



**Microsoft 365**  
COMMUNITY CONFERENCE

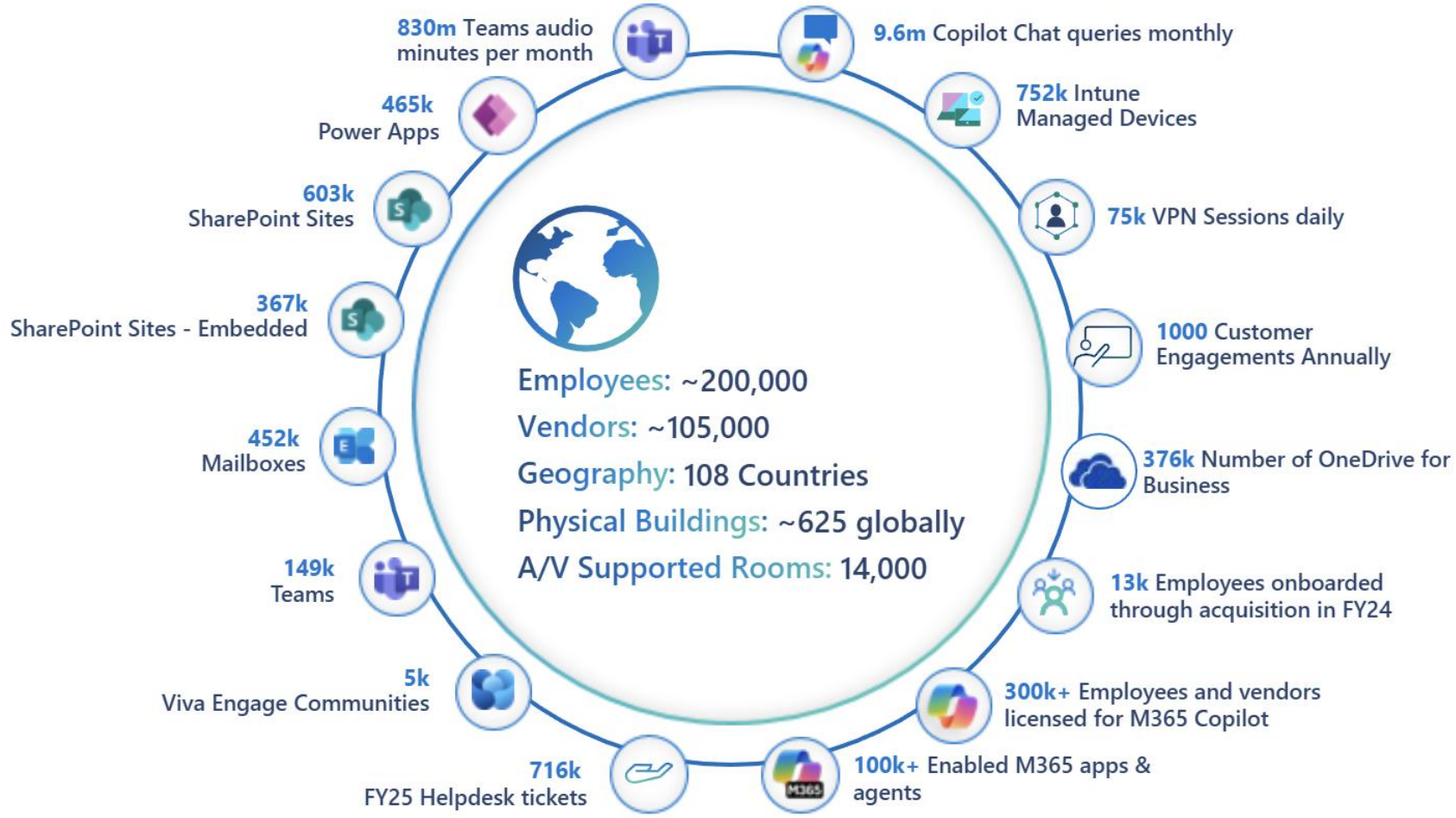
# Inside Track: Accelerating AI Adoption with Copilot Controls

Amy Ceurvorst and Reshma Kapoor

# Agenda

- The Microsoft Copilot deployment approach
- Copilot management: What's new in the Microsoft 365 Admin Center

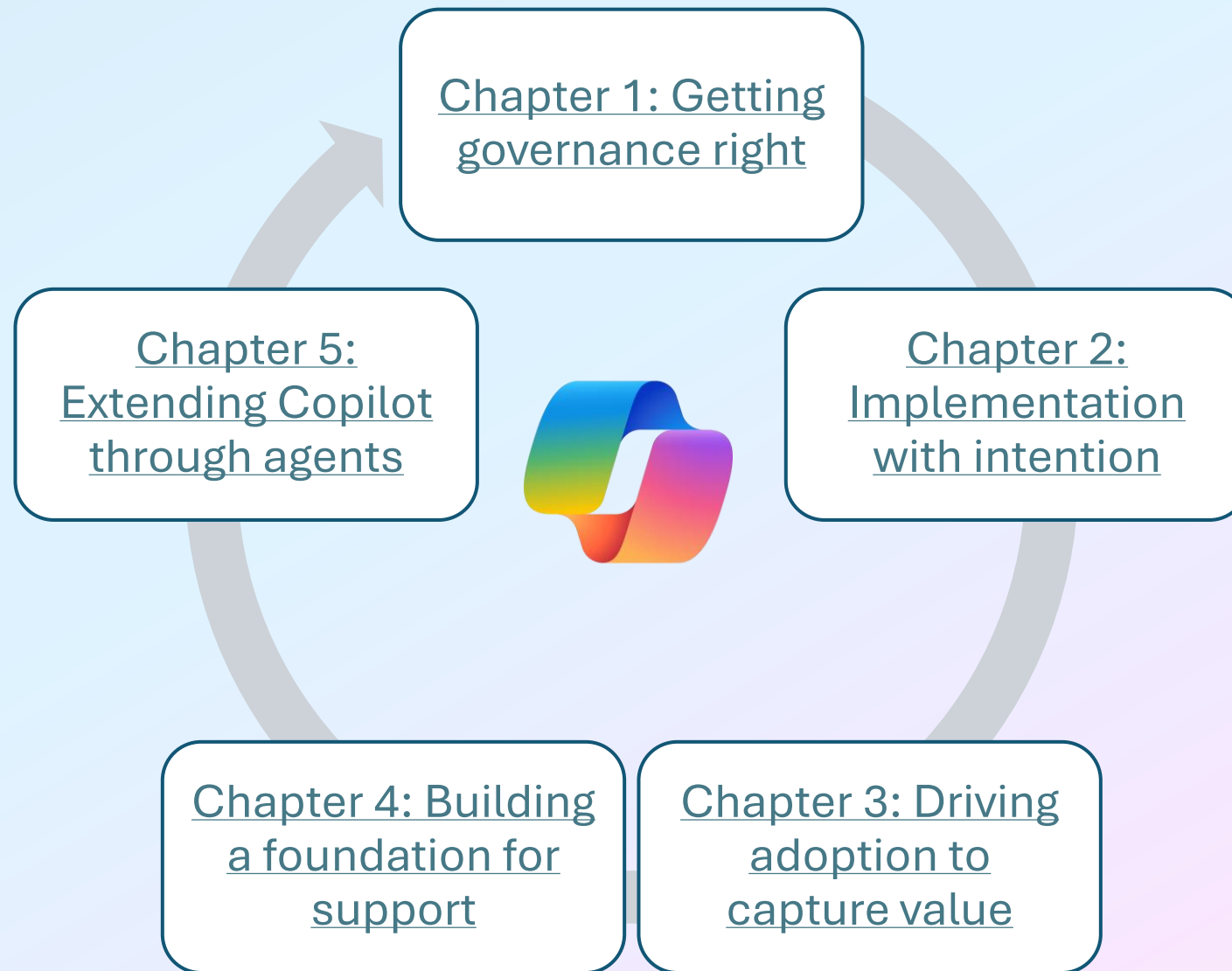
# Microsoft Digital Global Landscape



**Amy Ceurvorst**

Director of Business Programs  
MS Digital

# Deploying Microsoft 365 Copilot in five chapters



# Chapter 1: Getting Governance Right

## Protect Sensitive Info with Labels

### Intuitive labels

- Cultural awareness is as important as policy enforcement.
- Labels must mean what they say



