



Microsoft 365
COMMUNITY CONFERENCE

Copilot Notebooks

A focused workspace for grounded, context-aware knowledge work with Copilot.

Ezra Park · Group Product Manager · Copilot Notebooks & OneNote

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When you're hungry and someone's trying to be funny



5.7K



Agenda

01

PART 01 · WHY

Why knowledge work is still hard in 2026.

And harder b/c of AI in many places

02

PART 02 · HOW

How we're designing Copilot Notebooks to help.

A closer look at the approach.

03

PART 03 · SHOW

Live demo of a real Copilot Notebook.

See it work on a real project.

Core friction in modern knowledge work.

Work today breaks down across three stages of the knowledge-work lifecycle.

STAGE 01 · GATHERING INFO

Context is spread
across many places

20%

of the average workday spent searching for information, about 1.8 hours, every day.

"I know the answer is somewhere, I just can't find it."

WHERE KNOWLEDGE LIVES

- Meetings
- Documents
- Chats/Channels
- Web sources
- Emails

STAGE 02 · SENSEMAKING

Learning requires
locating

30%

of the workday goes to locating or making sense of information across systems.

"I have all the inputs, I still don't have the insight."

WHY SYNTHESIS BREAKS

- Time-consuming switching between apps
- Inconsistent across people
- Limited by working memory
- Signals get missed

STAGE 03 · ACT

Insight-to-execution
gap

1,200

app or tab switches per day, about 4 hours each week reorienting.

"I understand it but need to rebuild it all or context switch just to act."

WHAT EXECUTION REQUIRES

- Plans
- Briefs
- Trackers
- Decisions
- Meetings

Redefining the notebook.

Before AI, your context had to conform to the container. Now the container conforms to your work.

NOTEBOOKS, BEFORE AI

Bounded by the page

You did all the work.

- C** **Capture**
what you typed or pasted
- O** **Organize**
structure you built by hand
- S** **Sensemake**
you re-read and connected dots
- C** **Create**
you started from a blank page

Just your notes.

NOTEBOOKS, NOW

Where work actually happens

AI expands every part of the job.

C **Capture**

Bring in any artifact

Docs, meetings, chats, web,
your thoughts, Live Capture

O **Organize**

Author + AI grounding

Pages you write, plus AI
grounded in every source

S **Sensemake**

Think with AI

Chat, Overview, mind maps,
Audio Overview

C **Create**

Generate the artifact

Word docs, decks, and Excel
from your notebook

Every part of a notebook, made better with AI.



Introducing Copilot Notebooks.

An AI workspace where your sources, your thinking, and your output all live together.

FOR CONTEXT FRAGMENTATION

All your sources, in one notebook.

Bring your sources, docs, meetings, chats, web, into one place. Copilot grounds every answer in them.

WHAT'S IN IT

- Up to 300 sources per notebook
- Word, PPT, PDF, and web links
- Cited, trustworthy responses

FINALLY

"Every doc for the QBR, finally in one place."

FOR UNDERSTANDING LATENCY

See the shape of your thinking.

Overview, grounded chat, and mind maps turn a pile of inputs into clarity you can actually use.

WHAT'S IN IT

- Overview summarizes your sources
- Mind maps reveal structure
- Traceable, grounded answers

IT CLICKED

"The through-line across 40 customer calls just showed up."

FOR THE EXECUTION GAP

Turn insight into what you ship.

Generate the artifacts work actually needs, without leaving or rebuilding context.

WHAT'S IN IT

- Word docs and decks
- Excel spreadsheets
- Cited, grounded outputs

MOMENTUM

"Went from research to exec brief, without rebuilding a thing."

What you can do in a notebook.

Collect and curate everything a project needs, in one place.

