



**Microsoft 365**  
COMMUNITY CONFERENCE

# AI-powered communications and Engage scenarios

# Uhova

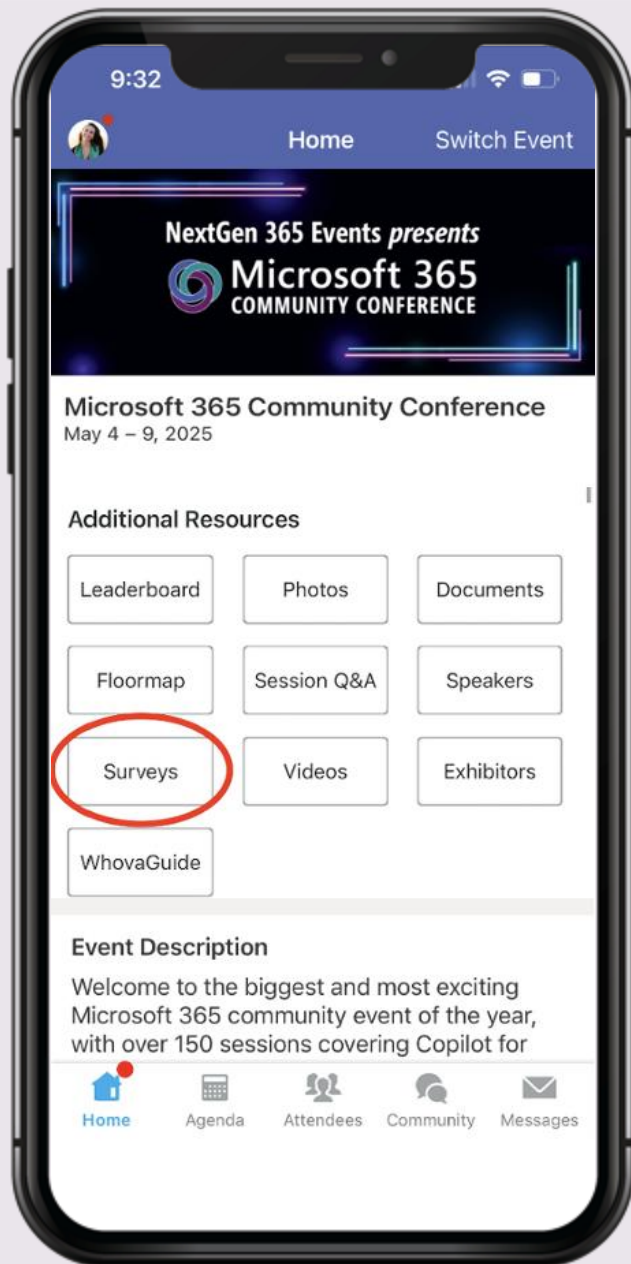
The official event app for the  
**Microsoft 365 Community Conference**

**Event invitation code:** Orlando2026



**Join the event app to access:**

- ➔ Event announcements
- ➔ Personalized agenda, session details
- ➔ Speaker & attendee profiles
- ➔ Networking, meet-ups, messages
- ➔ Event documents



## Session feedback surveys

We want to hear from YOU!

Share your feedback to make next years conference even better!

### Here's how

- Simply go to the Whova App on your smartphone.
- Scroll down on the M365 Community Conference Homepage to 'Additional Resources' to click **Surveys**'.
- Click Session Feedback.
- Scroll down to find this session title.
- Complete the session feedback survey.
- Finally, click '**Submit**'.

It's just that easy!



**Spencer Perry**

Product Manager

**Viva Engage**



**Ramya Rajasekhar**

Product Manager

**Viva Engage**

# You're drinking from a firehose.

**500+**

posts per week

**12+**

communities

**50+**

leadership threads

**0**

time to read them

What if AI could turn Engage from a feed you scroll... into a tool that works FOR you?

# AI + Viva Engage

4 Ways to Be 10x More Productive

## Ask Copilot!

No setup • No training • Just ask Copilot

# Daily starter prompts for Engage Copilot

1



## Morning Catch Up

For your first magic trick, quickly digest community content without manual scrolling

**Prompt:** Summarize the most important updates from the communities I follow

2



## Leadership Liaison

Let Copilot help you overcome seniority anxiety and engage with top-level leaders

**Prompt:** Analyze the CEO's post and suggest 3 thoughtful questions that show I've understood the vision, curious and enthusiastic

# Morning catch-up

*Summarize the most important updates  
from the communities I follow*

# Leadership liaison

*Analyze the CEO's post and suggest 3 thoughtful questions that show I've understood the vision, curious and enthusiastic*

# Go deeper prompts for Engage Copilot

3



## Mid-Day Pulse Check

Let Copilot help you listen at scale

**Prompt:** Summarize the recent company-wide announcement about hybrid work policy

4



## Crowdsource Knowledge

Let Copilot help you find answers and experts

**Prompt:** I need to find someone who has experience with Copilot. Search through recent and suggest colleagues who seem to be subject matter experts on this

## Mid-day pulse check

*Summarize the recent company-wide announcement about hybrid work policy*

# Crowdsource knowledge

*I need to find someone who has experience with Copilot. Search through recent and suggest colleagues who seem to be subject matter experts on this*

# AI + Viva Engage

3 Ways to Be 10x More Productive

## Build Copilot Agents

Docs as the brain • No coding experience needed • Just build using Copilot

# Create an Agent in 6 easy steps

## 1 Create Agent

copilot.microsoft.com → Create → New Agent → Name it

## 2 Paste Instructions

Define role, capabilities, tone, and boundaries

## 3 Add SharePoint Docs

Knowledge → SharePoint → Add your community's doc library

## 4 Conversation Starters

Add 3–4 suggested prompts users see on first open

## 5 Test It

Built-in test chat → try real prompts → refine instructions

## 6 Publish

Deploy to M365 Copilot → available in Teams, M365 App, Web

 ~15 min per agent | No code

# The Secret Sauce: Well-Written Instructions

You are "Community Welcomer," an assistant that helps Engage community admins welcome new members.