#### Highly confidential

The most critical data for Microsoft. Share it only with named recipients.



#### Confidential

Sensitive business data crucial to achieving our goals. Limited distribution.



#### General

Business data that is not meant for public consumption, such as daily work product. Data that can be shared internally throughout our organization.



#### Public

Public data is unrestricted data meant for public consumption, like publicly released source code and announced financials. Share it freely.

# Chapter 2: Implementation with Intention

Scaling out your licenses

0

Phase Zero

Early Validation

1

Phase One

Business Scenarios

2

Phase Two

Readiness &  
Governance

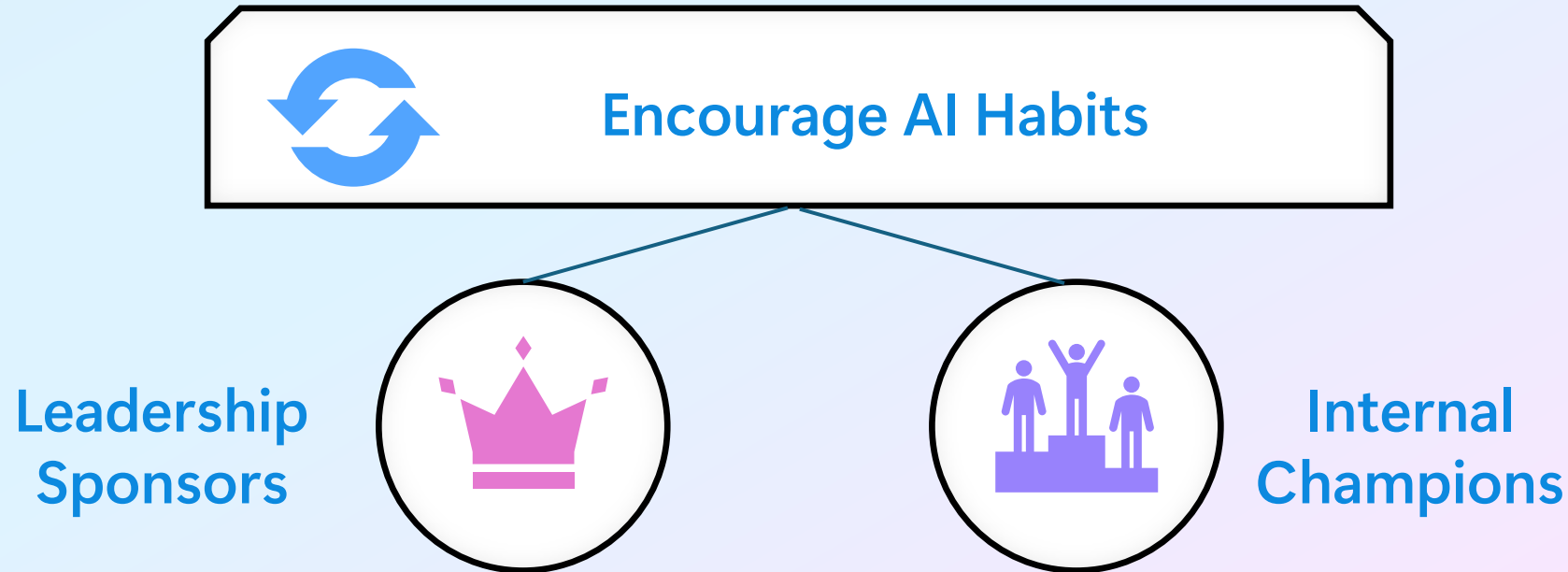
3

Phase Three

Full Organization  
Access

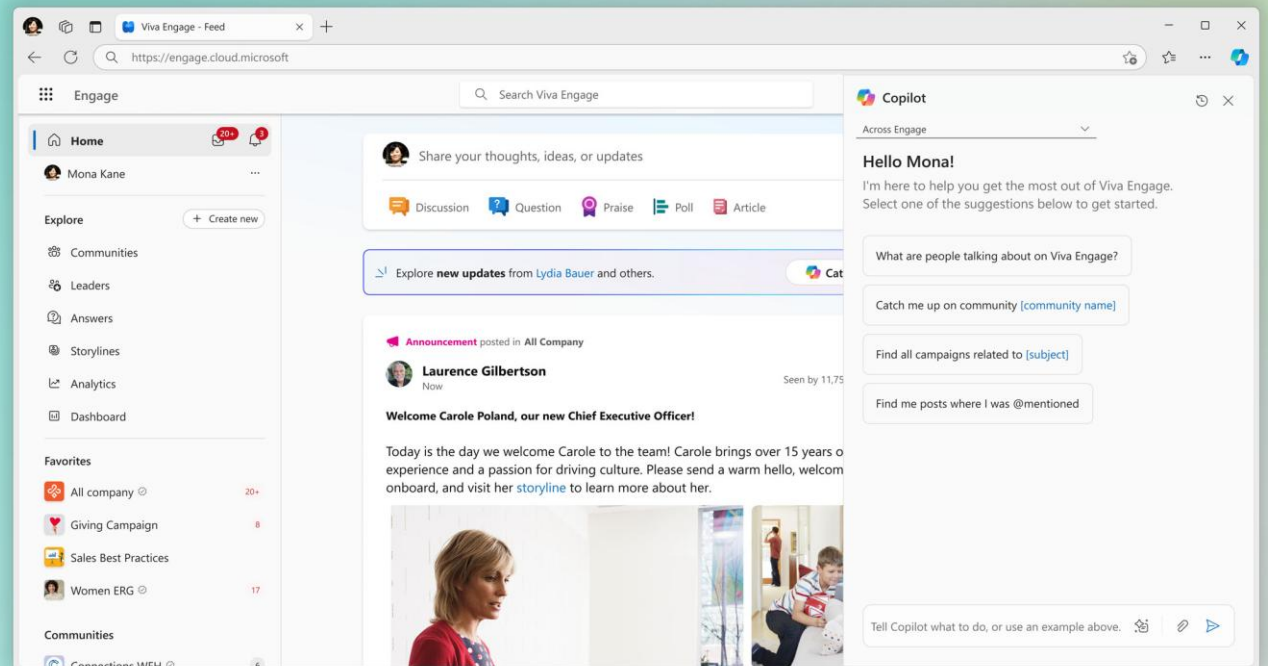
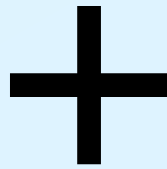
# Chapter 3: Driving Adoption to Capture Value

