



Microsoft 365
COMMUNITY CONFERENCE

Microsoft 365 Copilot app: Your starting place for AI at work

Andrea Lum, Product Marketing Manager

April 22, 2026

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Uhova

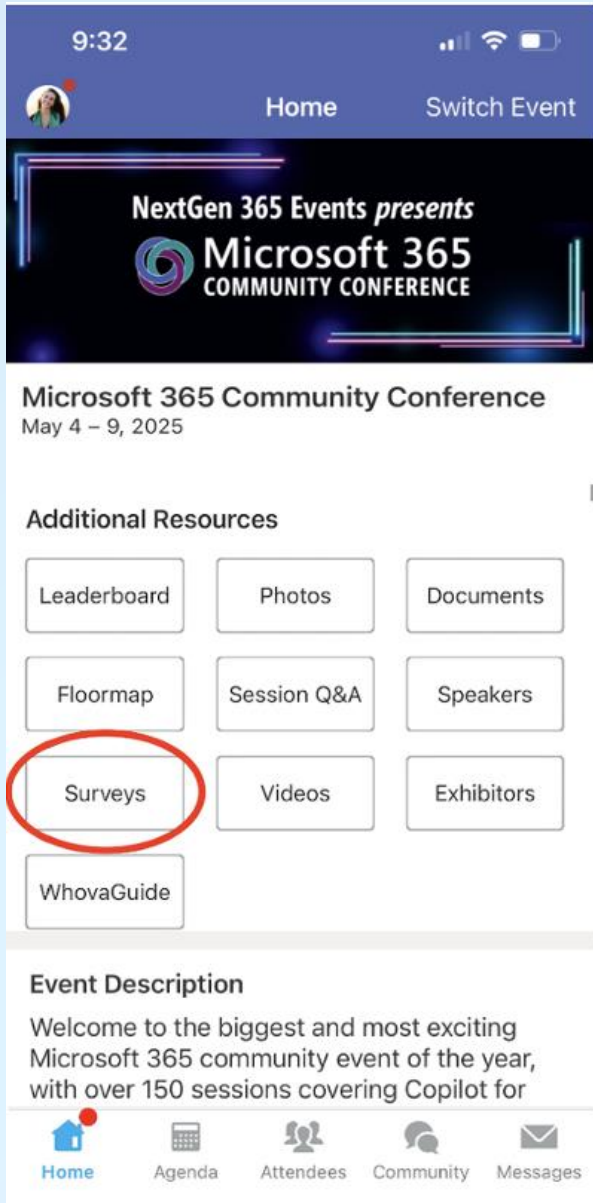
The official event app for the
Microsoft 365 Community Conference

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!

Agenda

1. Introduction
2. The Microsoft 365 Copilot app: Your starting place for AI at work
3. Live demo
4. Adoption and CTAs
5. Q&A

Introduction



Microsoft 365 Copilot

AI Built for Work

Work IQ

The intelligence layer that personalizes Copilot to you and your organization



Skills and Tools

Provides specialized instructions to customize Copilot and agents to deliver tailored experiences optimized for specific tasks.

Context

Uses memory to learn from your unique style, preferences, habits, and workflows, understanding your work patterns over time.

Data

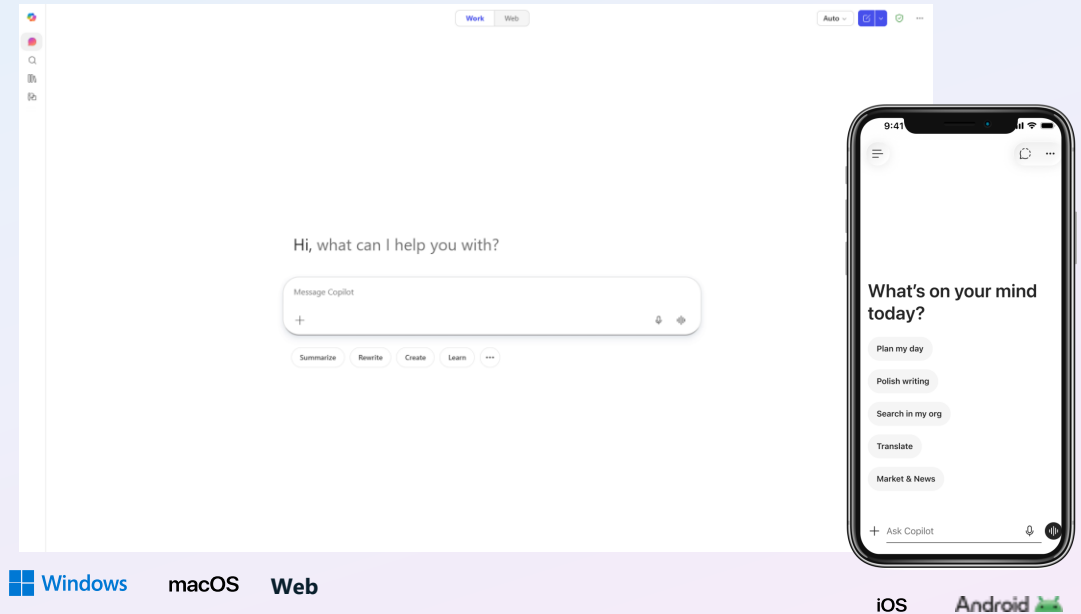
Combines everyday work with external data, including M365 signals and LOB data to give Copilot real-time understanding.

Your starting place for AI at work



M365 Copilot App

AI-powered productivity app
tailored to your work with
Work IQ.



Chat

Pages

Search

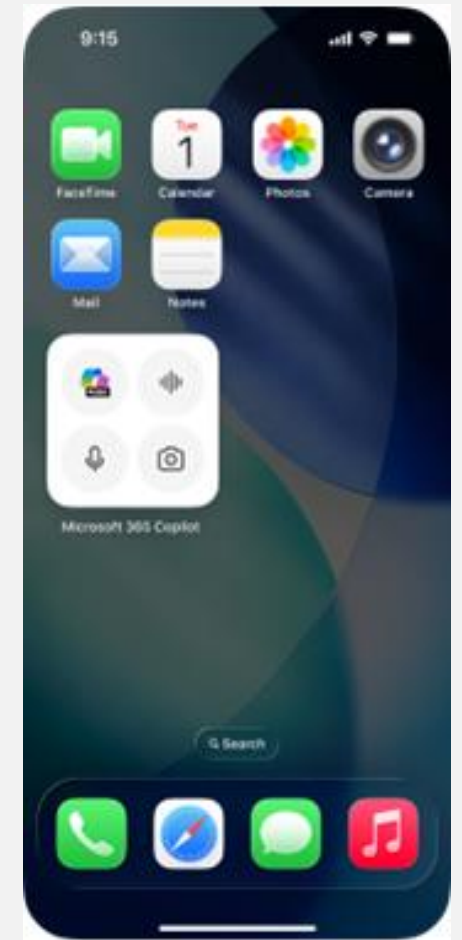
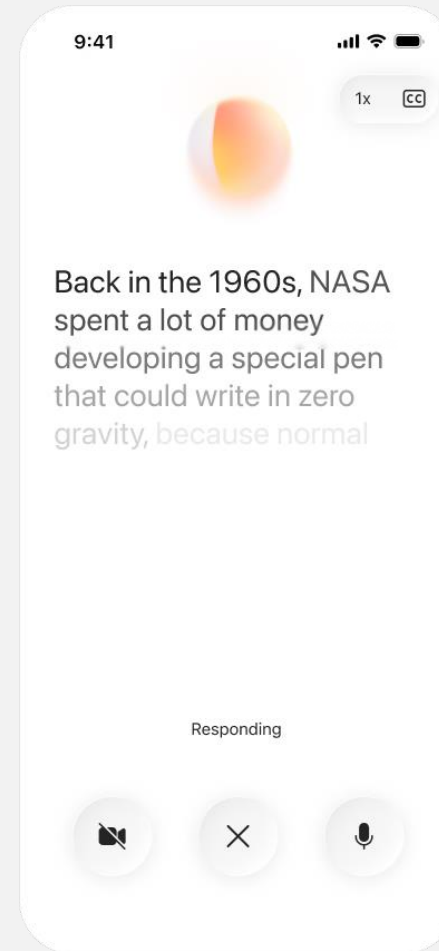
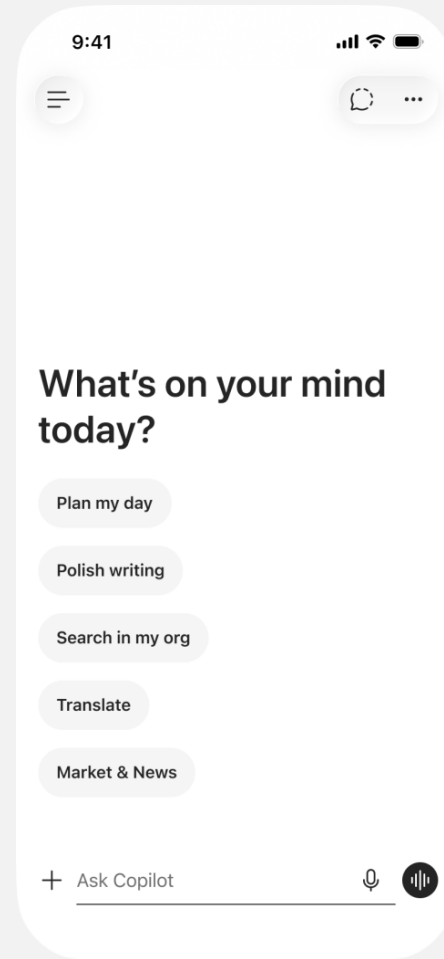
Agents

