



TECHCON 365 | CHICAGO 2026

What's New in the Microsoft 365 Copilot App

Your AI Command Center for Work

Michael Goad

Senior Copilot Solution Engineer • Microsoft

June 15–19, 2026 • McCormick Place, Chicago



PHOTOGRAPHY DURING THE SESSION

Feel free to capture the moment! Taking pictures of the presentation, during the session is perfectly fine.



SELFIES WITH THE SPEAKER

We encourage interaction! If you'd like to take a selfie with the speaker, don't hesitate to ask. Most speakers will be happy to oblige during appropriate breaks.



RECORDING AND LIVE STREAMING

Recording or live streaming the session, in part or in full, is strictly prohibited. Thank you for respecting our content and Speakers.

About me



Michael Goad

[Senior Copilot Solution Engineer • AI Workspace • Microsoft]

- I spend my days helping healthcare teams make sense of Copilot, agents, and AI without getting lost in the hype.
- 10+ years across enterprise tech, mobility, endpoint, Microsoft 365, and AI.
- Home Assistant tinkerer, guitar player, Xbox player with questionable K/D, dad, and Marvel nerd.
- Find me online
 - LinkedIn: /in/michaelgoad
 - X: @heyitsgoad
 - YouTube: Microsoft Healthcare and Life Sciences
 - Blog: Microsoft Tech Community | HLS Blog



Key takeaway

Ask Copilot...

Whenever you have any kind of question, there is a good chance Copilot can help.

M365 Copilot Premium + Copilot Chat Basic — yes, both can sit at the cool table.

Agenda

- 01 The Copilot app as your AI command center
- 02 Personalization: custom instructions and memory
- 03 Agents in the app: Researcher and Analyst, scheduling and automation
- 04 From Copilot to Word, Excel, PowerPoint, Outlook, and Teams
- 05 Copilot Notebooks
- 06 Create
- 07 Cowork: “Copilot as a Teammate”

Ready. Set. Action

What you're about to see is live demos, which means I've boldly chosen excitement over safety.

01

Copilot app command center

A single place to start, shape, and continue work across Microsoft 365.

Build a foundation in Copilot

Copilot can help organize ideas, identify the right structure, and prepare a strong first draft before the work continues in the best Microsoft 365 app.

Try this in Copilot

Help me build a 45-minute session on what is new in the Microsoft 365 Copilot app. Focus on practical workflows: custom instructions, memory, Notebooks, Pages, Researcher, Analyst, and starting in Copilot before continuing in Word, Excel, PowerPoint, Outlook, or Teams.

02

Personalization: instructions and memory

Copilot becomes more useful when it understands your preferences and working patterns.

Personalization changes the output

The same request can become more relevant when Copilot understands preferred tone, format, audience, and recurring work patterns.

Let's this in Copilot

Draft a one-page executive brief on what changed in the Microsoft 365 Copilot app. Keep it practical, concise, and clear about features that may depend on tenant configuration or preview availability.

03

Agents in the Copilot app

Specialized agents help with deeper research, source-grounded synthesis, and data reasoning.

Specialized agents for deeper work

Researcher

Use for cited, multi-source synthesis

Separate confirmed capabilities from preview or tenant-dependent experiences

Build briefing packs, competitive context, and executive-ready summaries

Pressure-test assumptions before decisions are made

Analyst

Use for reasoning over data and decision questions

Clarify the analysis approach before opening Excel

Explore adoption signals, usage patterns, and executive summary outputs

Recommend pivots, charts, formulas, and calculated columns

Researcher: source-grounded synthesis

Researcher is useful when the work requires depth, citations, and a clear distinction between confirmed capabilities and evolving experiences.

Let's try this in Researcher

Research what has changed recently in the Microsoft 365 Copilot app experience. Focus on practical capabilities for business leaders and power users. Cite sources and separate broadly available features from preview or tenant-dependent experiences.

Analyst: from question to analysis plan

Analyst can help clarify what the data should answer before the work moves into Excel for calculation, visualization, and reporting.

Let's try this in Analyst

What is this spreadsheet telling me about paramedic overtime in Q2?

04

Start in Copilot, finish in apps

Use Copilot to shape the foundation, then complete the work in the right Microsoft 365 app.

Word foundation prompt

Copilot can create the structure and substance of a document before Word becomes the place for formatting, review, and collaboration.