Change Management - Comms and Readiness



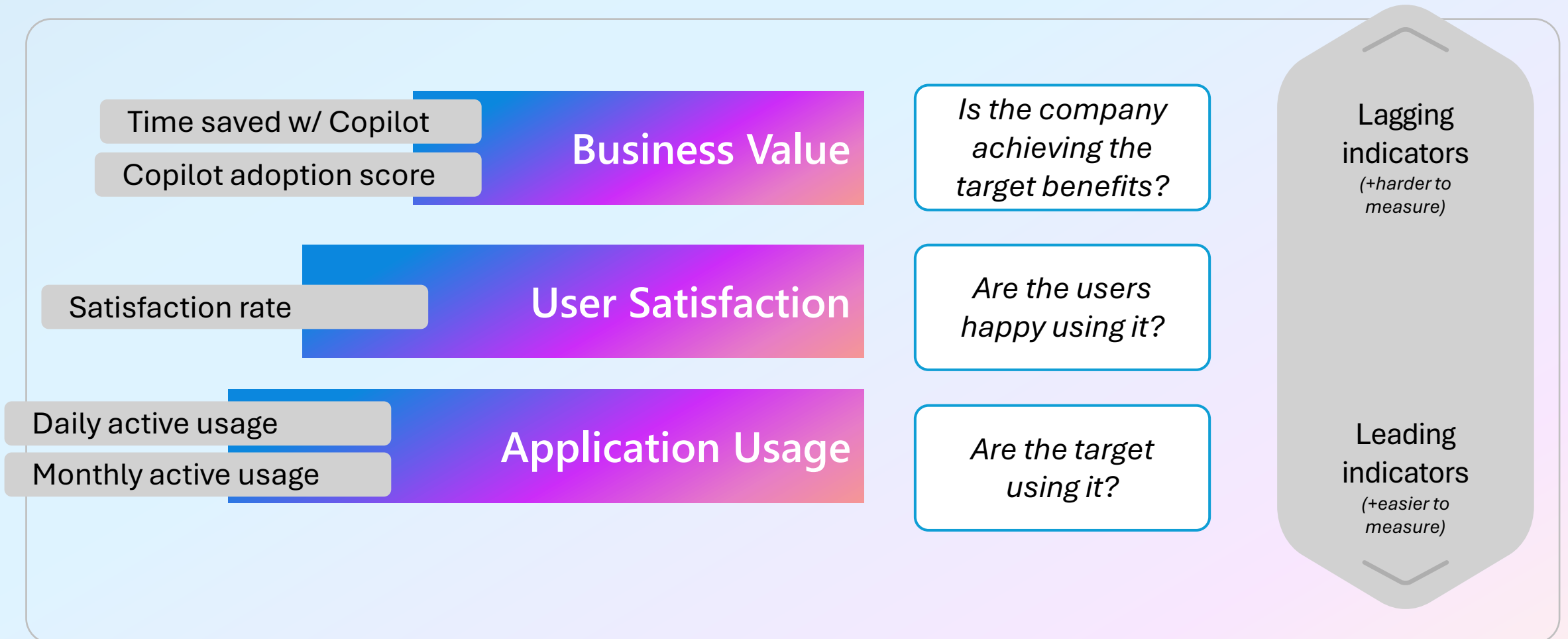
# Chapter 3: Driving Adoption to Capture Value

## Copilot in Viva Engage



# Chapter 3: Driving Adoption to Capture Value

## Measure Success



# Chapter 4: Building a Foundation for Support

## Tiered Training Programs



On-Demand  
Resources




Scheduled  
Workshops



Train-the-Trainer  
Models

# Chapter 5: Extending Copilot through Agents

## Personalized AI



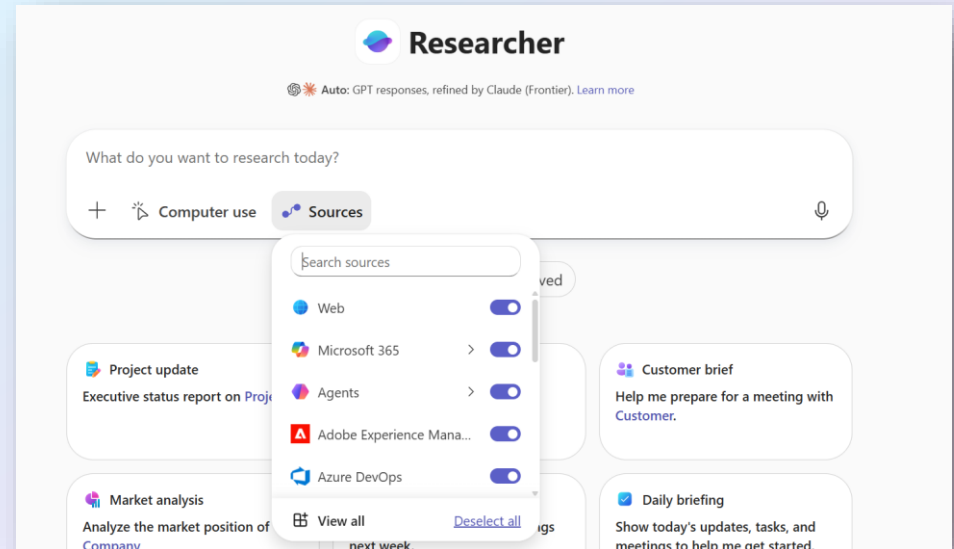
**Prompt Coach**  
by Microsoft Corporation

Microsoft 365 Copilot Office app Teams

★ 4.2 (19 ratings)

Pricing Free [Get it now](#) [Save to my list](#)

1 Start with Prompt Coach Agent



**Researcher**  
Auto: GPT responses, refined by Claude (Frontier). [Learn more](#)

What do you want to research today?

+ Computer use Sources

Search sources

- Web
- Microsoft 365
- Agents
- Adobe Experience Mana...
- Azure DevOps
- View all
- Deselect all

Project update  
Executive status report on Proj...

Market analysis  
Analyze the market position of Company next week.

Customer brief  
Help me prepare for a meeting with Customer.

Daily briefing  
Show today's updates, tasks, and meetings to help me get started.