Create

Notebooks

Mobile app

- New streamlined design in the Microsoft 365 Copilot app focuses on chat.
- Be productive on the go with voice in the Copilot app – now with a new visualization.
- Easily start a voice conversation with mobile widgets and Siri support.



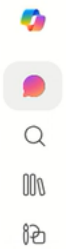
Microsoft 365 Copilot app experience updates

- 01** Chat at the center
- 02** Agentic experiences
- 03** Collaborative work

Demo: Microsoft 365 Copilot app

Work Web

Auto [Compose] [Dropdown] [Shield] [More]



Hi, what can I help you with?

Message Copilot

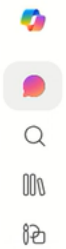
+ [Microphone] [Voice Recorder]

- What font is this? [\[upload image or insert link here\]](#)
- Any global events that could impact our supply chain or operations?
- Break down my unread emails from [\[yesterday\]](#) into a list with tasks and due dates.
- Design a bold slide with purple background, large 'About' title in display text, and a photo realistic person included in...
- List key takeaways from recent case decisions that can be applied to our future legal strategies
- Draft an offer letter to a candidate for the position of [\[Software Engineer\]](#)



Work Web

Auto [Compose] [Dropdown] [Shield] [More]



Hi, what can I help you with?

Message Copilot

+

[Microphone] [Voice] [Volume]

- Find change management best practices for [\[a change in benefits\]](#)
- Suggest a few subjects for the following email: [\[paste email body here\]](#)
- What deadlines are specified in the document [file](#)?
- Create an executive report from [file](#) with customer feedback to guide resource prioritization
- Create a pie chart [\[showing smartphone market share in the United States\]](#)
- Please analyze the following code and explain its behavior step by step: [\[code snippet\]](#).



- New chat
- Search
- Library
- Create
- Agents
 - Researcher
 - Analyst
 - PowerPoint
 - App Builder (Frontier)
 - New agent
 - All agents
- Notebooks
 - Zenith GTM
 - All notebooks
- Chats
 - Memorial Day Camping Sale P...
 - Summary of Urgent Email Tasks
 - Summary of Urgent Email Tasks
 - Presentation Based on Provide...
 - Quick Insights on eBike Produ...
- Apps
- Andrea Lum
M365 Copilot (Premium)

Memorial Day Camping Sale Promotion

Work Web

Auto [edit] [share] [check] [more]



👍 👎

Here's your design



👍 👎

Message Copilot

+ [microphone] [volume]

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- AL Andrea Lum
M365 Copilot (Premium)

What should we tackle next?

+ How can I help you today?

AI-generated content may be incorrect. By using this experience, you agree to these [Terms](#) | [Privacy](#).

Get to work

- Organize my inbox
- Organize my week
- Prep for a meeting
- Research a company

Tasks

- Northwind Zenith Launch Strategy and Customer Pitch Needs user input
- Northwind Zenith 2000 Launch Strategy and Pitch Done

Work Web

Auto [Compose] [Share] [Check] [More]

New chat

Search

Library

Create

Agents

Researcher

Analyst

PowerPoint

App Builder (Frontier)

New agent

All agents

Notebooks

Zenith GTM

All notebooks

Chats

Tent Market Dashboard Design

Memorial Day Camping Sale P...

Summary of Urgent Email Tasks

Summary of Urgent Email Tasks

Presentation Based on Provide...

Apps

AL Andrea Lum
M365 Copilot (Premium)

Hi, what can I help you with?

Message Copilot



- Find
- Learn
- Summarize
- Create
- ...

New chat

Search

Library

Create

Agents

- Researcher
- Analyst
- PowerPoint
- App Builder (Frontier)

New agent

All agents

Notebooks

- Zenith GTM
- All notebooks

Chats

- Tent Market Dashboard Design**
- Memorial Day Camping Sale P...
- Summary of Urgent Email Tasks
- Summary of Urgent Email Tasks
- Presentation Based on Provide...

Apps

Andrea Lum
M365 Copilot (Premium)

- comparing core tent features)
- **Cost efficiency chart** (Bar chart with an illustrative 0–100 "Efficiency Index")
 - **Left sidebar with checkbox filters**
 - **Select/compare companies** (checkboxes + All/None quick actions)
 - **Show/hide panels** (checkboxes to toggle Table / Feature chart / Efficiency chart)
 - **No search box** (explicitly excluded)

Mock data included

Competitors like REI Co-op, MSR, Big Agnes, NEMO, Coleman, Decathlon (Quechua) with sample MSRP, weight, capacity, and 0–10 feature scores.

Want any tweaks?

A few quick enhancements I can add without changing your core requirements:

1. Add a second cost chart (e.g., *Price vs Weight scatter* or *Cost per sleeper*)

Message Copilot



AI-generated content may be incorrect

Preview React

```

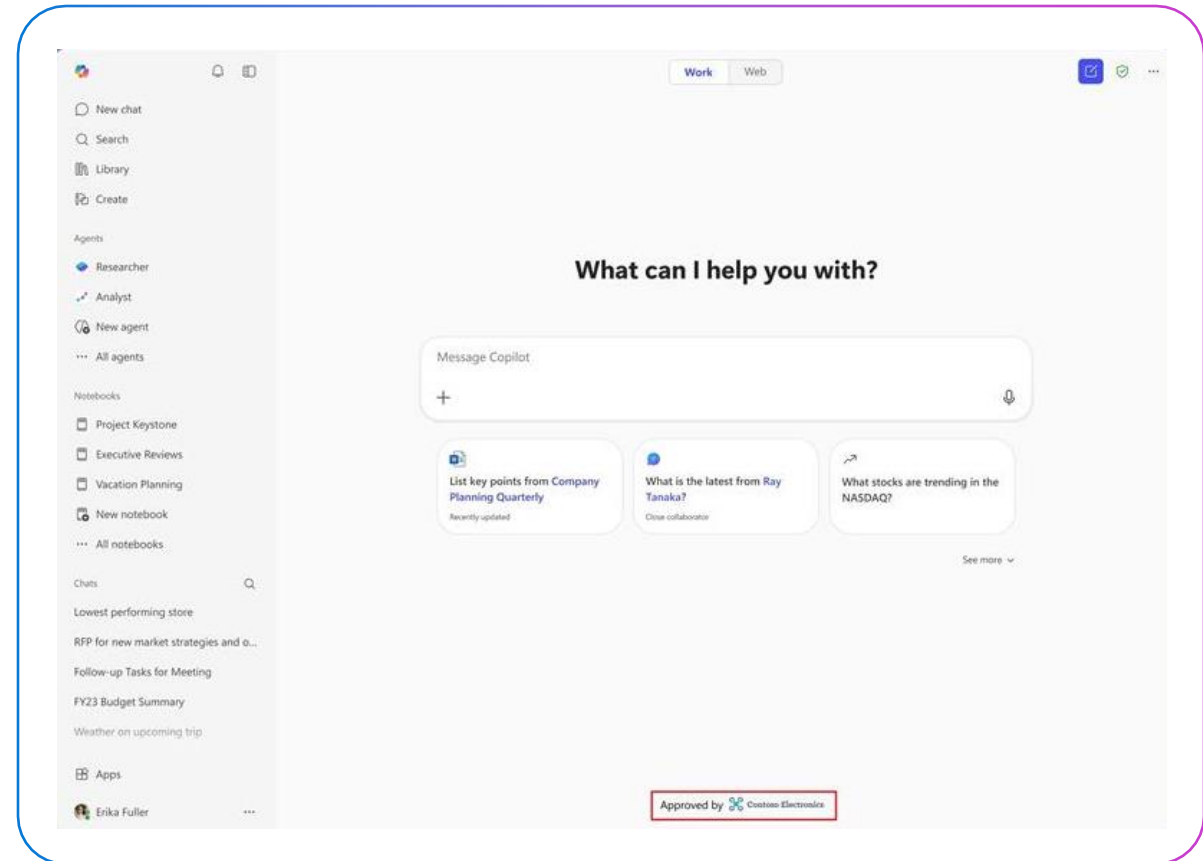
1 import React, { useMemo, useState } from "react";
2 import { Card, CardContent, CardHeader, CardTitle } from "@components/ui/card";
3 import { Checkbox } from "@components/ui/checkbox";
4 import { Badge } from "@components/ui/badge";
5 import { Separator } from "@components/ui/separator";
6 import {
7   ResponsiveContainer,
8   RadarChart,
9   Radar,
10  PolarGrid,
11  PolarAngleAxis,
12  PolarRadiusAxis,
13  BarChart,
14  Bar,
15  CartesianGrid,
16  XAxis,
17  YAxis,
18  Tooltip,
19  Legend,
20 } from "recharts";
21 import { Layers, Table2, Radar as RadarIcon, BarChart3 } from "lucide-react";
22
23 // -----
24 // Mock competitive data (illustrative only)
25 // -----
26 const companies = [
27   {
28     id: "rei",
29     name: "REI Co-op",
30     segment: "Mainstream",
31     flagship: "Half Dome SL 2+",
32     priceUSD: 329,
33     capacity: 2,
34     weightKg: 2.2,
35     season: "3-season",
36     // Feature scores: 0-10 (higher is better)
37     features: {
38       WeatherResistance: 8.5,
39       PackedWeight: 7.5,
40       Durability: 8.0,
41       EaseOfSetup: 8.2,
42       Ventilation: 8.1

```

Copilot app adoption

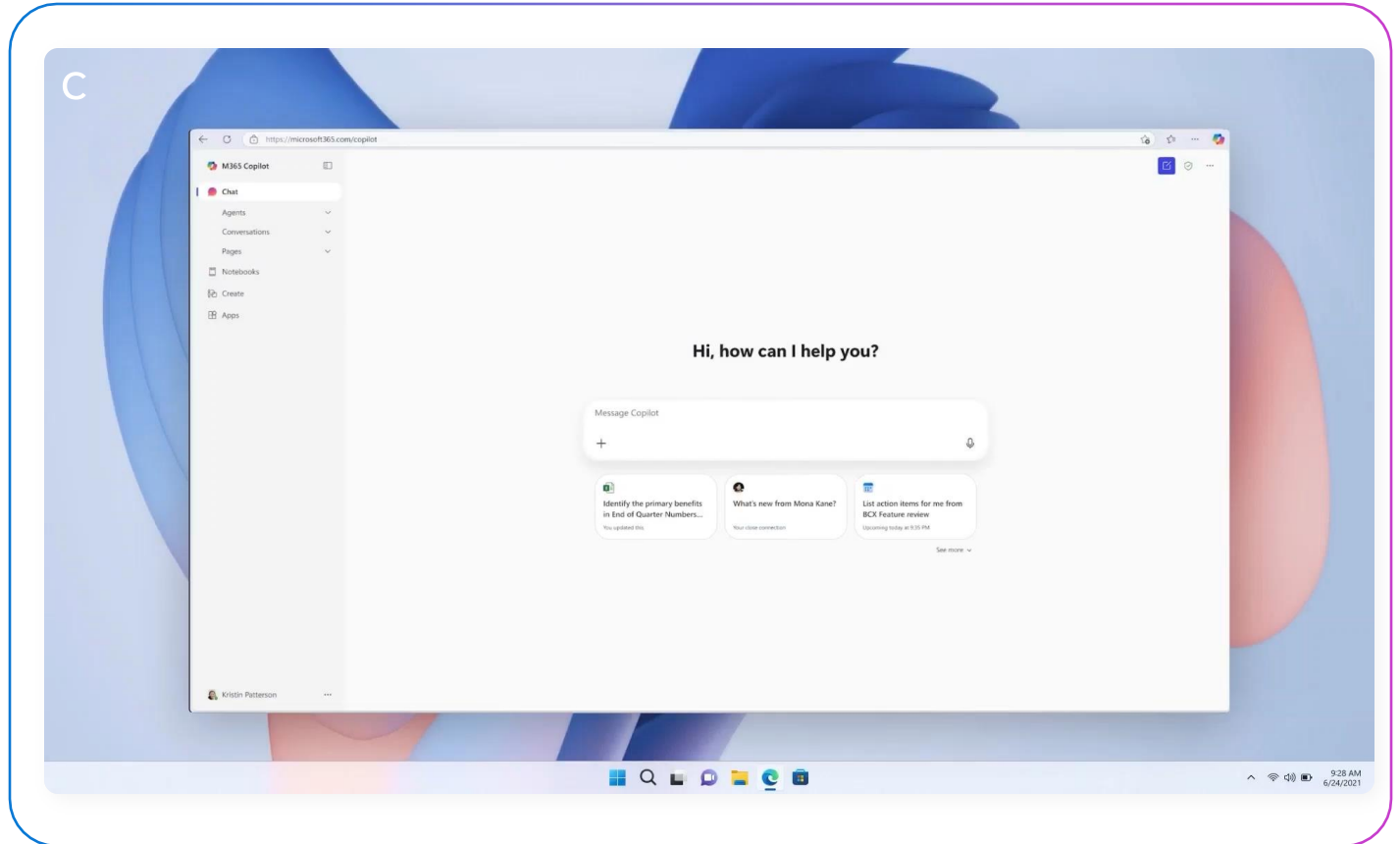
Co-branding and customization

- Add a branded footer to the Microsoft 365 Copilot app to help build trust for users that they are using an approved, organization-managed AI tool.
- Customize what users see in their navigation pane by pinning specific agents and apps for your organization.