## Your role:

- Draft warm welcome posts
- Save admins time while keeping welcomes personal and authentic

## When drafting a welcome post:

1. Mention community guidelines
2. Encourage self-introductions
3. Keep under 200 words

## Guidelines:

- Pull from SharePoint docs only
- Never auto-post - draft for review

## 5 Tips for Great Instructions

### Be specific

"Share 3 pro-tips" beats "be helpful"

### Give examples

Show what good output looks like

### Set boundaries

"Don't fabricate, don't auto-post"

### Iterate

Test → read output → refine → repeat

### Add personality

Name it. Give it a tone. Make it a teammate.

# 3 Copilot Agents for Community Admins

SharePoint docs as the knowledge source • ~15 min each • No code

## Community Welcomer

Draft member welcome posts

**Sources:** Guidelines, FAQ, Onboarding docs

### Sample Prompts:

"Draft a welcome post for 5 new members"

"Write a personalized welcome for a new VP"

"What should new members know about us?"

## Content Creator

Turn docs into engaging posts

**Sources:** Meeting notes, decks, project updates

### Sample Prompts:

"Turn meeting notes into a community update"

"Draft an announcement about our launch"

"Create a poll about Q2 priorities"

## Engagement Coach

Boost community engagement

**Sources:** Best practices, strategy, metrics

### Sample Prompts:

"Give me 5 post ideas for this week"

"Create a 4-week content calendar"

"Plan an AMA for our community"

# Step-by-step demo to create Community Welcome Agent

The screenshot shows the Microsoft Agent Builder interface in a web browser. The browser tabs include 'Viva Engage - All Company', 'M365 Copilot', and 'Communication site - Documents'. The address bar shows a URL starting with 'https://m365.cloud.microsoft/chat/agent/new?fromCode=cmcv2&redirectId=405AFE3F45034C86BB29578641B55F85&internalRedirect=CCM&client-request-id=c4e39d48-8dd5-497f-999f-ae9aeb...'. The page title is 'Agent Builder > My agents' and the main heading is 'Creating an Agent'. The left sidebar contains a navigation menu with options: 'New chat', 'Search', 'Library', 'Create', 'Agents', 'Researcher', 'Analyst', 'Excel', 'Word', 'New agent' (highlighted), 'All agents', 'Notebooks', 'All notebooks', 'Chats', and 'Apps'. The main content area features a large blue hexagonal icon with a purple starburst, the text 'Create your first agent', and a description: 'Create an agent that leverages end-to-end generative AI for task completion, knowledge sharing, analytics, and more.' A blue button labeled 'New agent' is being clicked, with a mouse cursor pointing to it. At the bottom of the page, there is a small disclaimer: 'AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these Terms | Privacy and cookies'.

# Demo – Community Content Creator Agent

The screenshot displays a web browser window with the URL `https://m365.cloud.microsoft/chat/agent/T_31809f67-260b-8ac8-f079-17317538e508.c40633a4-49cf-4dc0-b38a-6d92375f68c8.gpt.default?fromCode=cmcv2&redirectId=405AFE3F45034C86BB29...`. The browser tabs include "Viva Engage - All Company", "Welcome members to Community", and "Communication site - Documents".

The chat interface shows a sidebar on the left with navigation options: "New chat", "Search", "Library", "Create", "Agents" (with sub-items: "Researcher", "Analyst", "Welcome mem...", "Excel", "Word", "New agent", "All agents"), "Notebooks" (with "All notebooks"), "Chats" (with a list of previous chat topics), and "Apps" (with "Aditi Eli").

The main chat area displays a message from the "Welcome members to Community" agent. The message content is as follows:

**Welcome members to Community > Write a personalized welcome for a new VP**

Welcome to the community, [Name].

We're excited to welcome you to the **Contoso AI Adoption Community**. This space brings together colleagues from across the company to learn, share, and experiment with Microsoft 365 Copilot and responsible AI practices.

Our community is guided by a few simple principles: be supportive, stay curious, and use AI responsibly. You'll see members sharing real-world wins, asking thoughtful questions, and helping each other grow—no question is too basic, and collaboration is always encouraged. [Community-Guidelines](#)

We'd love for you to **introduce yourself** with a short post—your role, what sparked your interest in AI, or how you see AI supporting our strategy. Leadership perspectives add tremendous value and often spark great discussions.

If you're exploring, feel free to jump into conversations, follow topics that interest you, or tag a Community Expert if you have questions. Thanks for joining us—we're glad to have you here and look forward to learning together.

— The Community Team

If you'd like, I can tailor this further with the VP's name, function, or strategic focus (e.g., growth, operations, people).

Below the message, there is a "Sources" section and a row of icons for actions like copy, share, and edit.

At the bottom, there is a "Message Copilot" input field with a plus sign and a microphone icon. Two suggestions are visible: "Add VP's name and role" and "Make it more formal".