2 Enable Connectors with Researcher



**Reshma Kapoor**

Microsoft 365 Admin  
Center  
[/reshmakapoor](#)

## Copilot management: What's new in the Microsoft 365 Admin Center

- At-a-glance centralized views into Copilot for your organization
- Optimize for success with Copilot controls
- License Insights and Management

# Copilot Management– addressing top issues



## Security & Governance

### Customer Problem

*Need safety of sensitive data and struggle to identify gaps in the measures they have implemented*

### Solution

#### Copilot Security

- Visibility into security posture
- Apply data leak prevention policies
- Review sensitivity labels and compliance recommendations



## Management Controls

### Customer Problem

*Need for comprehensive and contextual guidance for efficient Copilot deployment decisions*

### Solution

#### Copilot Overview

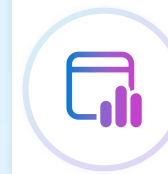
- Unified dashboard with metrics
- Contextual actionable insights
- Optimized for managing change and cost

#### Copilot Settings

- Configuration optimization experiences
- New settings to manage expanded Copilot capabilities
- Greater flexibility with additional AI models available

#### AI experiences

- Enable critical admin workflows



## Measurement & Reporting

### Customer Problem

*Need to track Copilot adoption and impact metrics inline with deployment decisions*

### Solution

#### Copilot Usage

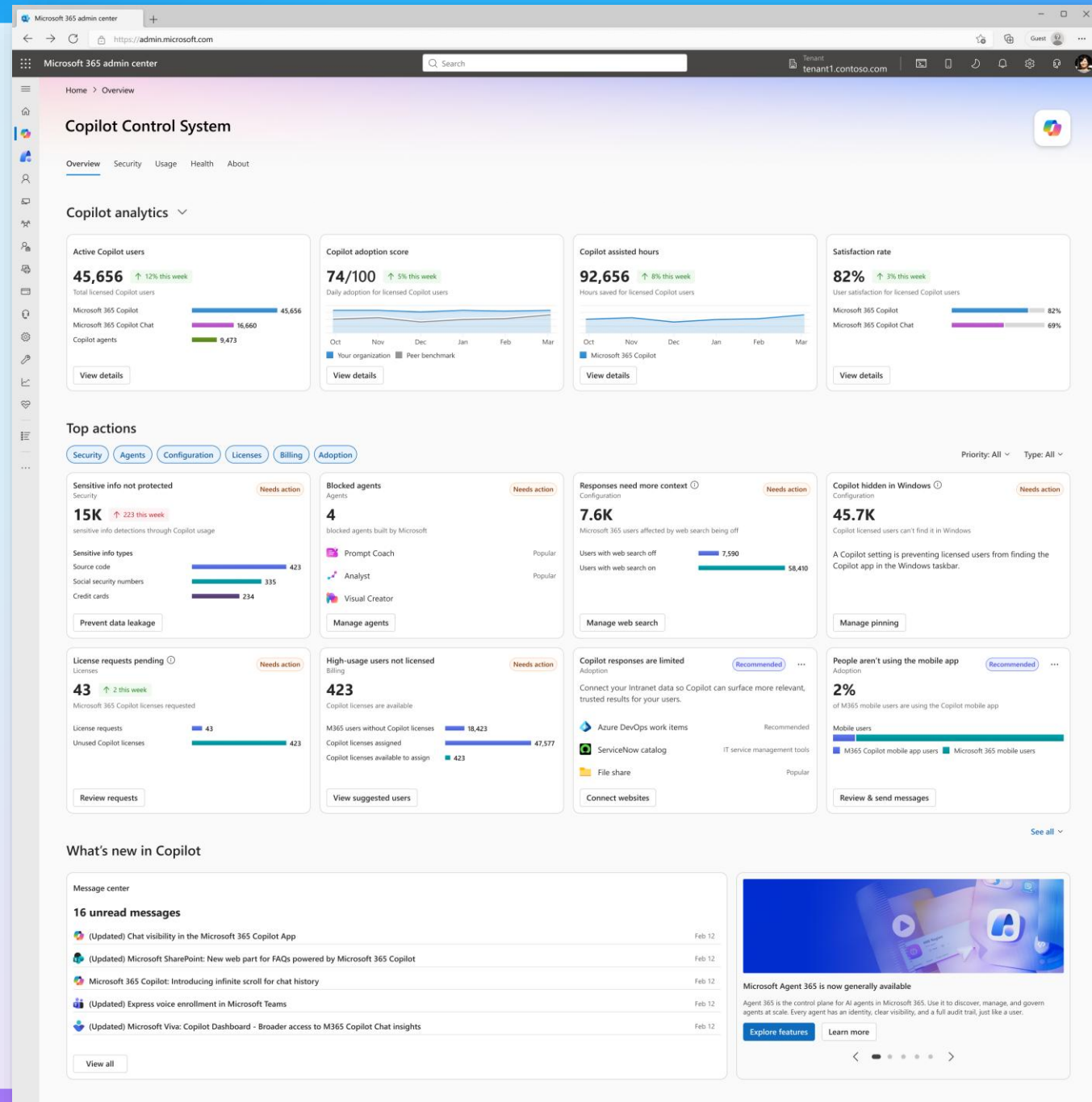
- Visibility into adoption, credit consumption and impact metrics for more Copilot features
- Connecting contextual usage insights in workflows

