by serving as an AI assistant for emails and PowerPoint presentation / sales deck preparation.



Data and IT Pros

Copilot gives data and IT professionals the tools they need to effectively manage shared projects, track progress and streamline collaboration efforts across online environments.



Implementing Copilot for Microsoft 365

With so many capabilities, you'd be forgiven for thinking Copilot for Microsoft 365 would be difficult to implement, but it's not. In fact, the entire process is hassle-free; especially with backing from our team. Copilot sits within the apps you're already using — no additional software downloads or logins necessary. However, there is a level of planning required, and that is as follows:



Advisory

Our experienced advisors will look at the Microsoft 365 you currently use and provide expert guidance on how you can use Copilot the most effectively.



Readiness

Before implementation, our team assesses your business's readiness for Copilot, identifying any potential barriers or challenges regarding data and file authorisation. We work proactively to address these issues, ensuring a smooth transition and integration into your existing workflow.



Deployment

From initial setup to configuration and deployment across your business, we handle the technical aspects of implementation and training your team.



Change Management

Change can be daunting, but with our comprehensive change management approach, we minimise disruption and maximise user adoption. Through training, communication strategies, and ongoing support, we help your team to learn to use Copilot with confidence.



Extensibility

Copilot quickly integrates into your existing Microsoft 365 apps, eliminating the need for external software and minimising complexity.

Copilot operates within your existing Microsoft 365 environment, using your data securely to deliver intelligent insights and recommendations. Our team ensures that data migration processes adhere to stringent security protocols, giving you peace of mind knowing that your information is protected through Copilot.

Conclusion

Copilot for Microsoft 365 is changing the trajectory of modern working. By implementing Copilot, you'll experience a paradigm shift in how you work, with tangible benefits that resonate across every aspect of your organisation.



With Copilot, you'll:

Boost Productivity: Streamline your workflows, automate repetitive tasks and reclaim valuable time to focus on what truly matters.

Enhance Collaboration: Break down silos, facilitate seamless communication and empower your teams to collaborate more effectively than ever before.

Drive Innovation: Tap into the power of AI to generate new ideas, spark creativity and unlock insights that drive strategic decision-making.

Ensure Security and Compliance: Rest easy knowing that Copilot operates within your existing Microsoft 365 environment, using your data securely and ensuring compliance with strict privacy regulations.

Empower Every User: From HR to marketing, sales to customer service, finance to IT — Copilot empowers every user to achieve more, regardless of role or department.

Copilot for Microsoft 365 is changing the trajectory of modern working. By implementing Copilot, you'll experience a paradigm shift in how you work, with tangible benefits that resonate across every aspect of your organisation.



Get Copilot Ready!

Ready to take the next step? Contact us today to learn more about how Copilot for Microsoft 365 can transform the way you

BOOK A MEETING



BUSINESS I.T. SOLUTIONS

web: www.bits.ie TEL: 056 778 6882 Email: info@bits.ie