Learning Agent

- Develop Copilot and AI upskilling with personalized tips and learning suggestions
- Get tips on how to use Copilot and AI in your role and suggested prompts to learn new skills and improve existing skills
- Practice live role-playing* with AI for specific scenarios relevant to your role
- View and access company-assigned trainings and recommended courses from Viva Learning and LinkedIn Learning*



Pin and download the M365 Copilot app

Pin the Microsoft 365 Copilot app to the Windows taskbar

Pin Microsoft 365 Copilot apps to the Windows taskbar

The Microsoft 365 Copilot apps give users an AI-first way of working that boosts productivity and streamlines workflows. Pin the Microsoft 365 Copilot app and its companion apps to the Windows taskbar to make them easier to find and use.

This setting applies to Intune-managed Windows 10 and 11 devices that have the Microsoft 365 Copilot app installed.

[Learn about pinning Microsoft 365 Copilot and its companion apps](#)

Pin the Microsoft 365 Copilot and its companion apps to the Windows taskbar (recommended)

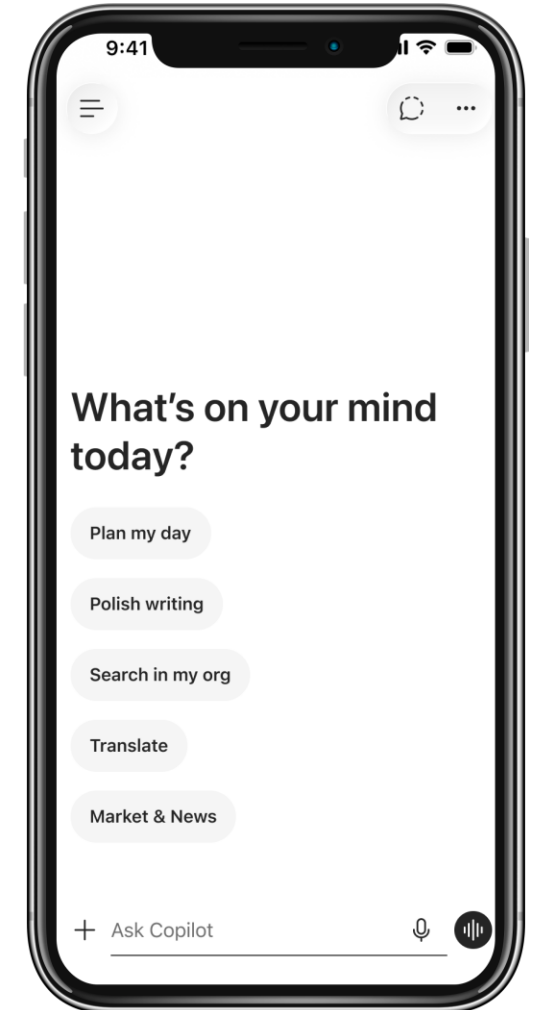
Customize

Pin the Microsoft 365 companion apps to the Windows taskbar. ⓘ

Do not pin the Microsoft 365 Copilot app and its companion apps to the Windows taskbar



Download the Microsoft 365 Copilot mobile app for iOS and Android



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

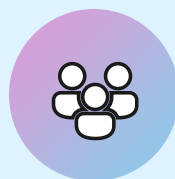


Events and real-world
knowledge in our
community

aka.ms/TechCommunity

Stay Connected!

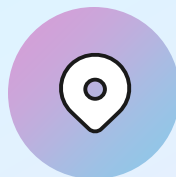
Engage with the best community in tech... There's something for everyone!



Microsoft Tech Community

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

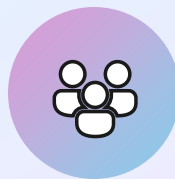
<https://aka.ms/joinMTC>



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>



Appendix

- Home
- Recent
- Open
- Library
- Docs

- Apps
- Knowledge
- Pages
- Microsoft Insights Overview
- Word
- PowerPoint
- All apps
- Feedback
- Education File Search
- All resources
- View
- Search: tagging steps with #111...
- It's already all in the previous doc...
- Example Report on Zevulun Kise

Content library | **Graphics clip** | Browser Defaults

Reception Search and use with ease Create

Right-click here to view clip

Suggested for you
 A collage of modern-looking
 dark walls growing with
 artificial technology
 supporting people's needs.



New chat

Search

Library

Create

Agents

Researcher

Analyst

Cowork (Frontier)

Word

Excel

PowerPoint

Surveys

App Builder (Frontier)

New agent

All agents

Notebooks

All notebooks

Chats

New chat

All chats

Apps

Sydney Mattos

Hi, what can I help you with?

Message Copilot

+ Tools



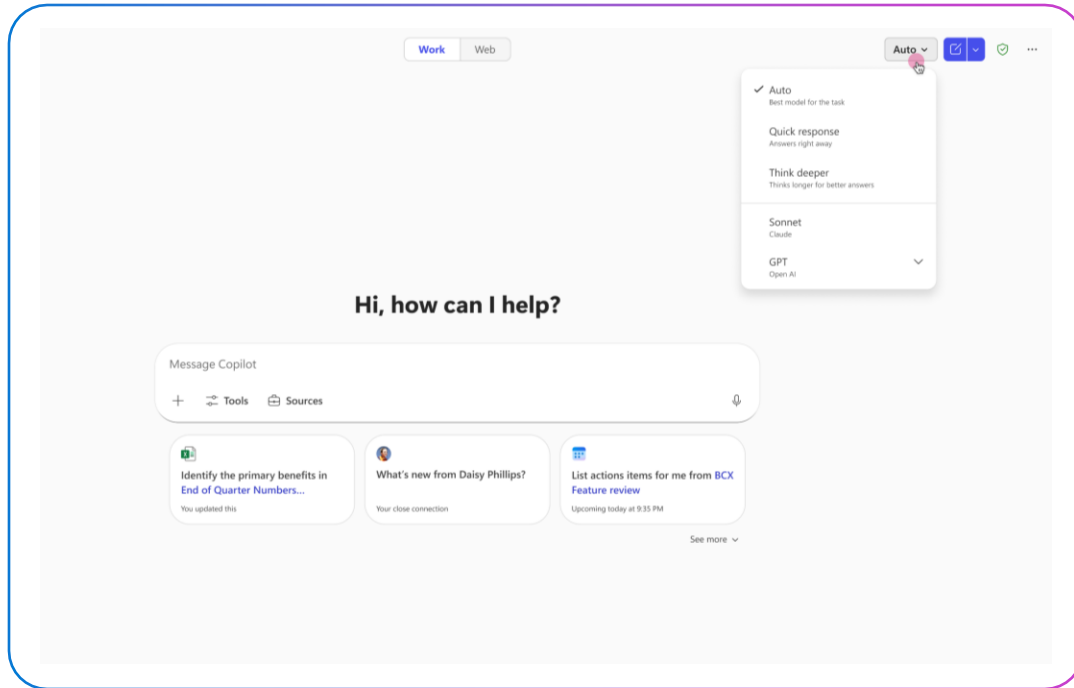
LW
What's the latest from LYDIA WILLIAMS, organized by emails...
Is a close collaborator