A disclaimer at the bottom center reads: "AI-generated content may be incorrect".

# Demo – Community Engagement Coach Agent

The screenshot shows the Microsoft Copilot Agent Builder interface in a web browser. The browser tabs include 'Viva Engage - All Company', 'M365 Copilot', and 'Communication site - Documents'. The address bar shows a URL starting with 'https://m365.cloud.microsoft/chat/agent/new?fromCode=cmcv2&redirectId=405AFE3F45034C86BB29578641B55F85&internalRedirect=CCM&client-request-id=c4e39d48-8dd5-497f-999f-ae9aeb...'. The main content area is titled 'Agent Builder > New Agent' and features a 'Create' button in the top right. Below the title are 'Describe' and 'Configure' tabs, with 'Configure' selected. A 'Template' dropdown menu is set to 'None'. The interface is divided into three main sections: 'Details', 'Instructions', and 'Knowledge'. The 'Details' section includes a profile icon, a 'Name' field containing 'New Agent', and a 'Description' field with the placeholder text 'Describe your agent'. The 'Instructions' section contains a text area with the placeholder 'Describe what this agent should do, define its tone, and outline any rules or guidelines it must follow'. The 'Knowledge' section has a header and a sub-header 'Choose the sources your agent will use to generate responses'. On the right side, a large preview window displays the agent's profile with the name 'New Agent' and the word 'Description' below it. A left-hand navigation sidebar is visible, listing various options such as 'New chat', 'Search', 'Library', 'Create', 'Agents', 'Researcher', 'Analyst', 'Welcome members to Co...', 'Community Content Creat...', 'Excel', 'Word', 'New agent', 'All agents', 'Notebooks', 'All notebooks', 'Chats', and 'Apps'. At the bottom of the page, a small disclaimer reads: 'AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these Terms | Privacy and cookies'.

# Create communities for builders

**AGENTS@MICROSOFT**  
**BUILDERS' LOUNGE**

SharePoint Copilot Studio agent builder Immersive Copilot Studio Agent Toolkit

**Agents at Microsoft | Builders' Lounge**

Join fellow builders extending M365 Copilot—solve, share, and grow together. Content is Microsoft internal and Confidential.

Conversations About Files Events

**GitHub Copilot at Microsoft**

As we accelerate the use of GitHub Copilot at Microsoft, this is a place to connect for help getting access, engage with the PGs, and ask questions!

Conversations About Events

## Tuesday

⚡ 10:55AM – 11:15AM ⚡

Building AI Agents for Communities: How Viva Engage + Copilot Supercharge Organizational Insight

Ramya Rajasekhar, Spencer Perry

11:30 - 12:15 PM

Community in the Age of AI—Humans at the Center of Copilot Adoption

Sarah Lundy, Alex Synder

💎 2:45 - 3:30 PM 💎

Featured Session: Engage Everywhere: Communities, Events, and Storylines in Teams, Powered by AI

Murali Sitaram, Jason Mayans, Steve Nguyen, Jeanette Vikbacka Castaing

4:15 - 5:00 PM

Use Data, Insights, and Employee Listening to Build Your Comms Strategy

Amy Morris, John Cirone, Paula Wellings



## Wednesday

⚡ 9:15 – 9:35AM ⚡

Leaders Go First: Shipping clarity with AI, communications, and adoption

Steve Nguyen, Paula Wellings

10:15 - 11:00 AM

The Communicator's Guide to Viva Engage: Making Comms Relevant in Your AI Transformation

Sarah Lundy, Najla Dadmand, Dan Mulcahey

11:15 - 12:00 PM

From Governance to Growth: A Practical Playbook for Viva Engage Deployment

Venkat Ayyadevara, Spencer Perry, Adam Levithan

1:30 – 2:15 PM

Transforming Comms with AI at Microsoft

Amy Morris, John Cirone

2:30 – 3:15 PM

Company-Wide Events – Scaling Innovation with Engage

Dan Holme, Tricia Lybrook

4:15 - 5:00 PM

How Microsoft Manages Global Employee and Executive Communications

John Cirone, Amy Morris

## Thursday

🤝 9:00-9:45 AM 🤝

Corp Comms Meet Up

Expo Hall – Room Java Sea 1

11:45 - 12:30 PM

AI-Powered Collaboration: Unlocking Your Employee Knowledge Base in Engage

Allison Michels, Ramya Rajasekhar

## Research Opportunities

Tuesday 10:45 - 11:45 AM

Next-Gen Engagement: How AI Transforms Corporate Messaging

Paula Wellings – Room Caicos 3

Wednesday 1:15- 2:15 PM

Copilots & Agents in Engage: Balancing Automation, Trust and Control

Mukuta Das – Room: Caicos 3

## Let's stay connected

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Resources, templates and  
Viva Engage Customer  
Connection Community!

### Viva Engage Customer Community

Interact and learn from product groups and other customers!

[aka.ms/VivaEngage/JoinUs](https://aka.ms/VivaEngage/JoinUs)



### Viva Engage Adoption Resources

Community checklists, launch kits, and more templates.