Try this in Copilot

Create a foundation for a two-page executive handout titled 'What's New in the Microsoft 365 Copilot App.' Focus on the Copilot app experience: redesigned app, Work IQ, custom instructions, memory, Notebooks, Pages, Researcher, Analyst, and starting work in Copilot before continuing in Word, Excel, PowerPoint, Outlook, or Teams.

PowerPoint foundation prompt

A stronger PowerPoint workflow starts with the narrative, then turns that narrative into slides, visuals, and presentation flow.

Try this in Copilot

Turn this session plan into a slide-by-slide outline for a 45-minute TechCon presentation. Include the main message and audience takeaway for each slide. Keep the flow scoped to the Microsoft 365 Copilot app.

05

Copilot Notebooks: Persistent Context for Real Work

Notebooks help turn scattered work into a reusable context space. Instead of prompting from scratch, you can gather the files, notes, and ideas that matter — then use Copilot to reason across them.

06

Create: From Idea to Asset Without Leaving the Flow

Turn rough ideas into visual and branded content: images, social-style assets, presentation graphics, and creative starting points that can be refined instead of built from scratch.

07

Cowork: From Assistant to Teammate

The next shift is not just asking Copilot for help — it's giving Copilot a role in the work.

Expertise and tools for your journey



Technical expertise via
our FastTrack partners

aka.ms/Microsoft/FastTrack



Tools, resources & training
on our Adoption Hub

adoption.microsoft.com



Events and real-world
knowledge in our
community

aka.ms/TechCommunity

News & community content



Microsoft Community Learning
aka.ms/Community/LearningChannel
Community led expert content on all your favorite Microsoft services.



Start your week with live news and event updates aka.ms/MondaysatMicrosoft
Watch live or on-demand & share our blog.

Home / Microsoft 365 Copilot

Microsoft 365 Copilot

Deliver value and employee satisfaction with our tools for Microsoft 365 Copilot deployment and adoption. This powerful technology combines the power of large language models (LLMs) with your organization's data – all in the flow of work – to turn your words into one of the most powerful productivity tools on the planet.

Microsoft 365 Copilot Chat and in-app experiences provide real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills.

[Looking for Copilot resources for Small and Medium Businesses? >](#)

Copilot Success Kit

Our Success Kit empowers you to achieve rapid value with Copilot while enabling your progressive skilling journey with AI tools.

[Download here >](#)

Copilot Chat and agent starter kit

This new kit includes guidance on IT controls, setup, and resources to help prepare your tenant and enable your users to create and use agents.

[Explore the kit >](#)

Join the Copilot community

The Microsoft 365 Copilot community is your hub for the official blog, latest news, and discussions.

[Join now >](#)

Microsoft 365 Copilot

Welcome to the Microsoft 365 Copilot community. Your hub for the latest news, live events, and discussions on Microsoft 365 Copilot. For help & learning (how-to articles and training resources), please visit [Microsoft 365 Copilot Adoption hub](#).

[Unfollow](#)

[#M365Con](#)

Microsoft 365 COMMUNITY CONFERENCE
May 8-9
Las Vegas

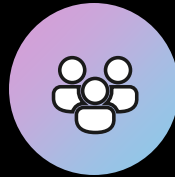
The ultimate Microsoft 365 community event

Learn directly from the experts and redefine what's possible at work—join us at the Microsoft 365 Community Conference.

[Learn more!](#)

Stay Connected!

Engage with the
best community in
tech...
There's something
for everyone!



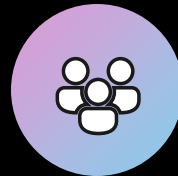
Microsoft Tech Community

The community platform for Microsoft 365 –
forums, blogs, and events



CommunityDays.org

Find or host a local event in your area
or to match your interests
www.communitydays.org



Microsoft Community on LinkedIn

News, announcements and training delivered to
your news feed
<https://aka.ms/microsoftcommunitylinkedin>



The one stop shop for Microsoft ecosystem community events

The screenshot displays the Community Days website interface. At the top, the logo reads "Community Days Supporting the Microsoft Community". Navigation links for "Home", "Events", and "Calls" are in the top right. A large banner states "Discover Community Events happening across the world." Below this is a search bar and filters. The "WHERE" filter is set to "Global". The "WHEN" filter is set to "Upcoming Events". The "VIEW AS" filter is set to "Tiles". The "FILTERS" section includes checkboxes for "Registration Open", "Call for Speakers", "Call for Sponsors", "Hide Paid", and "Hide Others" (which is checked). The main content area shows a grid of event tiles. Each tile includes a title, dates, location, and a "Free" or "Paid" status. The events listed are:

- FABRIC DATA DAYS**: Nov 4 - Dec 11, 2025, Your city, Your country, United States, Hybrid, Free.
- SMARTCLOUD 365 - 2025**: November 25, 2025, Germany, Virtual, Free.
- DYNUG AUTUMN CONFERENCE 2025**: November 25 - 26, 2025, Oslo, Gardermoen, Norway, Paid.
- SHIFT ENTER SUMMIT 2025**: November 26, 2025, Budapest, Hungary, Paid.
- AI COMMUNITY CONFERENCE - TORONTO 2025**: November 28, 2025, Toronto, Ontario, Canada, Free.
- SEASON OF AI - MCP**: November 28, 2025, Gurugram, Haryana, India, Hybrid, Free.
- ESPC25**: December 1 - 4, 2025, Dublin, Dublin 1, Ireland, Paid.
- MSREBUILD 2025**: December 2, 2025, Nantes, Pays de la Loire, France, Free.
- AI COMMUNITY CONFERENCE**: November 28, 2025, Seoul, Jongno District Seoul, Korea, Republic of, Paid.
- TECHBAYANIHAN 2025**: December 3 - 4, 2025, Manila City, National Capital Region, Philippines, Paid.

www.communitydays.org



SharePoint at 25 film: *More than Code*

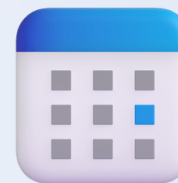
In honor of SharePoint's 25th birthday, *More Than Code* is a short film that explores the people, passion, and innovation behind one of the most transformative platforms in modern work. This film captures the stories of builders, leaders, and community champions who helped shape SharePoint into the knowledge backbone for collaboration, Copilot, and the next generation of agents.

SharePoint is more than code—it's 25 years of connection, innovation and impact.



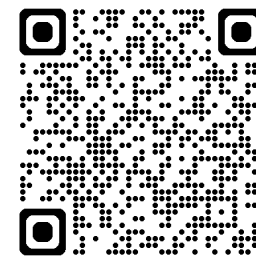
Watch the digital premiere

Stream the documentary online globally in late April and celebrate SharePoint's 25-year journey from anywhere.



Watch the SharePoint at 25 digital event

Prepare for the film with a special digital event featuring insights, stories, and what's next for SharePoint in the era of AI.



Join MGCI – Learn, Share, Grow.

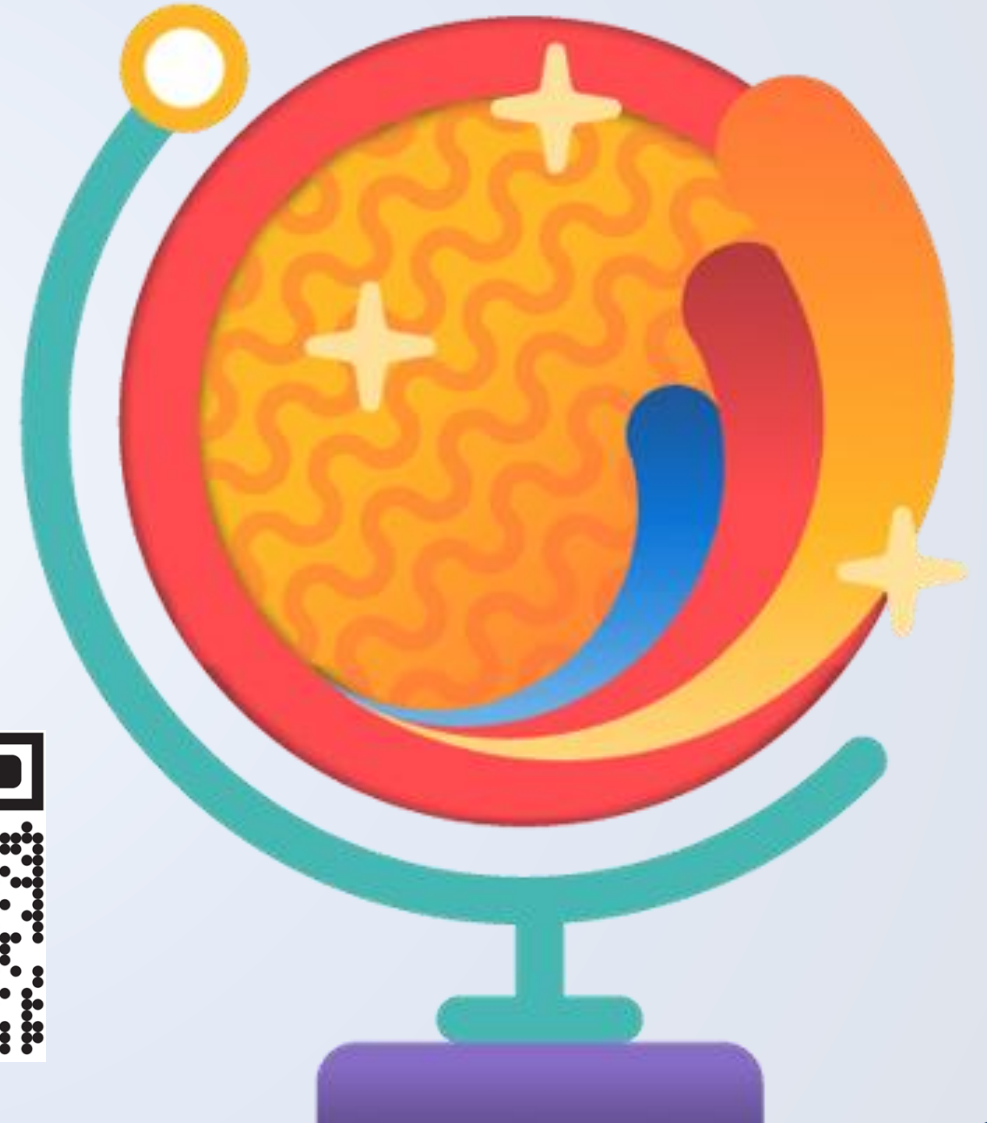
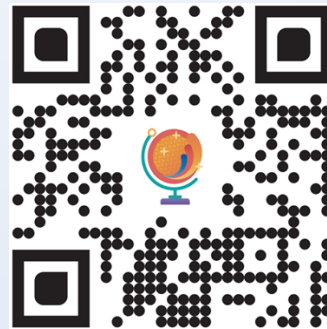
The Microsoft Global Community Initiative (MGCI) - Empowering global Microsoft communities with the tools, training, and resources to create impactful events and amplify diverse voices.