GATHER

Collect & curate

Add any source

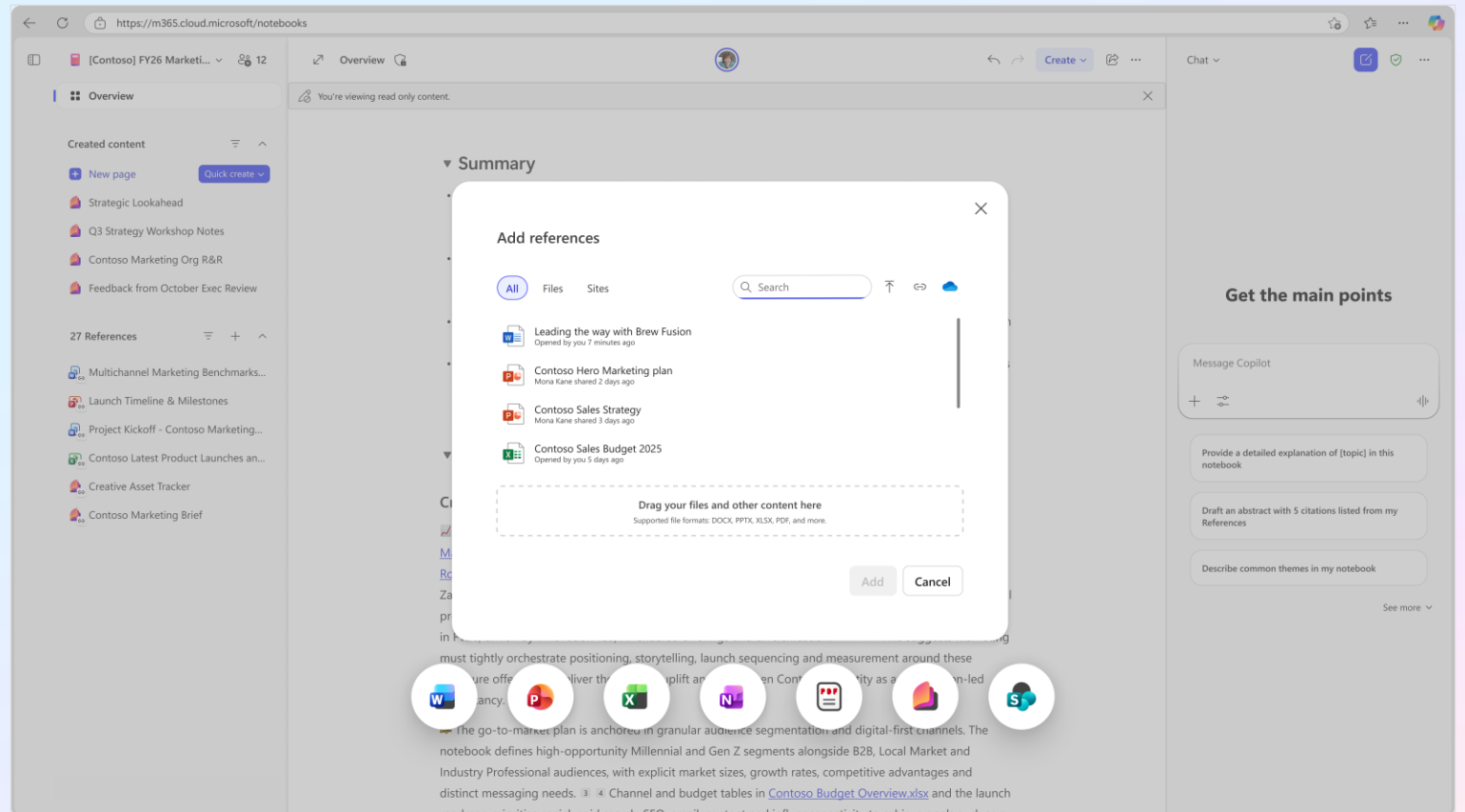
PDFs, Word, Excel, PPT, Loop & Copilot pages, OneNote, SharePoint.

Pages

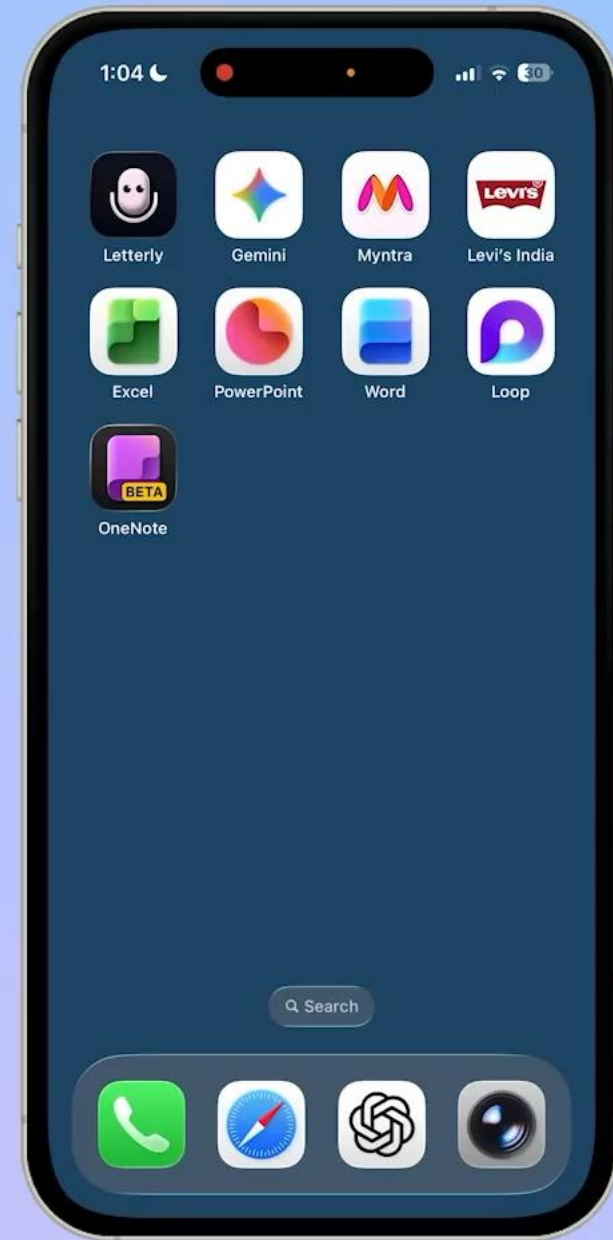
Capture your own thoughts, notes, and Loop components inline.

Live Capture

Transcribe and summarize in-person meetings and brain dumps as they happen.



Live Capture



What you can do in a notebook.

Understand and synthesize across every source you've gathered.

SENSE

Understand & synthesize

Overview

Auto-summary of your notebook.

Grounded chat

Cited answers from your only chosen sources.

Mind maps

Visualize the shape of your sources/project.

Audio Overview

Podcast-style deep dive on your content.

Study guide

Flash cards and quizzes to test recall.