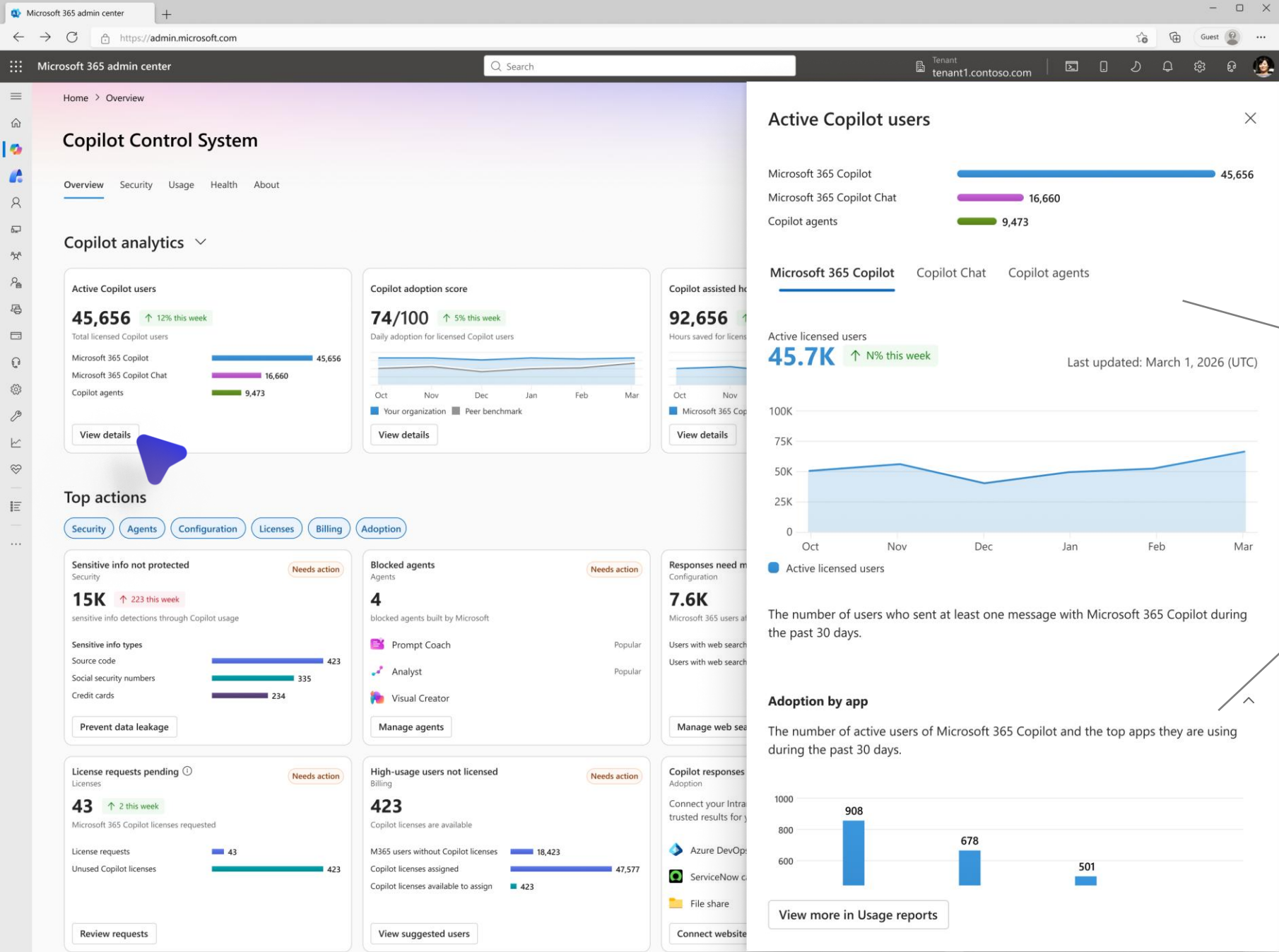
#### Copilot Dashboard in Viva Insights

- Analyze adoption and impact metrics by org metadata for more Copilot features

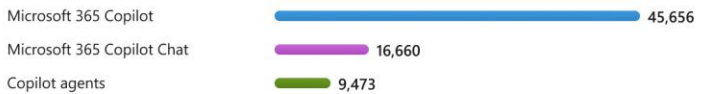
# Copilot Overview: See It All, Act on What Matters

- ✓ Essential KPIs spanning usage, adoption, ROI, and satisfaction
- ✓ A prioritized, action-oriented view of what matters most
- ✓ Actions informed by usage, configuration, security, adoption, licensing, and more
- ✓ Change-management guidance and supporting resources highlighted





### Active Copilot users



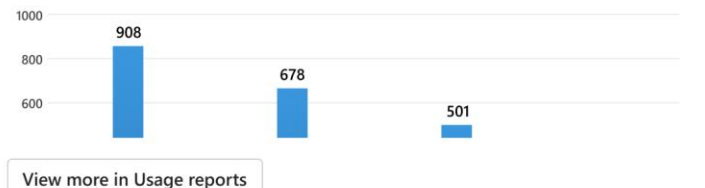
### Microsoft 365 Copilot Copilot Chat Copilot agents



The number of users who sent at least one message with Microsoft 365 Copilot during the past 30 days.

### Adoption by app

The number of active users of Microsoft 365 Copilot and the top apps they are using during the past 30 days.



Analysis of licensed and unlicensed Copilot usage, including time trends and application-specific breakdowns.

Microsoft 365 admin center

Home > Overview

## Copilot Control System

Overview Security Usage Health About

### Copilot analytics

**Active Copilot users**

**45,656** ↑ 12% this week

Total licensed Copilot users

Microsoft 365 Copilot	45,656
Microsoft 365 Copilot Chat	16,660
Copilot agents	9,473

[View details](#)

**Copilot adoption score**

**74/100** ↑ 5% this week

Daily adoption for licensed Copilot users

Oct Nov Dec Jan Feb Mar

■ Your organization ■ Peer benchmark

[View details](#)

**Copilot assisted**

**92,656**

Hours saved for licensed Copilot users

Oct Nov

■ Microsoft 365 Copilot

[View details](#)

### Top actions

Security Agents Configuration Licenses Billing Adoption

**Sensitive info not protected** Needs action

Security

**15K** ↑ 223 this week

sensitive info detections through Copilot usage

Sensitive info types

Source code	423
Social security numbers	335
Credit cards	234

[Prevent data leakage](#)

**Blocked agents** Needs action

Agents

**4**

blocked agents built by Microsoft

- Prompt Coach Popular
- Analyst Popular
- Visual Creator

[Manage agents](#)

**Responses need Configuration**

**7.6K**

Microsoft 365 users

Users with web search  
Users with web search

[Manage web search](#)

**License requests pending** Needs action

Licenses

**43** ↑ 2 this week

Microsoft 365 Copilot licenses requested

License requests	43
Unused Copilot licenses	423

[Review requests](#)

**High-usage users not licensed** Needs action

Billing

**423**

Copilot licenses are available

M365 users without Copilot licenses	18,423
Copilot licenses assigned	47,577
Copilot licenses available to assign	423

[View suggested users](#)

**Copilot responses**

Adoption

Connect your InTune results for

- Azure DevOps
- ServiceNow
- File share
- Connect web search

## AI adoption score

Adoption score  
**74/100** ↑ 5% this week  
Last updated: March 1, 2026 (UTC)  
68/100 Peer benchmark ⓘ

Oct Nov Dec Jan Feb Mar

■ Your organization ■ Peer benchmark

The AI adoption score represents the extent to which users in your organization have made Microsoft 365 Copilot a daily habit.

### How your score is calculated

To get a score of 100, all users with a Copilot license in your org must have used Copilot for an average of at least 3 days per week over the past 4 weeks. [Learn more about how your score is calculated](#)

### Most used features

The AI adoption score is driven by how frequently people in your organization are using Microsoft 365 Copilot features. The more people using Copilot features daily, the higher the overall score.

Summarized chats and channel conversations in Microsoft Teams	2240/2800
Summarized documents in Word	1950/2800

[View more in AI adoption score](#)

Microsoft 365 admin center

Home > Overview

## Copilot Control System

Overview Security Usage Health About

### Copilot analytics

**Active Copilot users**

**45,656** ↑ 12% this week

Total licensed Copilot users

Microsoft 365 Copilot	45,656
Microsoft 365 Copilot Chat	16,660
Copilot agents	9,473

[View details](#)

**Copilot adoption score**

**74/100** ↑ 5% this week

Daily adoption for licensed Copilot users

[View details](#)

**Copilot assisted**

**92,656**

Hours saved for licensed Copilot users

[View details](#)

### Top actions

Security Agents Configuration Licenses Billing Adoption

**Sensitive info not protected** Needs action

**15K** ↑ 223 this week

sensitive info detections through Copilot usage

Source code	423
Social security numbers	335
Credit cards	234

[Prevent data leakage](#)

**Blocked agents** Needs action

**4** blocked agents built by Microsoft

- Prompt Coach Popular
- Analyst Popular
- Visual Creator

[Manage agents](#)

**Responses need Configuration**

**7.6K** Microsoft 365 users

Users with web search...  
Users with web search...

[Manage web search](#)

**License requests pending** Needs action

**43** ↑ 2 this week

Microsoft 365 Copilot licenses requested

License requests	43
Unused Copilot licenses	423

[Review requests](#)

**High-usage users not licensed** Needs action

**423**

Copilot licenses are available

M365 users without Copilot licenses	18,423
Copilot licenses assigned	47,577
Copilot licenses available to assign	423

[View suggested users](#)

**Copilot responses** Adoption

Connect your Intune trusted results for Copilot

- Azure DevOps
- ServiceNow
- File share

[Connect web search](#)

### Copilot satisfaction rate

Microsoft 365 Copilot **82%**

Microsoft 365 Copilot Chat **69%**

Microsoft 365 Copilot Copilot Chat

Satisfaction rate **82%** ↑ 3% this week

Last updated: March 1, 2026 (UTC)

**Microsoft 365 Copilot**

The number of users who provided positive feedback with Microsoft 365 Copilot during the past 30 days.

### Thumbs up by app

[View more in Product feedback](#)

Insights on Satisfaction (Thumbs Up) for both licensed and unlicensed Copilot, including time trends and breakdowns by application.