Help me prepare for Marketing Team Standup
You're meeting with

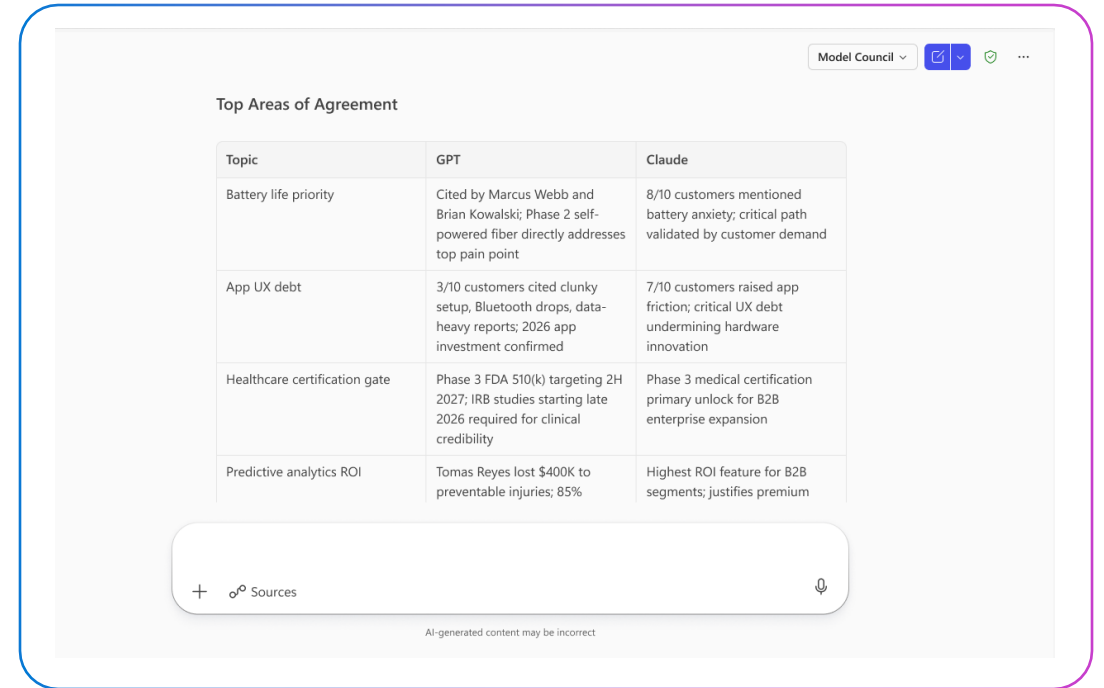
List key points from Customer Brief Template.docx
You frequently open

Show more

Model choice in Copilot



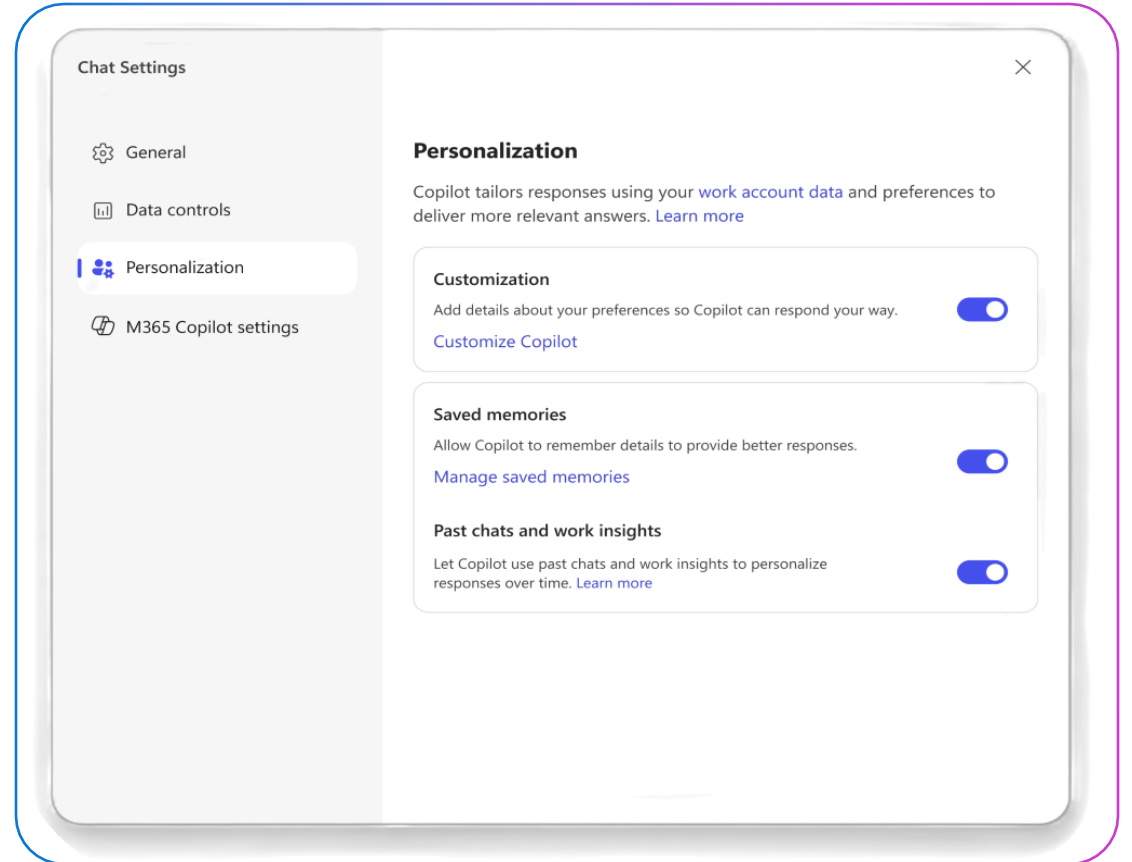
Claude Sonnet in Copilot Chat



Critique and Council in Researcher

Memory

- Applies custom instructions and explicitly saved memories to tailor responses to your preferences.
- Learns from your past Copilot chats across all Copilot chat entry points to deliver personalized responses.
- Respects your organization's security and privacy settings, with settings to turn it off or clear it at any time.



Agent Recommendations in Microsoft 365 Copilot

- Surfaces the most effective agent automatically, helping drive results quicker.
- Improves agent discoverability and can reduce the cognitive load of trying to remember and locate agents.
- Includes enterprise-governed discoverability with IT governance controls

Quick Insights on eBike Production Data

Work Web

Auto

- Road bikes generate **very high total revenue**, but with:
 - Heavy discounting
 - Margin volatility
- E-Bikes are already competitive on revenue with **far better margin quality**.

TL;DR

- **✓ E-Bikes = strongest margins + clean pricing**
- **⚠ Inventory risk is emerging**, especially by frame size
- **✗ Road & Touring bikes show margin erosion**
- **✓ Premium E-Bikes validate the pricing strategy**

If you want, I can quickly:

- Flag **specific overstocked E-Bike SKUs**
- Compare **category revenue vs. profit contribution**
- Suggest **pricing or inventory actions** by category or model