The screenshot displays a Microsoft OneNote notebook interface. The top navigation bar shows the URL <https://m365.cloud.microsoft/notebooks> and the notebook title "[Contoso] FY26 Marketi...". The main content area is divided into several sections:

- Overview:** A section with a "Quick create" dropdown menu. The menu options include: "Quick create with Copilot", "Audio overview", "Mind map", "Study guide", "Document (Frontier)", "Presentation (Frontier)", and "Worksheet (Frontier)".
- Created content:** A list of items including "Strategic Lookahead", "Q3 Strategy Workshop", "Contoso Marketing Org", and "Feedback from October".
- 27 References:** A list of references including "Multichannel Marketing Benchmarks...", "Launch Timeline & Milestones", "Project Kickoff - Contoso Marketing...", and "Contoso Latest Product Launches an...".
- Summary:** A section with a bulleted list of key points: "This notebook consol...", "partnerships, and Al p...", "It defines clear target...", "spanning social, search...", "Execution is supporte...", "rituals, with explicit KI...", "The notebook empha...", "to accelerate decision...".
- Key Insights:** A section with a bulleted list: "Free-Phase Launch Strategy", "Pre-Launch", "Launch", and "Post-Launch".

A "Study guide" overlay is visible in the top right corner, titled "Study guide" with a "Preview" button. It contains the text "Help me learn and prepare. Choose pages to create:" and offers several options:

- Summary:** "A complete learning summary of this notebook." (Selected)
- Topic pages:** "A breakdown of the key topics within this subject."
- Flashcards:** "A set of cards to help memorize key terms."
- Quiz:** "A set of questions to help test your knowledge."
- Fill in the Blanks:** "A set of definitions and sentences to complete."
- Matching:** "A game for quickly matching terms with definitions."

A "Next" button is located at the bottom right of the study guide overlay. Below the study guide, a mind map is visible, centered on "Free-Phase Launch Strategy" and branching into "Pre-Launch", "Launch", and "Post-Launch". The "Pre-Launch" branch further branches into "Social teasers" and "Influencer partners". The "Launch" branch branches into "Tech publications", "Environmental media", "Press coverage", and "Benefit blogs". The "Post-Launch" branch is currently empty. At the bottom of the mind map, there are "Expand" and "Collapse" buttons.

What you can do in a notebook.

Turn what you've learned into the artifacts your team actually needs.

ACT

Create & deliver

Word docs

Drafts, briefing docs, and reports from your sources.

Decks

PowerPoint presentations generated from your notebook

Excel spreadsheets

Structured data and tables from your content.

The screenshot displays a Microsoft Notebook interface with a sidebar on the left and a main content area on the right. The sidebar shows a list of documents under 'Created content' and 'References'. The main content area displays a document titled 'Contoso Marketing strategy' with a slide titled 'Public Perception Insights'. The slide features a bar chart titled 'User Experience and Familiarity' and a list of bullet points. Below the slide, a table titled 'Three-Phase Launch Strategy' is visible.

Task	Owner	Deadline	Status
Identify strategic	James Anderson	2024-01-30	In Progress

Public Perception Insights

- Survey of over 800 users shows strong familiarity, with more than 50% having interacted with the product in real-world scenarios
- Entry-level versions of the product see higher acceptance compared to premium or complex variants
- Top concerns (68%) relate to usability, onboarding complexity, and perceived learning curve
- Users prefer products that are intuitive, low-effort, and easy to integrate into daily routines
- Marketing should emphasize simplicity, ease of use, and real-life benefits to build trust and drive adoption

The chat window displays a series of status messages and a text input field. The messages indicate that all slides have been created and validated successfully, HTML slides have been converted to PowerPoint, and the PowerPoint presentation is complete. A text input field at the bottom prompts the user to describe the presentation they want to create.

relevant to the task.

- ✓ All slides created and validated successfully
Eight slides have been completed with perfect scores and all files are verified. The presentation is now ready for the next step.
- ✓ HTML slides created, converting to PowerPoint
All 8 slides and validation files are ready. The presentation title "Contoso Marketing Strategy" has been extracted and conversion to PowerPoint format is underway.
- ✓ Contoso Marketing Strategy Complete
Your PowerPoint presentation with 8 slides has been successfully created and is ready for use. The deck includes comprehensive market analysis, target audience strategies, multi-channel marketing approach, and design elements using a professional bronze theme.

I created a PowerPoint presentation with 8 slides on Contoso Marketing Strategy.

Contoso Marketing Strategy...
Saved in OneDrive

Describe the presentation you want to create

AI-generated content may be incorrect

What you can do in a notebook.

A closer look at the features available across each stage of the work, today.

GATHER

Collect & curate

Add any source

PDFs, Word, Excel, PPT, Loop & Copilot pages, OneNote, SharePoint.

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Why not just a longer chat?

Three reasons chat breaks down for extended work.