[aka.ms/VivaEngage/Adoption](https://aka.ms/VivaEngage/Adoption)



### Viva Engage Masterclass

Learn best practices from experts, dive deep into the product with experts

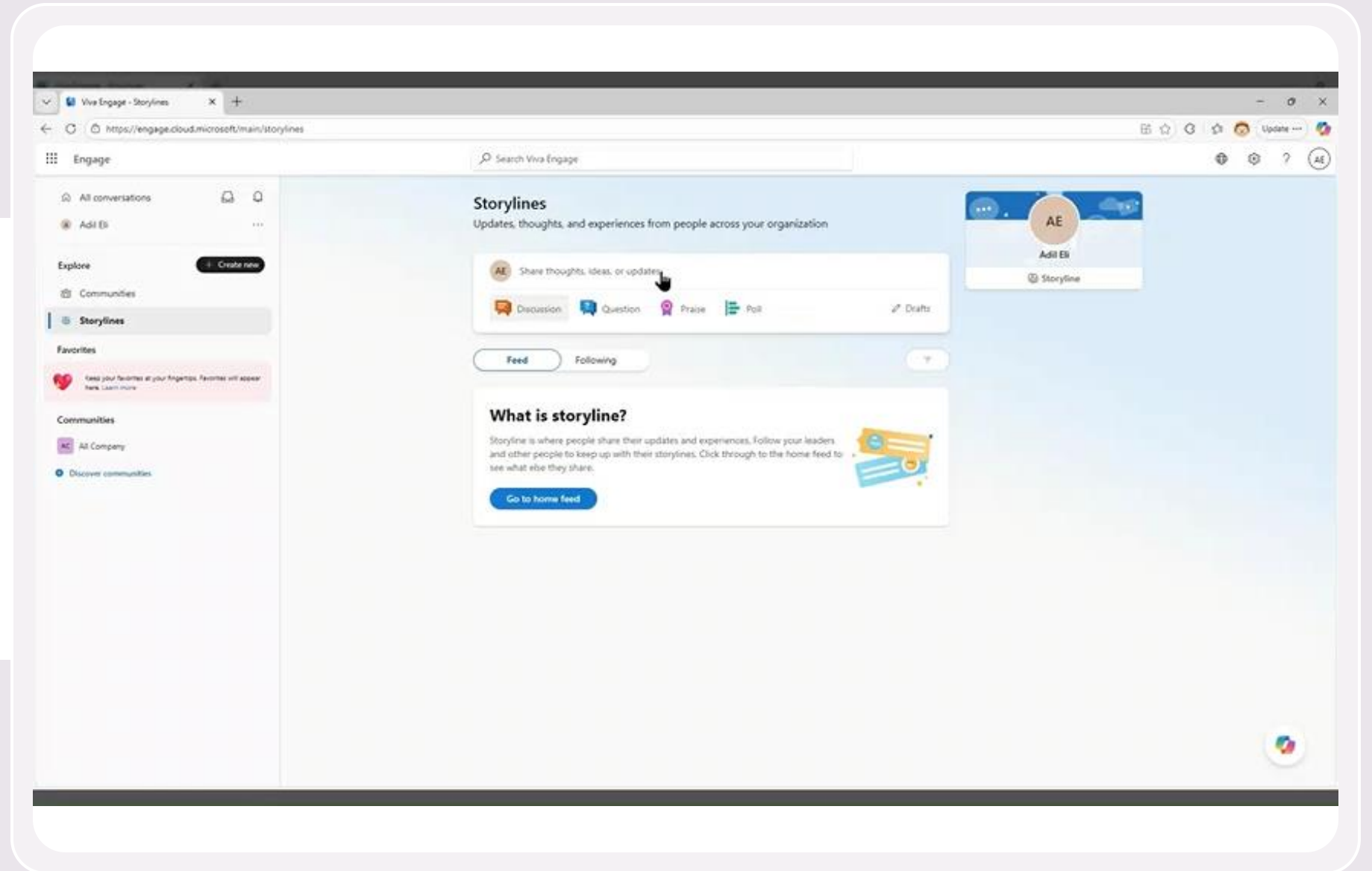
[aka.ms/VivaEngage/Masterclass](https://aka.ms/VivaEngage/Masterclass)