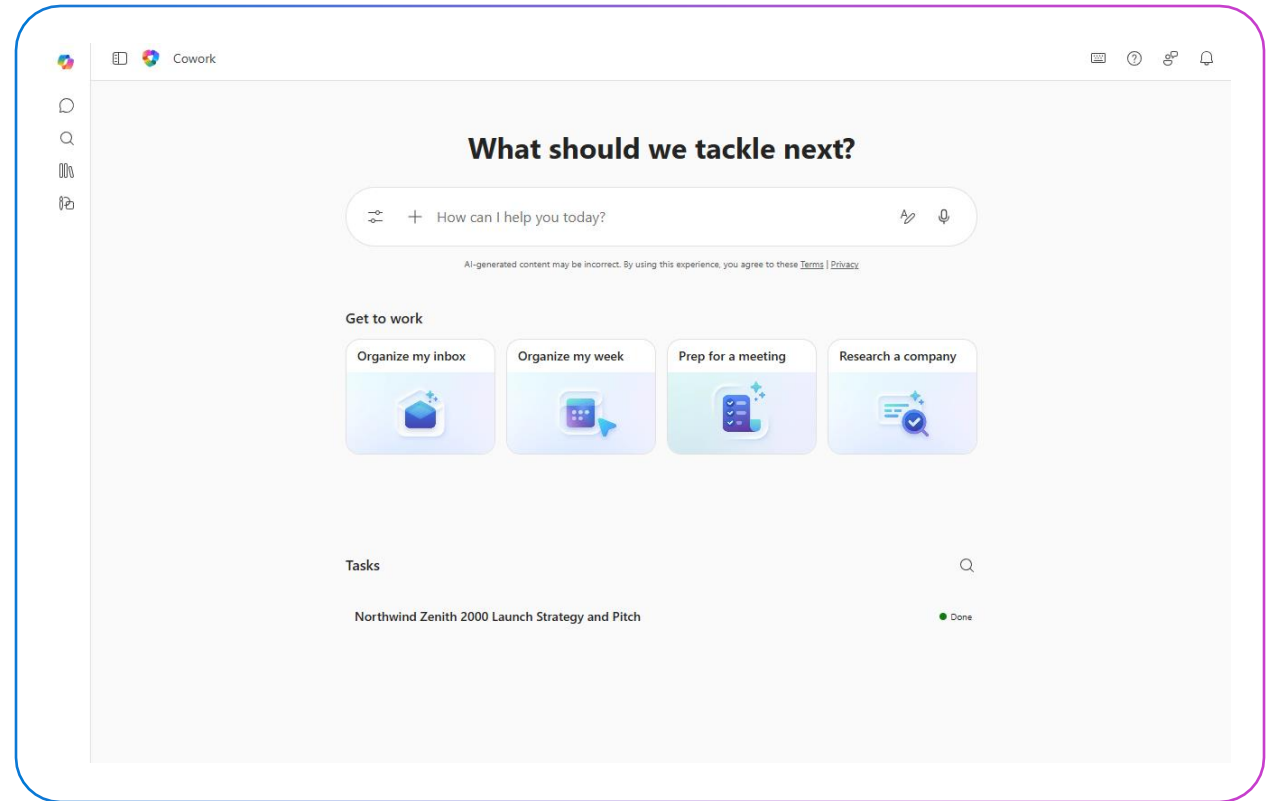
Try it with **Analyst**

Identify overstocked E-Bike SKUs

Compare E-Bike vs non-E-Bike revenue share

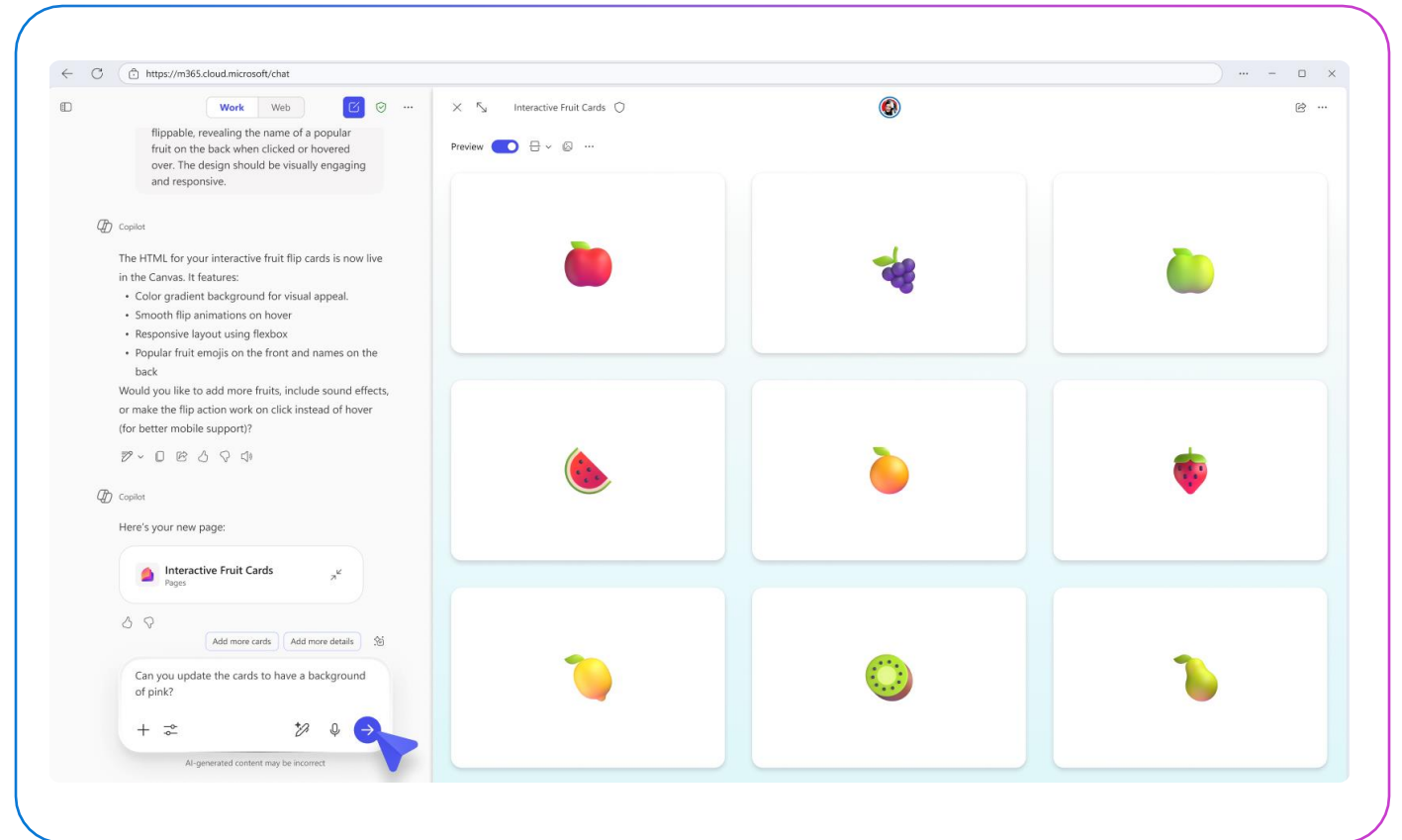
Copilot Cowork

- Delegate real work, not prompts – takes actions, not just chat. Copilot plans tasks, reasons across tools and files, and keeps work moving over time.
- Observable and controllable – transparent actions, reviewable progress, with guardrails to guide or stop execution.
- Grounded in Work IQ – so it understands your work directly vs. connectors that try to stitch together context.
- Enterprise-ready – operates within Microsoft security, identity, and governance for confident adoption at scale.
- Built in partnership with Anthropic – bringing Claude-class agentic capability into the Microsoft365 system of work.