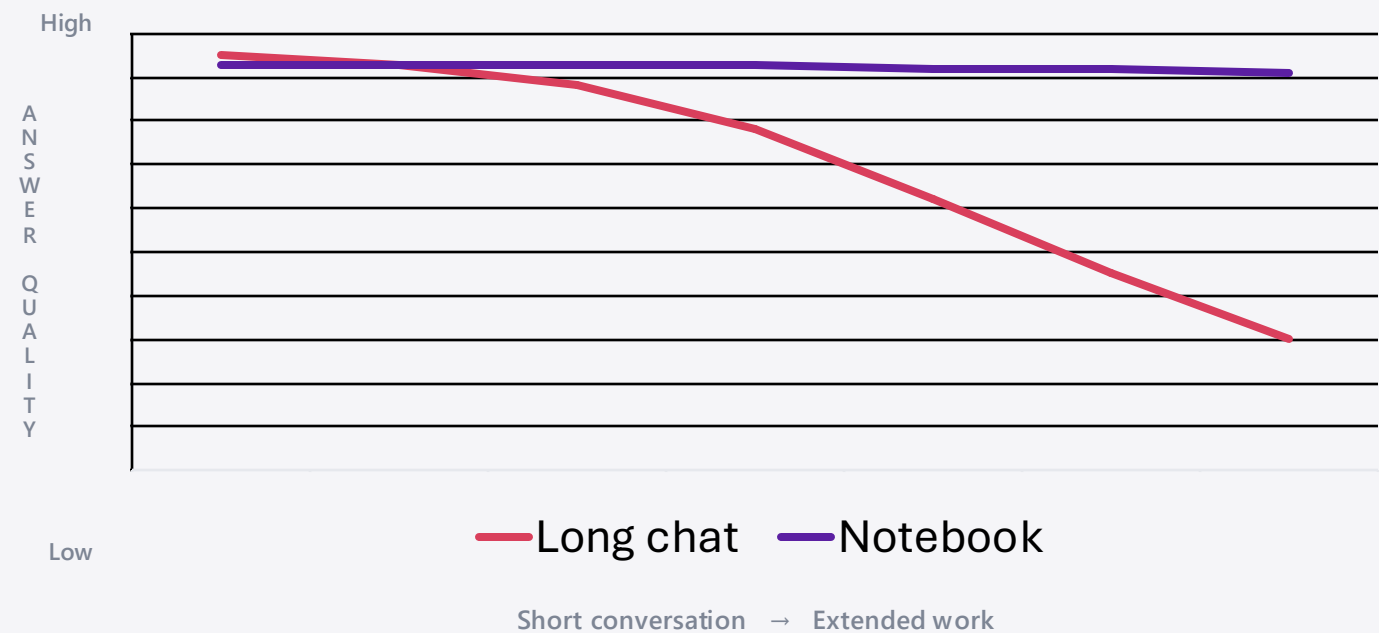
DIMENSION	A LONG CHAT	A NOTEBOOK
Context	Fills up. Older turns drop or get auto-summarized.	Retrieved per query. Full corpus kept; only relevant chunks pulled in.
Attention	Dilutes. Quality dips for content buried mid-thread.	Targeted. Small chunks every turn; quality stays flat.
Grounding	Fades. Sources paraphrased into the transcript.	Citable. Every claim cites the original artifact.

Chat is a transcript. A notebook is a RAG-grounded workspace.

Why not just a longer chat?

Chat quality degrades as work extends. Notebook quality holds.

Answer quality as work extends



Context windows run out

Older turns get truncated or summarized, losing fidelity.

Attention dilutes

Models miss content buried in long contexts (lost in the middle).

Grounding evaporates

Sources get paraphrased; citations fade as the thread grows.

Retrieve per query. Don't hope the model remembers.

Built for teams, not just individuals.

Shared notebooks turn parallel work into collective understanding.

EXAMPLE: NEW HIRE ONBOARDING

“I’m up to speed in a day,
not three weeks.”

IN THE NOTEBOOK

Handbook · Checklist · Org chart · All-hands · Docs

Onboarding in hours, not weeks.