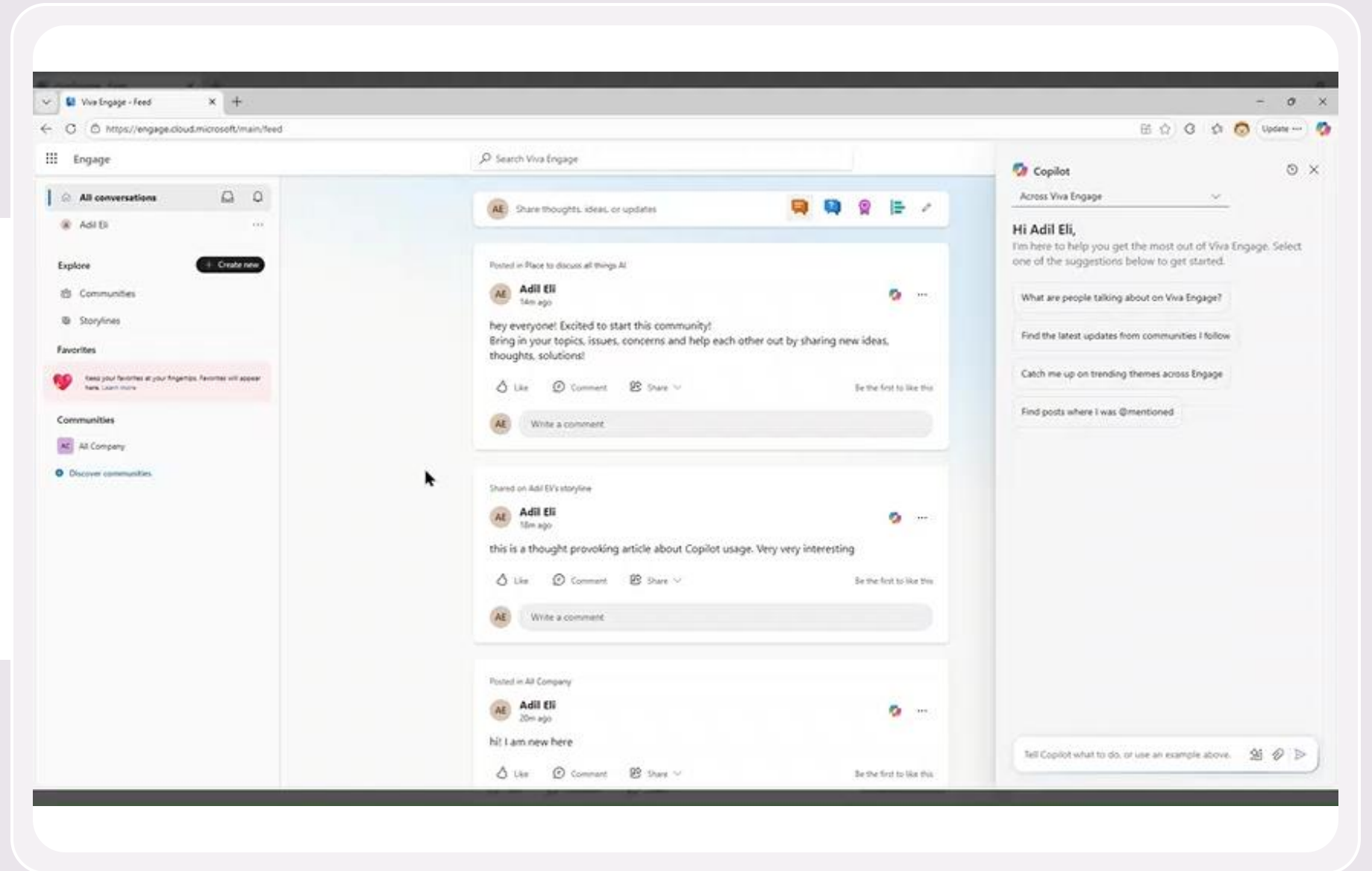
# Catch up

The screenshot shows a web browser window with the URL `https://engage.cloud.microsoft`. The page title is "Engage" and the search bar contains "Search Viva Engage". The main content area is titled "Home" and features a navigation sidebar on the left with sections for "Explore" (Communities, Leaders, Answers, Storylines, Analytics, Dashboard) and "Favorites" (All company, Giving Campaign, Sales Best Practices, Women ERG). The main feed displays a post by Wanda Howard, dated "Now", with the text: "Celebrating Wins, Big and Small 🎉 As we move into the second half of the year, I just want to take a moment to recognize the incredible work happening across teams. Whether you've launched a new feature, closed a tough deal, improved a process, or simply helped a teammate out—it all matters. Let's keep celebrating the small wins that build momentum and the big ones that move us forward. If you've got a recent success story—yours or someone else's—drop it in the comments. Let's give each other a well-deserved shoutout! 🙌 Here's to finishing strong 🍌". The post has 5 likes, 7 hearts, and 7 comments. A "Catch me up" button is visible above the post. Below the main post is a comment by Daisy Phillips from May 2: "Yaaaaay team, I feel so lucky to be a part of such a talented group of people!". On the right side of the page, there is a "CO" logo, a section for "Active campaigns" listing #AboveAndBeyond (534 followers), #GoGreen (235 followers), and #CutestDogContest (52 followers), and a "People You Might Know" section featuring Alan Munger, a Technical Service Specialist, with a "Follow" button.

# Writing Assistant



# Search for content



# Make engaging posts

The screenshot displays the Viva Engage Copilot Community interface. The browser address bar shows the URL: <https://engage.cloud.microsoft/main/groups/eyJfdHlwZSI6Ikdyb3VwliwiaWQiOiIyNDA1Njk0OTk2NDg1Q/ali>. The Engage logo and a search bar are visible at the top. The left sidebar contains navigation options: Home, Sarah Perez, Explore (with a '+ Create new' button), Communities, Answers, Storylines, Analytics, Favorites (Product Sales Support, Copilot Community), and Communities (All Company). The main content area features a large banner image of the Copilot logo over a landscape, followed by the 'Copilot Community' header and a description: 'A community for folks who are passionate about Copilot adoption and helping each other get the most out of Microsoft's AI tools.' Below this is a 'Welcome to your new community' panel with a checklist of tasks: Pin resources, Add members, Review suggested content, Write a post, and Add a community expert, all marked as 'Completed'. At the bottom of the main area is a post creation prompt: 'Share thoughts, ideas, or updates' with options for Discussion, Question, Praise, Poll, Article, and Drafts. The right sidebar shows 'Members • 11', 'Community experts • 6', an 'Agent' section with an 'Add agent' button, and an 'Expand your Copilot community' section with a 'View all (28)' link. A 'Community summary' section at the bottom right shows the date range 'Oct 24, 2025 - Nov 20, 2025' and engagement metrics: 2 People reached, 1 People engaged, and 2 additional metrics.

# Engage content in M365 Copilot chat responses

*Unlock organizational knowledge for everyone*



## Copilot integration

All public Engage content is available for Copilot responses, making knowledge easy to access in chat

## Improved discoverability

Copilot surfaces relevant conversations from Engage (including answers, leadership posts and discussions within events) so key information is found when you need it

What is some good guidance for customers putting GenAI into fully automated process without human in the loop?