## Copilot Overview: Top Actions

**Tailored to you** Actions surfaced based on your role, access, and tenant state

**Sorted by urgency** Prioritized so the top risks and opportunities surface first

**Act in context** Take action directly from the card — no context-switching

**Data-driven, peer-informed** Benchmark recommendations powered by your tenant data and peer insights

Microsoft 365 admin center

Home > Overview

### Copilot Control System

Overview Security Usage Health About

#### Top actions

Security Agents Configuration Licenses Billing Adoption Priority: All Type: All

**Sensitive info not protected** Needs action  
15K ↑ 223 this week  
sensitive info detections through Copilot usage

Sensitive info types

Source code	423
Social security numbers	335
Credit cards	234

Prevent data leakage

**Blocked agents** Needs action  
4 blocked agents built by Microsoft

Prompt Coach Popular  
Analyst Popular  
Visual Creator

Manage agents

**Responses need more context** Needs action  
7.6K  
Microsoft 365 users affected by web search being off

Users with web search off 7,590  
Users with web search on 58,410

Manage web search

**Copilot hidden in Windows** Needs action  
45.7K  
Copilot licensed users can't find it in Windows

A Copilot setting is preventing licensed users from finding the Copilot app in the Windows taskbar.

Manage pinning

**License requests pending** Needs action  
43 ↑ 2 this week  
Microsoft 365 Copilot licenses requested

License requests 43  
Unused Copilot licenses 423

Review requests

**High-usage users not licensed** Needs action  
423  
Copilot licenses are available

M365 users without Copilot licenses 18,423  
Copilot licenses assigned 47,577  
Copilot licenses available to assign 423

View suggested users

**Copilot responses are limited** Recommended  
Adoption  
Connect your Intranet data so Copilot can surface more relevant, trusted results for your users.

Azure DevOps work items Recommended  
ServiceNow catalog IT service management tools  
File share Popular

Connect websites

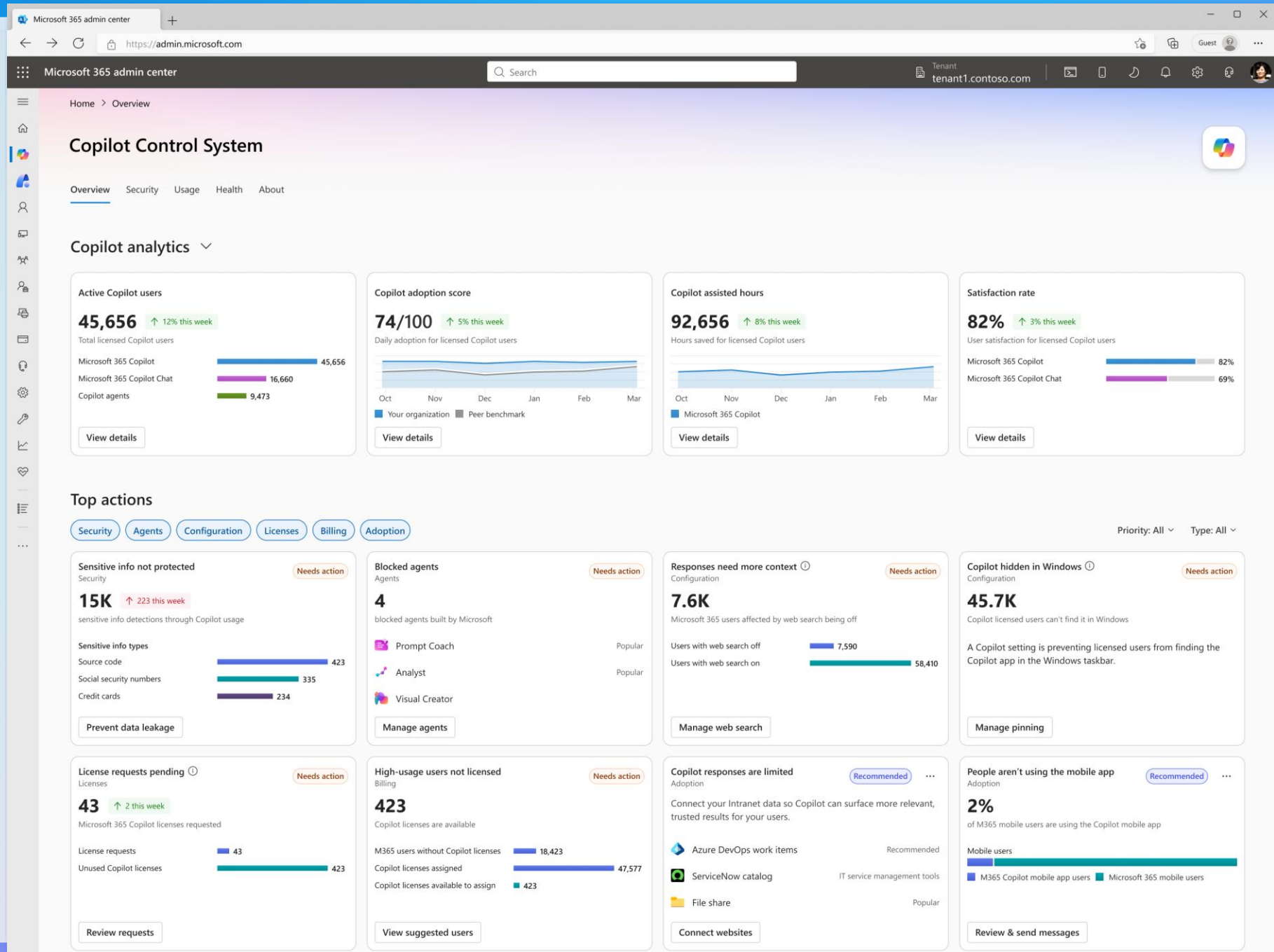
**People aren't using the mobile app** Recommended  
Adoption  
2% of M365 mobile users are using the Copilot mobile app

Mobile users  
M365 Copilot mobile app users  
Microsoft 365 mobile users

Review & send messages

Microsoft Confidential

- Deep dive into each signal
- Monitor and understand security and governance for copilot
- Understand deep usage analytics with the new usage pivot



# Security and data governance insights and control

Microsoft 365 admin center | Tenant: tenant1.contoso.com

## Copilot Control System

Overview | **Security** | Usage | Health | About

Copilot already includes built-in security controls powered by Microsoft Purview. Use this dashboard to get additional insights and controls to further protect your data.

[Learn about data protection in Copilot](#) | [Protected by Microsoft Purview](#)

### Prevent data leaks

#### Default protections in place

- Policy running: Protect sensitive Microsoft 365 Copilot interactions
  - All Copilot interactions are scanned for sensitive info.
  - Sensitive info monitored for all users.

**Policy is monitoring only**

#### Prevent data leakage in Copilot interactions

We've detected the following sensitive info types in your org. Turn on a policy to prevent sensitive info from being used in Copilot.

Top sensitive info types found in interactions 240

- Source code
- Social Security numbers
- Credit cards
- ABA routing numbers
- User login credentials

[View all](#)

Current status

- Prompts with sensitive info types: **15K**
- Total prompts: **48K**

[Manage policy](#)

### Manage data oversharing

#### Default protections in place

- Copilot honors sensitivity labels and permissions for files, preventing potential oversharing.
- Specific SharePoint sites can be prevented from being used in Copilot.