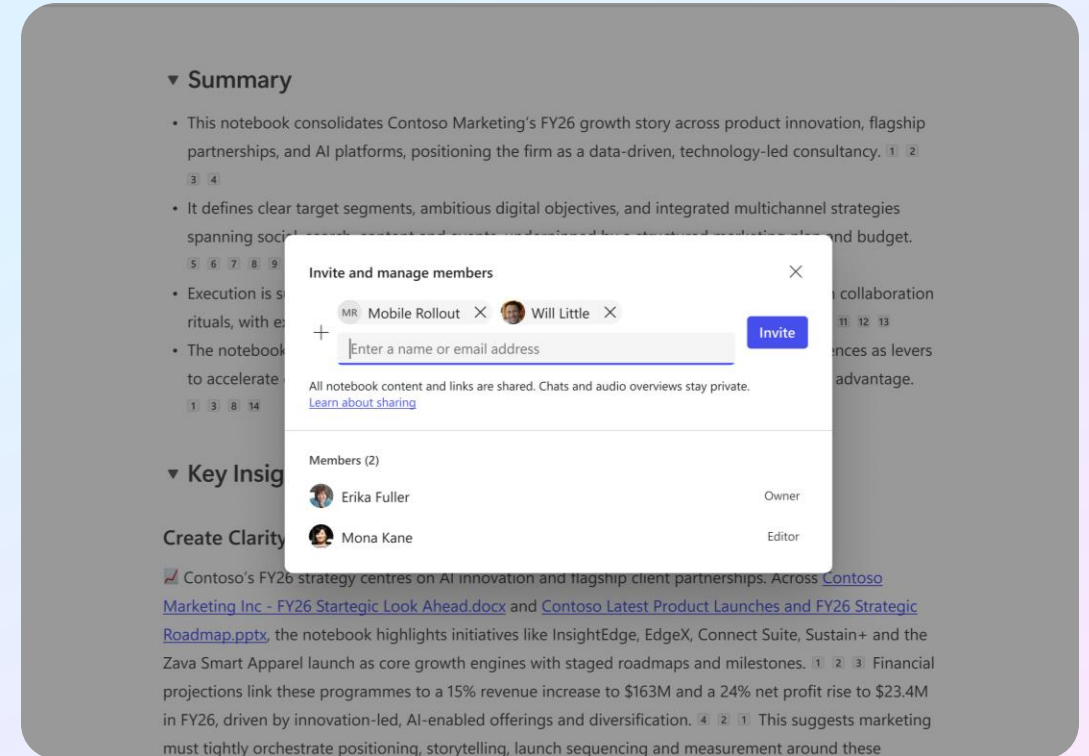
EXAMPLE: CROSS-FUNCTIONAL PROJECTS

“Everyone finally has
the same context.”

IN THE NOTEBOOK

PRDs · Designs · Research · Data · Exec notes

One source of truth for the project.



1 Share with individuals by name or email

2 Private Copilot chats stay private, even in shared notebooks

▶ Group-Owned Notebooks, coming next

LIVE

Demo

Watch a Copilot Notebook turn scattered sources into a grounded plan.

GET STARTED

Start building your first notebook @ aka.ms/copilotnotebooks

Four steps. Start today. Please send us feedback!

01

Open

Launch Copilot Notebooks in the M365 Copilot app or OneNote for Windows.

02

Add references

Pull in Word, PPT, PDF, Excel, OneNote pages, and SharePoint links. Up to 300 per notebook.

03

Ask, brainstorm, create

Chat with Copilot or generate artifacts like podcasts, mind maps or Word/Excel/PowerPoint files

04

Share with your team

Turn your notebook into a shared workspace. One source of collective understanding.

AVAILABLE TODAY

M365 Copilot app (Web, Windows, Mac) · OneNote for Windows

Generally available for Microsoft 365 Copilot Premium license holders.

Thank you.

Session MS105 · Copilot Notebooks · M365 Community Conference 2026

Try Copilot Notebooks: aka.ms/copilotnotebooks

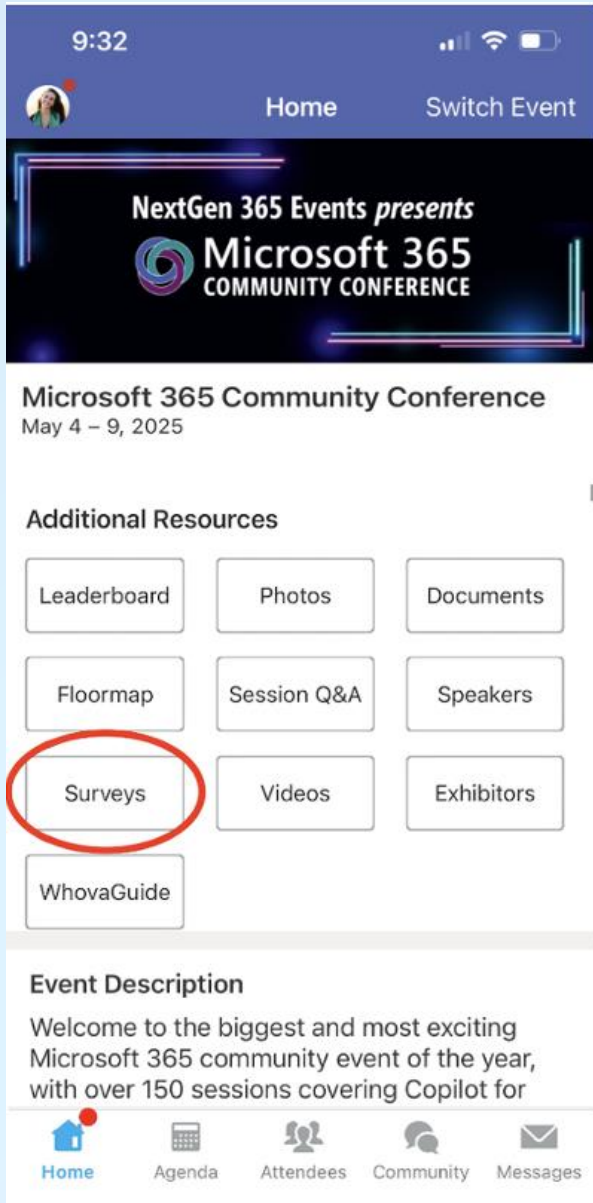
YOUR TURN

Questions?

Let's talk about how Notebooks fit into your team's work.

Ezra Park · Group Product Manager · Copilot Notebooks





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!

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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](#).

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#M365Con

Microsoft 365 COMMUNITY CONFERENCE

May 6-8 Las Vegas

Your front-row seat to the future of work

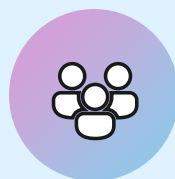
The ultimate Microsoft 365 community event

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

[Learn more!](#)

Stay Connected!

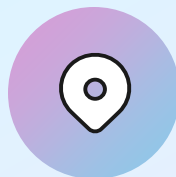
Engage with the best community in tech... There's something for everyone!