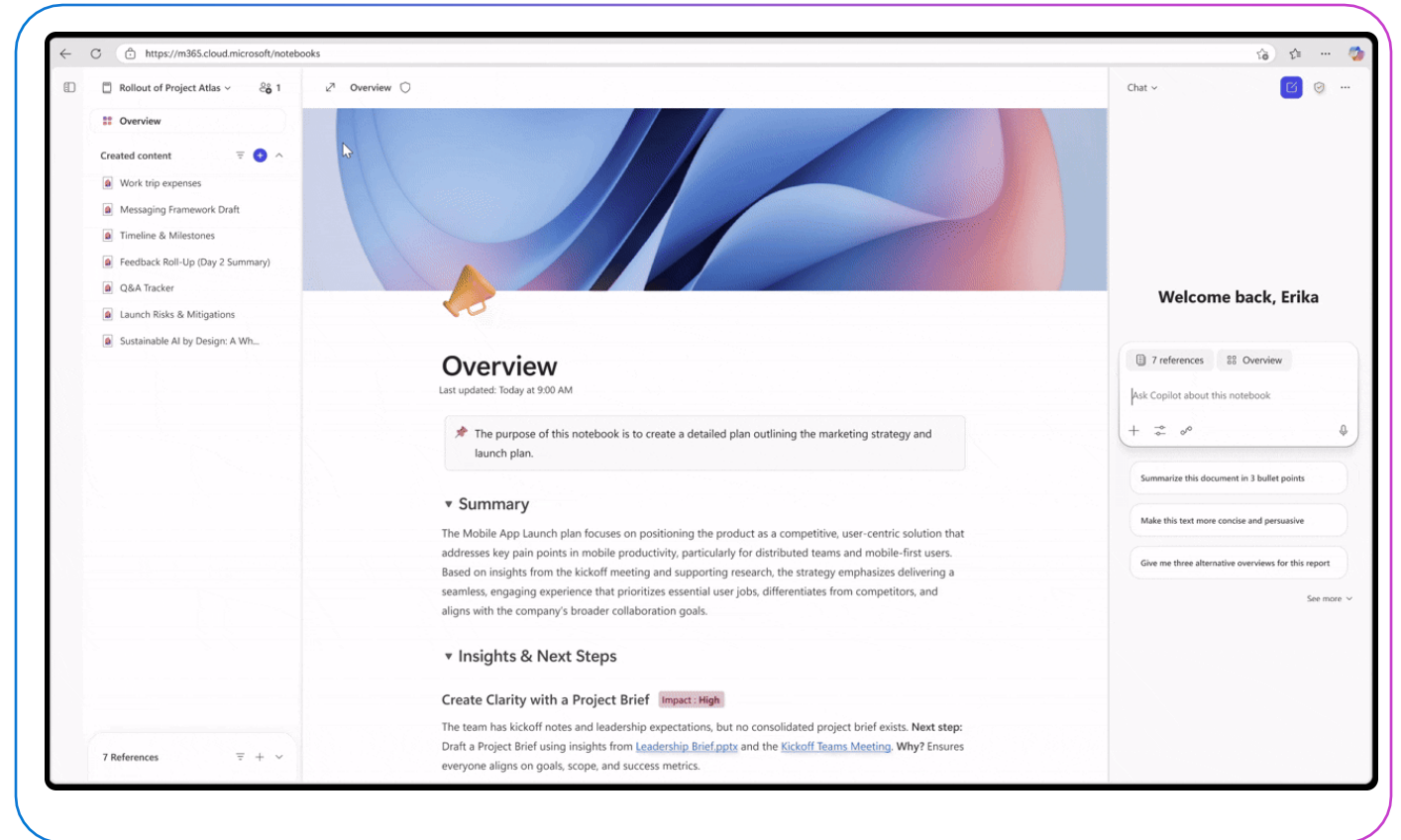
Copilot Pages

- Copilot, agents, and teammates work alongside you in your Page to refine ideas and content.
- Convert a Page into a polished PowerPoint presentation with a single click.
- Generate and test interactive code, charts, and visualizations, and deploy your solution as an app in App Builder.



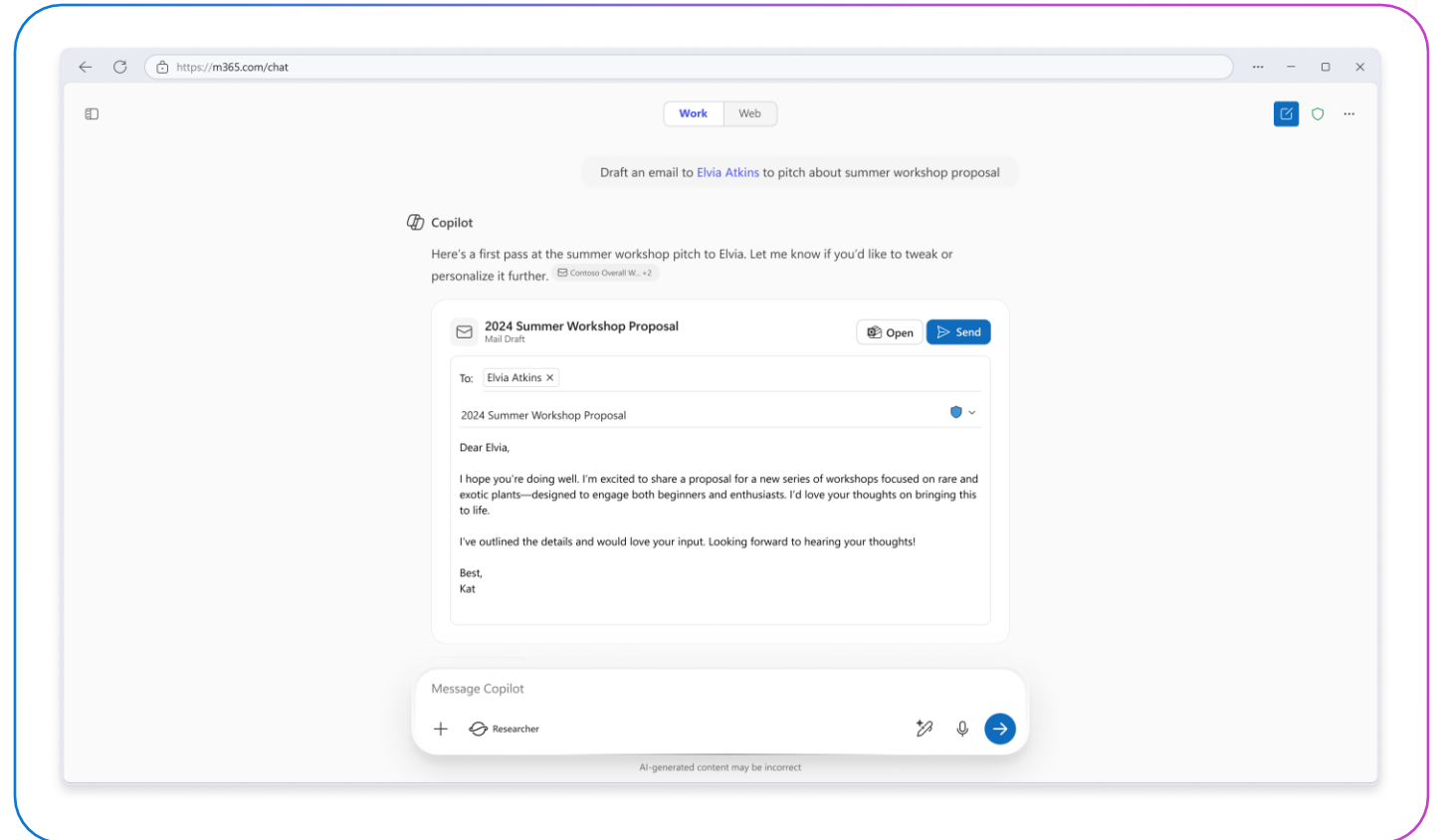
Copilot Notebooks

- Add diverse content types to your Notebook like files, Pages, PDFs, meetings, emails, SharePoint sites, and OneNote notebooks.
- Share Notebooks to collaborate with colleagues using AI.
- Create documents, presentations, audio overviews, mind maps, and study guides from your Notebook content.