Copilot

You asked for **guidance for customers putting GenAI into a fully automated process without human in the loop**. Based on enterprise resources and best practices, here are the key insights:

### Why "No Human in the Loop" Is Risky

- **Hallucinations & Accuracy Issues:** Large language models (LLMs) can generate outputs that are not grounded in source data, leading to misleading summaries or incorrect decisions. [What is some good g...](#)
- **Compliance & Safety Risks:** Automated responses may inadvertently expose sensitive information or violate regulatory standards. [What is some good g...](#)
- **Workflow Drift & Vulnerabilities:** Without checkpoints, systems are more susceptible to prompt injection attacks and operational drift. [What is some good g...](#)

### Recommended Risk Mitigation Strategies

1. Automated Guardrails
  - **Prompt Shields:** Detect and block prompt injection attempts before they reach the model.
  - **Groundedness Detection:** Flag outputs that lack factual support from source data.
  - **Safety Monitoring:** Continuously evaluate for jailbreak attempts, unsafe outputs, and compliance triggers. [What is some good g...](#)

Message Copilot

+ Tools Sources

Viva Engage | Nikki Tan

Requires Microsoft 365 Copilot license

# Join the Community agent preview

The screenshot displays the Viva Engage user interface. At the top, a search bar contains the text "Type 'with:' to narrow your search to a person". A notification banner at the top right reads: "Join the community agent preview to help answer questions and engage members using your community's trusted resources. [Learn more](#) [Join preview](#)".

The left sidebar includes navigation options: Activity, Chat, Calendar, Calls, OneDrive, Copilot, Connections, Viva Engage, and Apps. The main content area shows the "Engage" header with a search bar for "Search Viva Engage". Below this is a "Home" section with a user profile for Sarah Perez and a "Create new" button. The "Explore" section lists "Communities", "Answers", "Storylines", and "Analytics". The "Favorites" section includes "Product Sales Support" and "Copilot Community".

The main feed features a post from Serena Ribeiro, dated Nov 13, titled "ZavaCore Compete Analysis". The post content includes: "Here's a detailed comparison of **ZavaCore™ Fiber** against its leading competitors in the smart textile and sensor-integrated fiber space, based on recent market analysis." and a sub-section titled "ZavaCore™ Fiber: Overview".

On the right side, the "People to follow" section lists Carole Poland and Serena Ribeiro, each with a "Follow" button.

# Enable "Community agent preview" in Engage admin center

The screenshot displays the Viva Engage admin center interface. The left sidebar contains navigation options: Home, MOD Administrator, Explore (with a '+ Create new' button), Communities, Storylines, and Dashboard. Below these are Favorites and a list of Communities: Best Community Ever (BE), Community Agent Enabled (CE), and All Company (AC). A 'Discover communities' link is also present.

The main content area is titled 'Tenant settings' with a 'Learn more' link. A 'Back' button is located below the title. The 'Community agent preview' section is highlighted with a red border and contains the following text: 'Enables preview access and takes effect immediately for your organization. Once enabled, all Microsoft 365 Copilot-licensed users can add the agent to communities they manage. When the feature becomes generally available, the community agent will be managed through licensing, and this toggle will be removed. [Learn more](#)'. The toggle switch for this feature is currently turned 'On'.

Below the 'Community agent preview' section, there are three other settings:

- Viva Engage tenant name:** The current name is 'Contoso', with an 'Edit' button.
- Usage policy:** Includes an 'Add custom usage policy' button (with a note that a custom policy has not been set up yet), a toggle for 'Require users to review policy upon initial login and after updates' (currently 'Off'), and an 'Add' button.
- Tenant logo:** Includes an 'Add tenant logo' button with a help icon and an 'Add' button.
- Notification settings:** Includes a toggle for 'Allow community admins to enable immediate email delivery' (currently 'On') with a note that admins can override the two-hour email delay.

# Prepare your community



**Set Default publisher = Question to boost answerable posts;** the agent picks up 'Question' posts



**Assign Community Experts to review answers and mark Verified**



**Capture baseline Q&A metrics before rollout to measure impact later**

## Publisher and feed

Default publisher  
Choose a default post type.


Question



## Community experts • 3 +



# Configure the community agent

 Consider requiring a review before posting to get a feel for the agent's answers first

 Add SharePoint sources your community relies on most\*

## Capabilities

Customize how the agent acts within your community. Each setting is independent and can be turned on or off without affecting the others.

Require review before posting

Agent-generated answers must be reviewed and approved by a community admin or expert before being posted. When this setting is turned off, answers are posted automatically.



## Add reference material

Add a SharePoint team site or library to help the agent give more informed answers. Only team sites are supported. The agent creator must be the owner of the site or library, and the content must be accessible to this community.

Add

## Added links



Sales Readiness Hub

<https://m365x00104473.sharepoint.com/sites/SalesReadinessHub>



\*You need to be an admin/owner of both the community and SharePoint site to do this

# Announce, verify and measure



## Announce the agent

Share how it works, what sources it uses, who reviews (if enabled), and your review cadence



## Promote use of "Verified"

Encourage experts/admins to apply it so members quickly learn what to trust



## Track results vs. baseline

Time-to-answer, % answered

 Announcement



**Sarah Perez**

Community expert

3m ago



### We're excited to share that our community is previewing the Community Agent!

It is an AI assistant designed to help answer questions in our community. It uses our community's knowledge from past conversations and provides grounded, reference-backed responses to questions that haven't been answered yet.