**Not started**

#### Reduce oversharing risks

Apply sensitivity labels and tighten permissions to limit access to sensitive files and sites in Copilot.

What we found

Sensitive info prevented from oversharing

- Files referenced with labeling protection: **0/84K**
- Files referenced with limited permissions

ABA routing numbers | User login credentials | [View all](#)

[Manage policy](#)

### Manage data oversharing

**Default protections in place**

- Copilot honors sensitivity labels and permissions for files, preventing potential oversharing.
- Specific SharePoint sites can be prevented from being used in Copilot.

**Not started**

#### Reduce oversharing risks

Apply sensitivity labels and tighten permissions to limit access to sensitive files and sites in Copilot.

What we found

SharePoint sites referenced	Files referenced
<b>521</b>	<b>84K</b>

[Improve permissions](#)

Sensitive info prevented from oversharing

- Files referenced with labeling protection: **0/84K**
- Files referenced with limited permissions: **0/48K**

Discover data oversharing insights through labels

### Strengthen data compliance

**Default protections in place**

- Copilot is checked against Microsoft recommended AI compliance standards.
- Essential actions are enforced to keep Copilot interactions secure.
- Compliance scores are monitored in real time and logged in audit-ready reports for continuous tracking.

**In progress**

#### Enhance compliance for Copilot interactions

Complete the suggested actions to meet Microsoft recommended AI compliance standards and keep Copilot interactions secure.

Completed by Microsoft	Completed by your organization
<b>157</b>	<b>0/135</b>

[View details](#)

Breakdown of recommended actions

Action	Progress
Protect Copilot when it is deployed	30 / 65
Manage, govern, and ensure transparency on data	47 / 87
Proactively identify, manage, and reduce risks	80 / 150

Legend: ■ Completed by Microsoft ■ Completed by your organization ■ Remaining

Home > Overview

# Copilot Control System

Overview Security Usage Health About

Copilot already includes built-in security controls powered by Microsoft Purview. Use this dashboard to get additional insights and controls to further protect your data.

[Learn about data protection in Copilot](#) [Protected by Microsoft Purview](#)

## Prevent data leaks

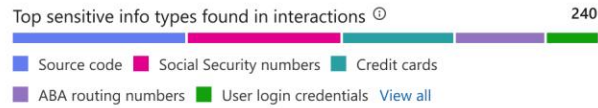
### Default protections in place

- ✔ Policy running: Protect sensitive Microsoft 365 Copilot interactions
  - ✔ All Copilot interactions are scanned for sensitive info.
  - ✔ Sensitive info monitored for all users.

Policy is monitoring only

### Prevent data leakage in Copilot interactions

We've detected the following sensitive info types in your org. Turn on a policy to prevent sensitive info from being used in Copilot.



Current status

Prompts with sensitive info types  
**15K**

Total prompts  
**48K**

Manage policy

## Manage data oversharing

### Default protections in place

- ✔ Copilot honors sensitivity labels and permissions for files, preventing potential oversharing.
- ✔ Specific SharePoint sites can be prevented from being used in Copilot.

Not started

### Reduce oversharing risks

Apply sensitivity labels and tighten permissions to limit access to sensitive files and sites in Copilot.

Sensitive info prevented from oversharing

Files referenced with labeling protection  
**0/84K**

What we found

Files referenced with limited permissions

# Copilot Control System

Overview | **Security** | Usage | Health | About

Copilot already includes built-in security controls powered by Microsoft Purview. Use this dashboard to get additional insights and controls to further protect your data.

[Learn about data protection in Copilot](#) | Protected by Microsoft Purview

## Prevent data leaks

### Default protections in place

- ✔ Policy running: Protect sensitive Microsoft 365 Copilot interactions
  - ✔ All Copilot interactions are scanned for sensitive info.
  - ✔ Sensitive info monitored for all users.

### Policy is monitoring only

#### Prevent data leakage in Copilot interactions

We've detected the following sensitive info types in your org. Turn on policy to prevent sensitive info from being used in Copilot.

Top sensitive info types found in interactions

- Source code
- Social Security numbers
- Credit cards
- ABA routing numbers
- User login credentials

[View all](#)

[Manage policy](#)

## Manage data oversharing

### Default protections in place

- ✔ Copilot honors sensitivity labels and permissions for files, preventing potential oversharing.
- ✔ Specific SharePoint sites can be prevented from being used in Copilot.

### Not started

#### Reduce oversharing risks

Apply sensitivity labels and tighten permissions to limit access to sensitive files and sites in Copilot.

What we found

## Prevent data leakage in Copilot interactions

Turn on a policy to prevent Copilot from processing prompts that include sensitive info. [Learn more about Microsoft Purview Data Loss Prevention policies](#)

**Policy name**  
Protect sensitive Microsoft 365 Copilot interactions

**Sensitive info types**  
100 sensitive info types selected  
[View sensitive info types](#)

Top sensitive info types found in interactions 240

- Source code
- Social Security numbers
- Credit cards
- ABA routing numbers
- User login credentials

[View all](#)

**Users and groups**  
30 users selected  
0 groups selected  
[Select users and groups](#)

**Locations**  
Microsoft 365 Copilot  
Copilot chat

**Actions**  
✔ Prevent Copilot from processing user prompts that include sensitive info

**What to expect**

- When a policy is turned on, it takes up to 24 hours for the policy to go into effect.
- The policy can be customized further with Microsoft Purview Data Loss Prevention.

[Turn on policy](#) [Cancel](#)

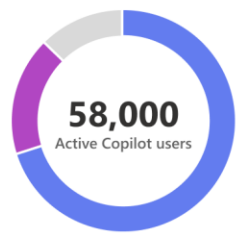
- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health
- Show all

Home > Overview

# Copilot Control System

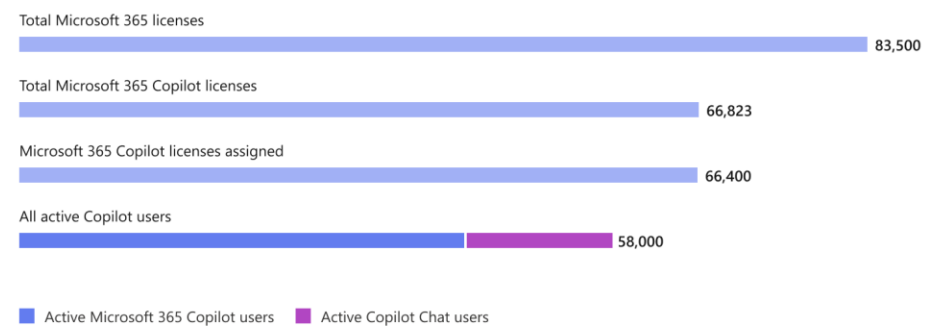
Overview Security Usage Health About

## Copilot adoption summary



- Active Microsoft 365 Copilot users
- Active Copilot Chat users
- Microsoft 365 users not using Copilot

## Copilot adoption breakdown



## Detailed adoption

Usage over the last 30 days

### Copilot Chat usage (unlicensed)

Active users: **11,500**  
 Avg daily active users: **8,050**

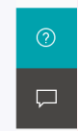
Copilot Chat is the secure and compliant generative AI chat experience that's already available to everyone in your organization — even for users



### Microsoft 365 Copilot usage (licensed)

Enabled users: **66,400**  
 Active users: **46,500**

Microsoft 365 Copilot is embedded in the apps you already use every day, connected to your work data, and backed with enterprise-grade



- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health

### Copilot Chat usage (unlicensed)

Active users: **11,500** | Avg daily active users: **8,050**

Copilot Chat is the secure and compliant generative AI chat experience that's already available to everyone in your organization — even for users without a Microsoft 365 Copilot license.