Scheduling and email composition from Chat

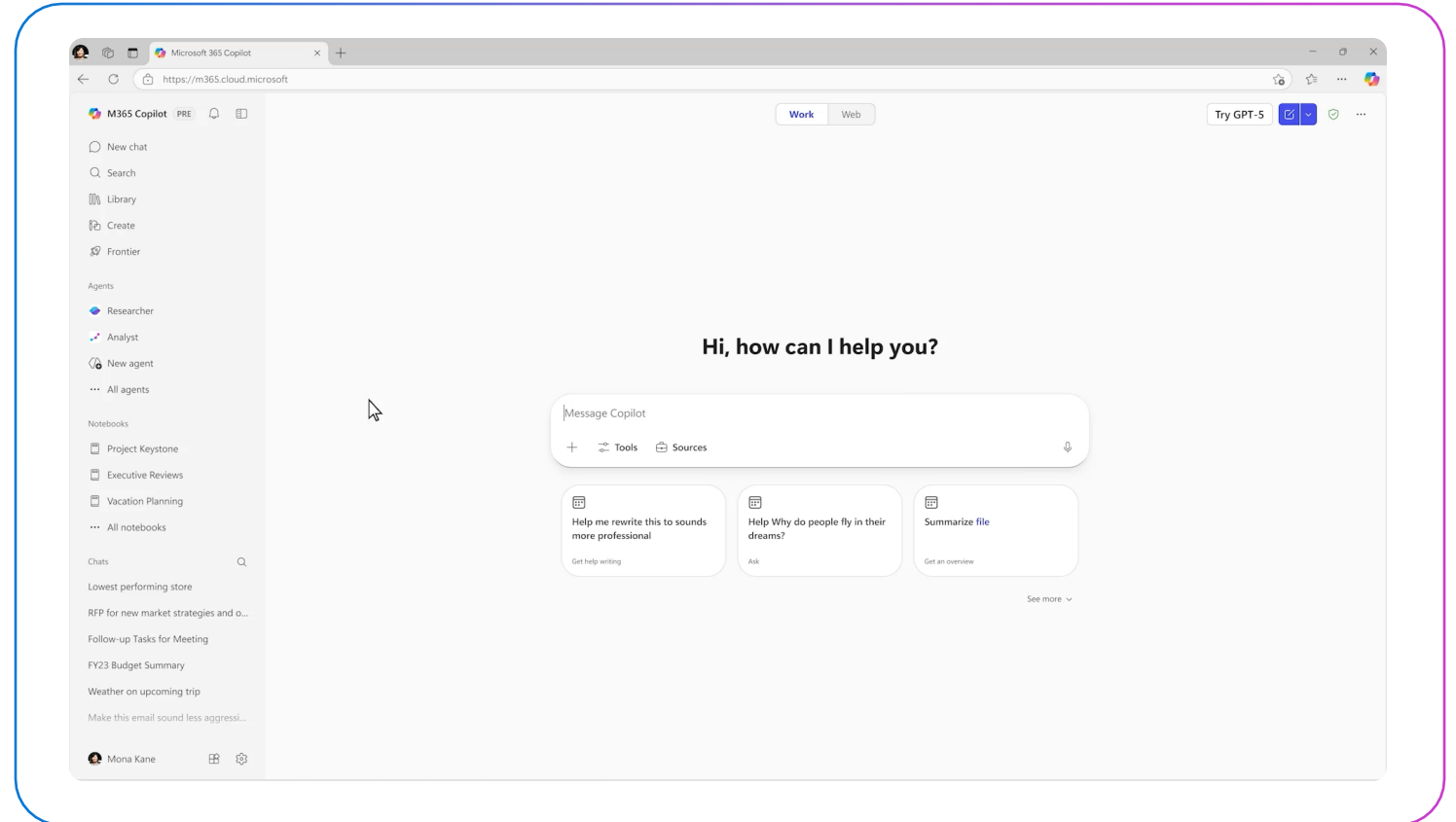
- Schedule meetings from start to finish in Copilot Chat — quickly find times that work, visualize how they fit into your schedule, create agendas, reserve rooms, and send invites in one flow.
- Move from draft to sent email in Copilot Chat, using Copilot to help you write, edit, and finalize messages—without needing to switch apps.



Scheduling from chat is generally available now in English across all M365 Copilot and Outlook endpoints
Emailing from chat is rollout to Frontier begins March 9 for M365 Copilot for web and desktop

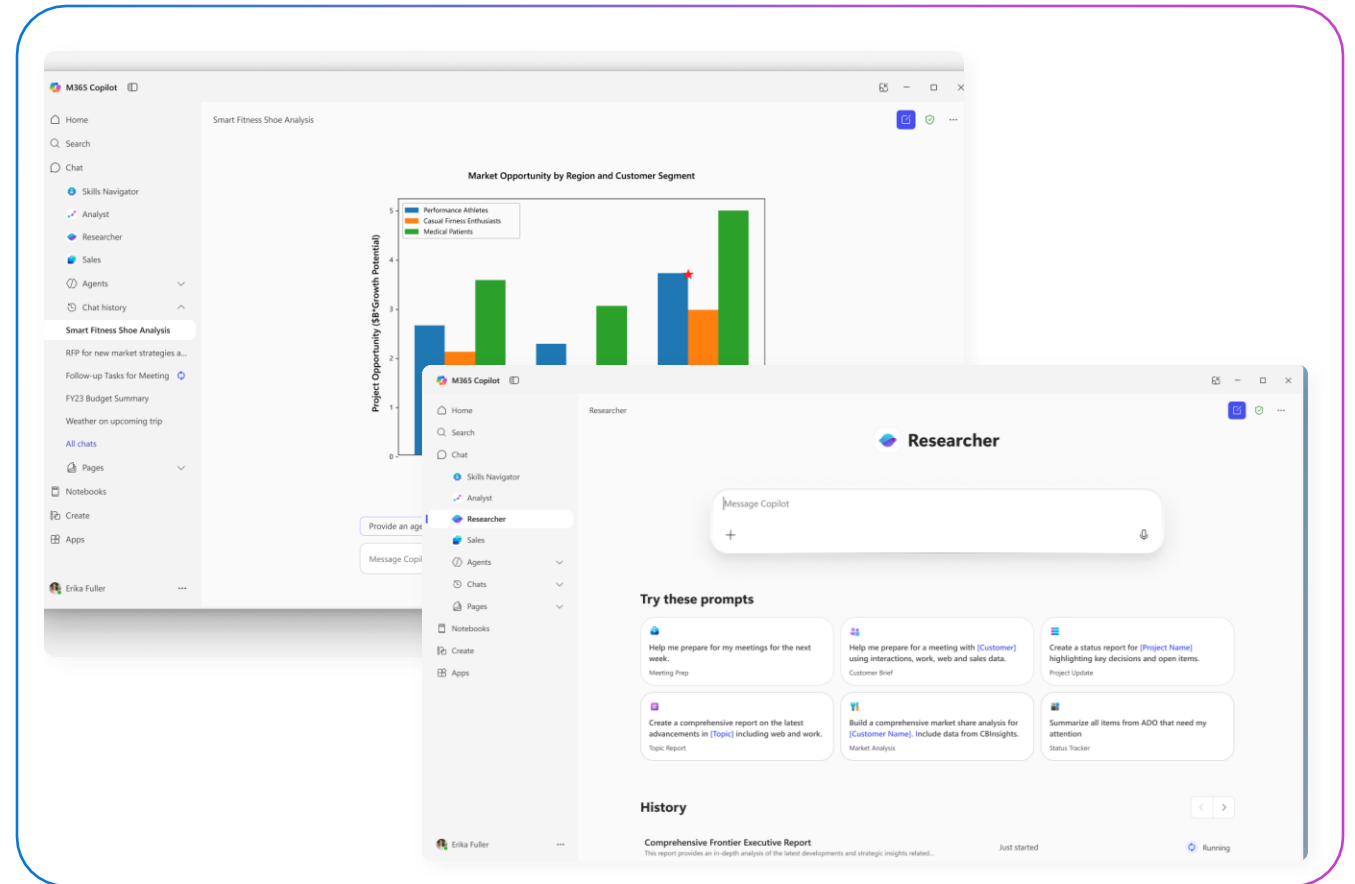
Word, Excel, and PowerPoint Agents

- Turns ideas into polished documents, spreadsheets, and presentations directly in chat.
- Reasons over content with both Work IQ and web sources to research, analyze and create high-quality outputs.
- Works to clarify your request through targeted questions about focus, structure and files.
- Refine results in Chat or open in the Word, Excel, or PowerPoint apps to edit and collaborate further.



Researcher and Analyst Agents

- Researcher provides well-reasoned responses to complex prompts using Work IQ with the most advanced deep reasoning models from OpenAI or Anthropic.
- Analyst uses deep reasoning along with Python code to progress through problems iteratively, taking as many steps as necessary to provide a high-quality answer using a version of OpenAI reasoning models optimized by Microsoft for data analysis.
- Computer Use in Researcher enables deeper insights and smarter reports by securely acting on your behalf in real-world scenarios.



Generally Available

Note: Anthropic models deployed in Microsoft offerings are currently excluded from the EU Data Boundary, and when applicable, in-country processing commitments.