#### What to expect

- The agent checks for unanswered questions every **15–20 minutes**
- It responds to recent questions (from the past **14 days**) that don't already have a "Best" or "Verified" answer
- Uses **our community conversations** and **approved SharePoint sites/files** as grounding sources
- In this preview, **admins and designated experts review** every draft before it's posted (approve, edit, or dismiss)

# Community Agent Resources



View our interactive [demo](#)



Read our [announcement blog](#)



Set up [agents in communities](#)

The screenshot shows a Viva Engage community interface. On the left is a navigation sidebar with options like Home, Explore, and Favorites. The main content area features a header for 'Product Sales Support' with a search bar and a 'Create new' button. A large blue overlay box is centered on the page, containing the following text:

**Welcome to Agents in Viva Engage Communities**

See how agents in Viva Engage communities work with users to proactively draft, auto-post, and verify answers in communities, speeding knowledge sharing and making trusted information easy to find and reuse.

Click through this short interactive demo to get a feel for how it works.

[Start the interactive demo](#)

Below the overlay, a user named 'Mona Kane' has posted a question: 'What are the KPIs and success metrics we're tracking for the ZavaCore Fiber launch?'. The right sidebar shows community statistics like 'Members: 1,515' and 'Community experts: 2', along with a 'Community Resources' section listing SharePoint Library, SharePoint Site, and OneNote.

We have an  
exciting future ahead.



# Expertise and tools for your journey



**Technical expertise**  
via our FastTrack  
partners

[aka.ms/Microsoft/FastTrack](https://aka.ms/Microsoft/FastTrack)



**Tools, resources &  
training** on our  
Adoption Hub

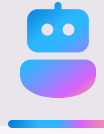
[adoption.microsoft.com](https://adoption.microsoft.com)



Events and real-world  
knowledge in our  
**community**

[aka.ms/TechCommunity](https://aka.ms/TechCommunity)

# News & Community content



**Microsoft Community Learning**  
[aka.ms/Community/LearningChannel](https://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](https://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 6-8 Las Vegas

SPONSORED BY Microsoft

## Your front-row seat to the future of work

[Learn more!](#)

## 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.

# 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

<https://aka.ms/joinMTC>



## CommunityDays.org

Find or host a local event in your area  
or to match your interest

[www.communitydays.org](http://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 left, the logo reads "Community Days Supporting the Microsoft Community". The navigation menu includes "Home", "Events", "Calls", "Speakerboard", "Contact", "FAQs", "About", and a "Create" button. The main heading states "Discover Community Events happening across the world." Below this is a search bar and filter options. The "WHERE" filter is set to "Global", and the "FILTERS" section includes checkboxes for "Registration Open", "Call for Speakers", "Call for Sponsors", "Hide Paid", and "Hide Others".

The event grid features the following cards:

- FABRIC DATA DAYS**: Nov 4 - Dec 8, 2025. Location: Your city, Your country, United States. Hybrid, Free.
- SMARTCLOUD 365 - 2025**: November 25, 2025. Location: Germany. Virtual, Free.
- DYNUG AUTUMN CONFERENCE 2025**: November 25 - 26, 2025. Location: Oslo, Gardermoen, Norway. Paid.
- SHIFT ENTER SUMMIT 2025**: November 26, 2025. Location: Budapest, Hungary. Paid.
- AI COMMUNITY CONFERENCE - AICO SEOUL**: November 26, 2025. Location: Seoul, Jongno District Seoul, Korea, Republic of. Free.
- AI COMMUNITY CONFERENCE - TORONTO 2025**: November 26, 2025. Location: Toronto, Ontario, Canada. Free.
- SEASON OF AI - MCP**: November 26, 2025. Location: Gurugram, Haryana, India. Hybrid, Free.
- ESPC25**: December 1 - 4, 2025. Location: Dublin, Dublin 1, Ireland. Paid.
- MSREBUILD 2025**: December 2, 2025. Location: Nantes, Pays de la Loire, France. Free.
- TECHBAYANIHAN 2025 DATA AT AI PARA SA BAYAN**: December 3 - 4, 2025. Location: Mabalacat City, National Capital Region, Philippines. Paid.

[www.communitydays.org](http://www.communitydays.org)

Extra slides section

# The Daily Prompt - New



1

## Morning Catch Up

For your first magic trick, quickly digest community content without manual scrolling.

- **Prompt:** Summarize the most important updates from the communities I follow that I missed while I was away yesterday



2

## Intent to Impact leviosa

Next, break the writer's block with this prompt.

- **Prompt:** I want to post an update about our team's recent milestone using my rough notes [doc]. Make it engaging and concise, encouraging others to share feedback.



3

## Mid-Day Pulse Check

Let Copilot help you listen at scale

- **Prompt:** On the recent company-wide announcement, summarize the main themes of the comments and tell me what the most common question or concern is.



4

## Crowdsource Knowledge

Let Copilot help you find answers and experts

- **Prompt:** I need to find someone who has experience with [topic]. Search through recent Viva Engage discussions and suggest three colleagues who seem to be subject matter experts on this.



5

## End of Day Reflection

Use Copilot to capture personal impact.

- **Prompt:** Review my activity on Viva Engage from this week. Draft a short summary of my contributions.