Microsoft Tech Community

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

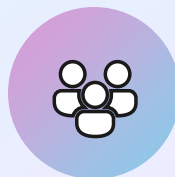
<https://aka.ms/joinMTC>



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>



Introducing Copilot Notebooks.

An AI workspace where your sources, your thinking, and your output all live together.

The screenshot displays the Microsoft Copilot Notebooks interface. The browser address bar shows <https://m365.cloud.microsoft/notebooks>. The notebook title is "Contoso Marketing strategy".

Left Sidebar:

- Overview
- Created content
 - New page
 - Quick create
 - Contoso Marketing strategy
 - Strategic Lookahead
 - Q3 Strategy Workshop Notes
 - Contoso Marketing Org R&R
 - Feedback from October Exec Review
- 6 References
 - Multichannel Marketing Benchmarks...
 - Launch Timeline & Milestones
 - Project Kickoff - Contoso Marketing...
 - Contoso Latest Product Launches an...
 - Creative Asset Tracker
 - Contoso Marketing Brief

Main Content Area (Slide 1/8):

User Experience and Familiarity

Public Perception Insights

- Survey of over 800 users shows strong familiarity, with more than 50% having interacted with the product in real-world scenarios
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- Marketing should emphasize simplicity, ease of use, and real-life benefits to build trust and drive adoption

Source: [Contoso Latest Product Launches and FY](#)

Experience Category	Percentage of Respondents (%)
Used product in real scenarios	50%
Never seen product before	12%
Own product (casual users)	28%
Own product (power users)	18%

Slide 2/8:

Three-Phase Launch Strategy

Task	Owner	Deadline	Status
Identify strategic...	James Anderson	2026-01-30	In Progress

- Pre-launch builds anticipation via social teasers and strategic...

Right Panel (Chat):

relevant to the task.

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A closer look at the features available across each stage of the work, today.

The screenshot displays a web browser window at <https://m365.cloud.microsoft/notebooks>. The notebook title is "[Contoso] FY26 Marketi..." with 12 collaborators. The left sidebar shows "Created content" with a "New page" button and a "Quick create" dropdown menu. The "Quick create" menu options are: "Quick create with Copilot", "Audio overview", "Mind map", "Study guide", "Document (Frontier)", "Presentation (Frontier)", and "Worksheet (Frontier)". Below "Created content" is a "27 References" section listing various documents. The main content area shows a "Summary" section with a bulleted list of key points and a "Key Insights" section.

Created content

- + New page
- Quick create
- Strategic Lookahead
- Q3 Strategy Workshop I
- Contoso Marketing Org
- Feedback from October

27 References

- Multichannel Marketing Benchmarks...
- Launch Timeline & Milestones
- Project Kickoff - Contoso Marketing...
- Contoso Latest Product Launches an...