Learn, Share, Grow.

Event producers unite!

Join MGCI today!

<https://aka.ms/MGCI>



Thank you to our
Microsoft
Most Valuable
Professionals (MVP)
and Regional Directors!

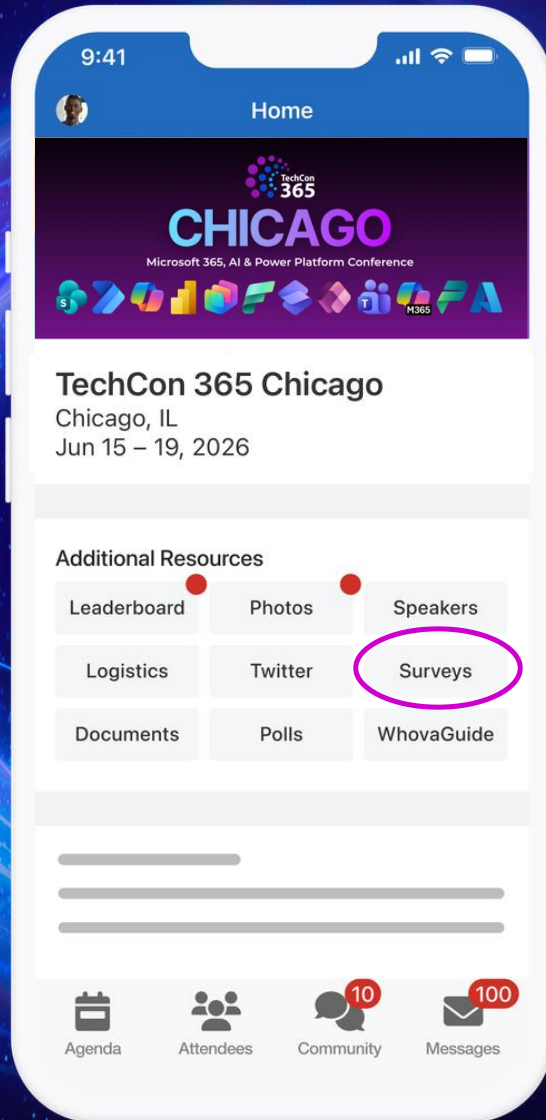


How was the session?

Search for *Whova* in the App Store or Google Play



Fill out the Session Surveys in the TechCon 365 Chicago Event App and be eligible to **WIN PRIZES!**



Thank you

Questions?

#TechCon365 • Chicago 2026