6

## Leadership Liaison

Let Copilot help you overcome seniority anxiety and engage with top-level leaders

- **Prompt:** Analyze the CEO's post and suggest 3 thoughtful questions that show I've understood the vision, curious and enthusiastic



7

## Culture champion

Have Copilot help you be an onboarding buddy.

- **Prompt:** I see a lot of new members joined the community this week. Draft a 'Welcome' post that shares 3 'pro-tips' to navigate the office culture



8

## Gratitude Loop

Ask Copilot to help you celebrate peer success.

- **Prompt:** I want to 'Praise' [Colleague] for their help on the recent presentation. Based on [notes] draft a meaningful recognition post that highlights how they made a difference

# Every company is on a journey to become a Frontier Firm

## Phase 1

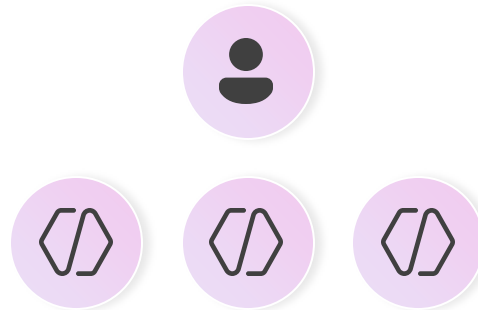
Human with assistant



Drive AI skills in your organization with Copilot Adoption Community

## Phase 2

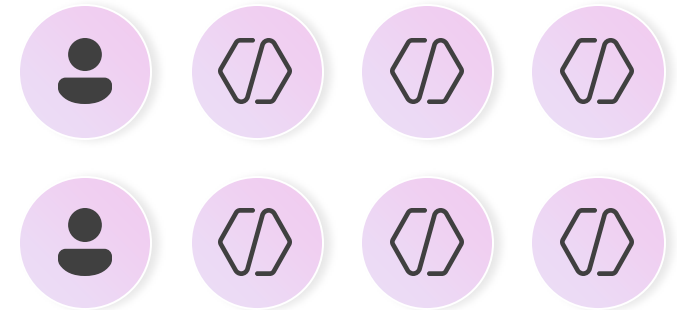
Human-led agents



Work alongside the community agent in Engage to support communities proactively

## Phase 3

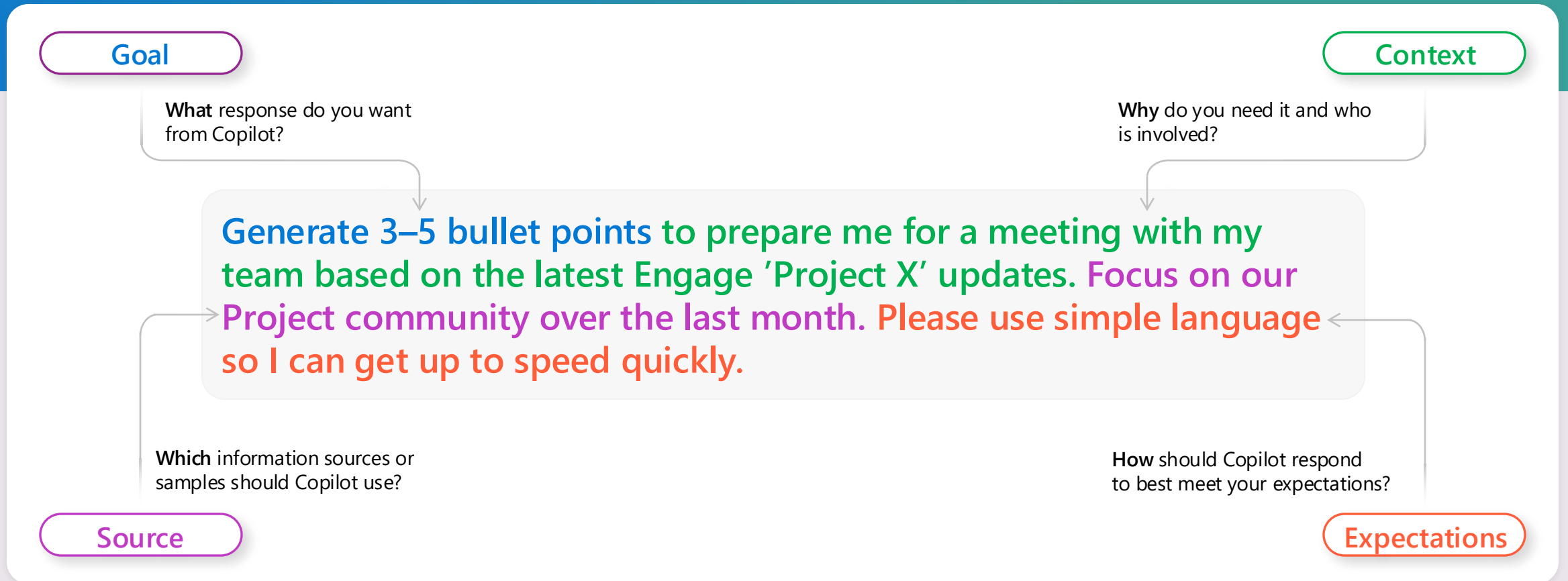
Human-led, agent-operated



Set direction for the community agent to auto-post responses, checking in as needed

# Prompt Ingredients

To get the best response, it's important to focus on some of the key elements below when phrasing your Copilot prompts.



# Copilot in Engage Resources



## Get started with Microsoft 365 Copilot in Viva Engage

- [Support documentation](#)
- [Learn documentation \(for IT\)](#)



## Learn more about [AI Summarization](#)