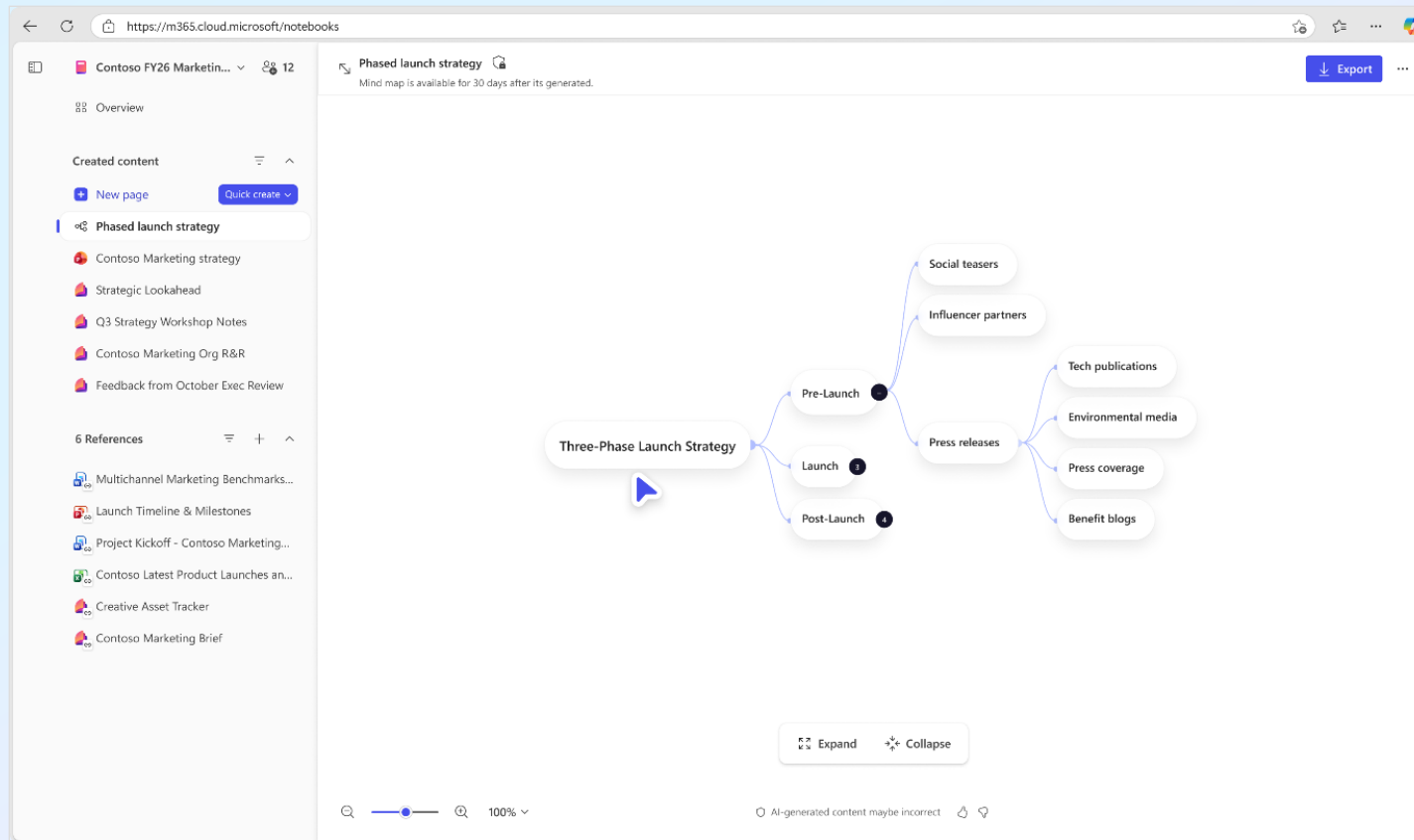
Summary

- This notebook consolidates Contoso Marketing's FY26 growth story across partnerships, and AI platforms, positioning the firm as a data-driven, technol...
- It defines clear target segments, ambitious digital objectives, and integrate...
- Execution is supported by detailed asset tracking, phased launch timelines...
- The notebook emphasises AI-enabled marketing intelligence and Copilot-...

Key Insights

Not just answers. Real work product.

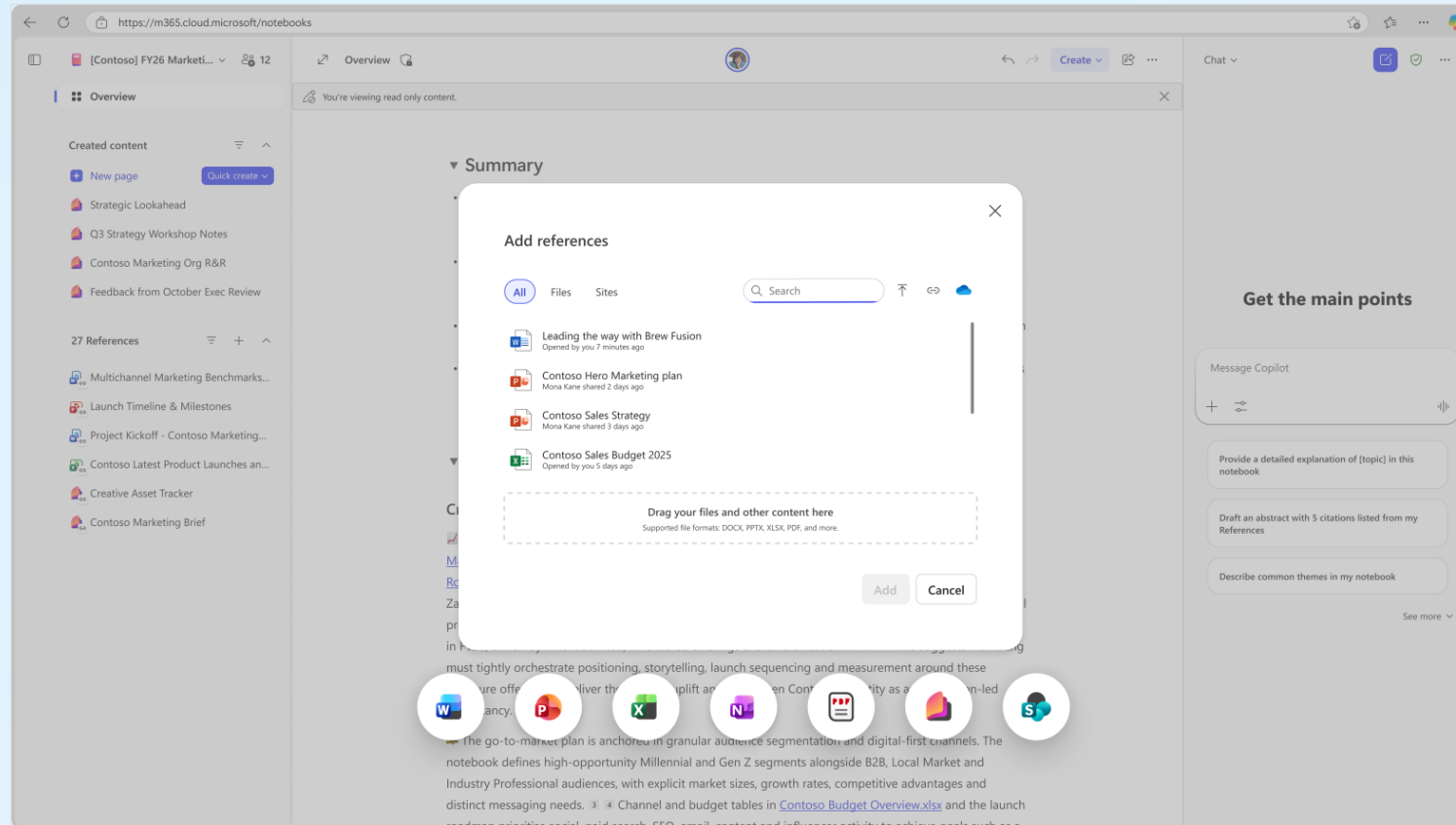
When you're done thinking, produce artifacts your team can actually use.



Your second brain for work.

A durable notebook container, composed inside apps and callable by agents via API.

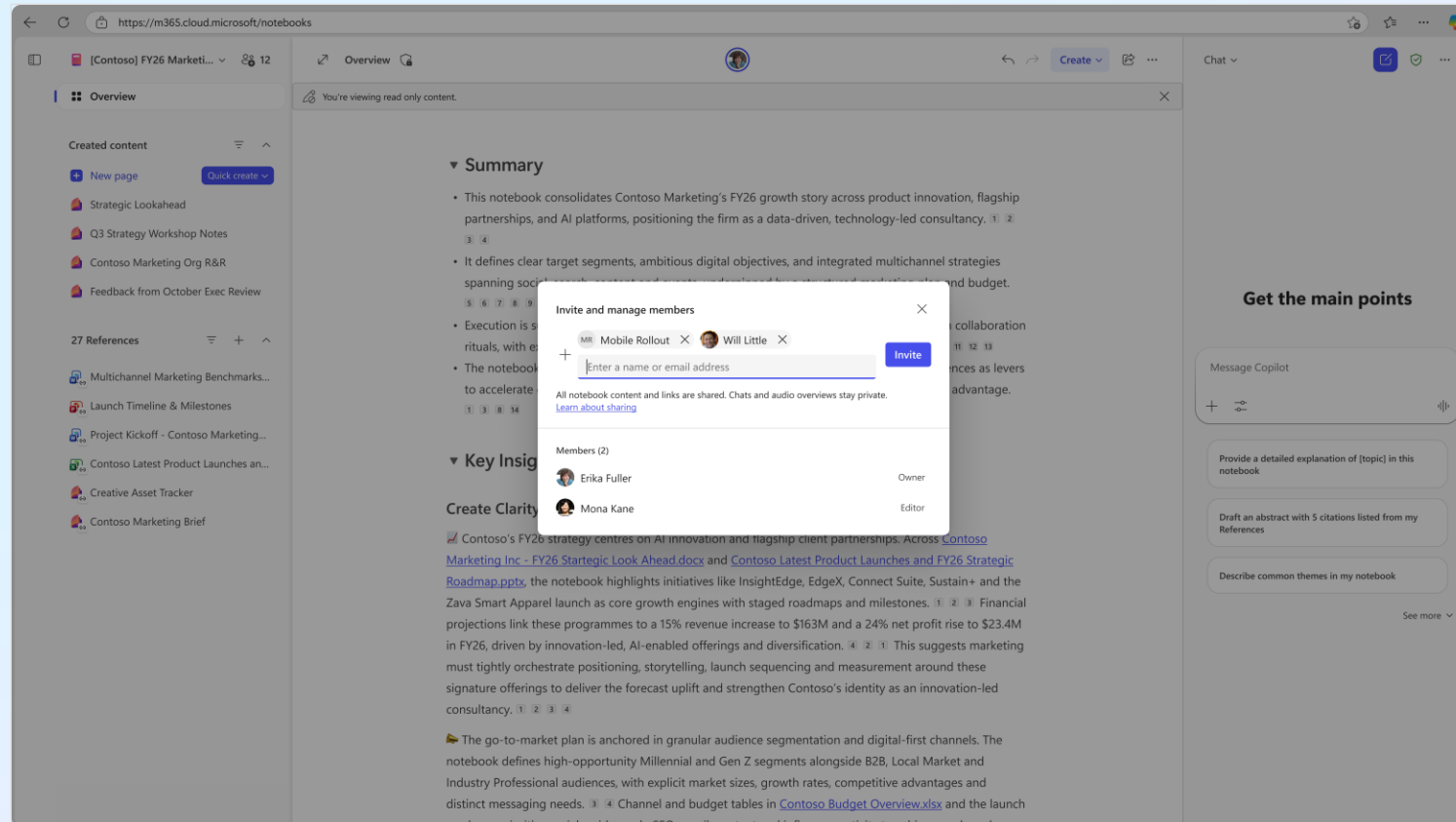
IN APPS · composable UI surfaces



One container. Composable in UI. Callable by agents.

Built for teams, not just individuals.

Shared notebooks turn parallel work into collective understanding.



Not just answers. Real work product.

When you're done thinking, produce artifacts your team can actually use.

THE DIFFERENCE

**Structured outputs,
not chat responses
pasted into docs.**

Every artifact is grounded in your sources. Every claim is citable.

Every draft is editable, shareable, and team-ready.

Overview

Auto-generated notebook summary

PowerPoint Decks

Presentation-ready, editable

Excel Spreadsheets

Structured data and tables from your content

Word Documents

Full docs grounded in your sources

Mind Maps

Visual sensemaking with node explanations

Study Guide

Flash cards and quizzes for learning

NEW

NEW

NEW

NEW

For IT: governance built in, not bolted on.

Stored in SharePoint. Your existing policies apply, no new admin surface.



Storage

SharePoint-backed · enterprise retention · DLP



Access

M365 Copilot license required



Sharing

Your org's existing permissions model, no new admin surface



Data residency

Data stays in your tenant, no shadow IT



Compliance

eDiscovery · audit logs · information barriers