Active users over time (Last updated: 11/17/25)

View more

### Microsoft 365 Copilot usage (licensed)

Enabled users: **66,400** | Active users: **46,500**

Microsoft 365 Copilot is embedded in the apps you already use every day, connected to your work data, and backed with enterprise-grade security, privacy, and compliance.

Active users over time (Last updated: 11/17/25)

View more

### Agent usage

Active agents: **18,653** | Active users: **58,293**

Agents allow your employees to delegate time-intensive tasks so they can reallocate time doing more productive work.

Active agents over time (Last updated: 11/17/25)

View more

### Copilot search usage

Active users: **16,737** | Total searches: **65,829**

Copilot app helps employees be more productive by providing a single place to access Copilot search, chat, agents, and more.

Searches over time (Last updated: 11/17/25)

View more

### Credit usage

Credits used: **126K**

Copilot credits help you manage metered consumption costs for Microsoft 365 Copilot Chat. This gives you visibility into credits used associated with your Microsoft 365 Copilot pay-as-you-go billing policies.

Credits used over time (Last updated: 11/17/25)

View more

### Copilot assisted hours

**744K**

#### Understand the impact of Copilot usage in your organization

Explore analytics about how Copilot is adding value for your organization.

View Copilot dashboard

Powered by Viva Insights

# Copilot Controls: What's new?



## Optimize

### New Optimize pivot

- Highlights key configurations that drive AI success
- Status + impact in one view
- Tenant signals enhanced with peer comparisons



## Control

### New controls in Copilot settings

- AI models
- Media generation
- Product integrations



## View

### Enhanced view for all Copilot settings

- Filtering
- Improved discoverability
- Recent pivots

- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health
- Show all

## Copilot settings

Optimize View all

To help everyone have a secure, compliant, and seamless experience, we recommend that you adopt Microsoft's recommended deployment guidance for organizations like yours. [Learn more about Microsoft's recommended deployment](#)



Required: 4 | Recommended: 1 | Optional: 0

Name	Status	Impact
<b>Deployment essentials</b>		
Get users on a supported update channel	Action required	Users not on supported channels: 50%
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Assign the AI Administrator role	Completed	Admin assigned
Allow Copilot access for your users	Completed	On for everyone
<b>Data security</b>		
Prevent data leakage in Copilot interactions	Action required	Enforcing for 1% of people
Prevent SharePoint content from being overshared	Action required	Files protected : 0%
Enhance data compliance for Copilot interactions	Action recommended	Actions completed : 55%
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Pin Copilot in the Microsoft 365 apps	Action required	Off for everyone
Allow access to agents deployed to Microsoft 365	Completed	On for everyone
Turn on multimodal input and output for Copilot	Completed	On for everyone

Outcome based groupings

Status and Impact (for your org)

Recommended next steps—tailored to your tenant

- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health

Copilot Chat.

Review

compliance standards. To review and update data security controls, go to the Security tab in Copilot Hub.

Manage

scenarios.

Manage

Required **1** Recommended **2**

Name	Status	Scope
<b>Deployment essentials</b>		
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Pre-requisite licenses assigned	Completed	Assigned for all
Assign someone the AI administrator role	Completed	Admins assigned: 1
Set up Copilot pay-as-you-go billing	Completed	Set up complete
Users on supported update channel	Completed	Current for everyone
Billing account set up	Completed	Set up complete
Allow the Copilot app for your end users	Completed	On for everyone
Set up OneDrive for your users	Completed	On for everyone
<b>Data security</b>		
Prevent SharePoint content from being overshared	Action required	Files protected: 0
Enhance data compliance for Copilot interactions	Action recommended	Actions completed: 35
Prevent data leakage in Copilot interactions	Completed	On for everyone
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Enable Copilot image generation	Action recommended	Off for everyone
Pin Copilot in the Microsoft 365 apps	Completed	On for everyone
Pin Microsoft 365 Copilot to the Windows taskbar	Completed	On for everyone
Enable intelligence in Teams meetings	Completed	On for everyone
Allow users to use agents deployed to Microsoft 365	Completed	On for everyone



- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health

Copilot Chat. Review | compliance standards. To review and update data security controls, go to the Security tab in Copilot Hub. Manage

Required: 1 | Recommended: 2

Name	Status	Scope
<b>Deployment essentials</b>		
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Pre-requisite licenses assigned	Completed	Assigned for all
Assign someone the AI administrator role	Completed	Admins assigned: 1
Set up Copilot pay-as-you-go billing	Completed	Set up complete
Users on supported update channel	Completed	Current for everyone
Billing account set up	Completed	Set up complete
Allow the Copilot app for your end users	Completed	On for everyone
Set up OneDrive for your users	Completed	On for everyone
<b>Data security</b>		
Prevent SharePoint content from being overshared	Action required	Files protected: 0
Enhance data compliance for Copilot interactions	Action recommended	Actions completed: 35
Prevent data leakage in Copilot interactions	Completed	On for everyone
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Enable Copilot image generation	Action recommended	Off for everyone
Pin Copilot in the Microsoft 365 apps	Completed	On for everyone
Pin Microsoft 365 Copilot to the Windows taskbar	Completed	On for everyone
Enable intelligence in Teams meetings	Completed	On for everyone
Allow users to use agents deployed to Microsoft 365	Completed	On for everyone

### Copilot image generation

**Action recommended**

With Copilot image generation, users can ask Copilot to create, design, and edit images to visualize ideas and enhance their projects.

If image generation is turned off, users lose a powerful way to visualize concepts, mock up designs, and enhance presentations. Copilot becomes less useful for creative and visual tasks.

[Learn more about this setting](#)

- Allow Copilot image generation (recommended)**  
Users can create images in Microsoft 365 apps and Desktop.
- Don't allow**  
Copilot will only provide stock or brand images when prompted.

#### Impact to your org

In the last 30 days, **160K prompts** from **22K users** asked Copilot to generate images but were unsuccessful.



#### Risks to consider

- With image generation off:
- Users lose a fast way to visualize ideas and iterate on designs
  - Copilot becomes less useful for creative workflows
  - Users might rely on slower or less secure external tools for image creation

Save

- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health
- Show all

Copilot Chat. Review

compliance standards. To review and update data security controls, go to the Security tab in Copilot Hub. Manage

Required **1** Recommended **2**

Name	Status	Scope
<b>Deployment essentials</b>		
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Pre-requisite licenses assigned	Completed	Assigned for all
Assign someone the AI administrator role	Completed	Admins assigned: 1
Set up Copilot pay-as-you-go billing	Completed	Set up complete
Users on supported update channel	Completed	Current for everyone
Billing account set up	Completed	Set up complete
Allow the Copilot app for your end users	Completed	On for everyone
Set up OneDrive for your users	Completed	On for everyone
<b>Data security</b>		
Prevent SharePoint content from being overshared	Action required	Files protected: 0
Enhance data compliance for Copilot interactions	Action recommended	Actions completed: 35
Prevent data leakage in Copilot interactions	Completed	On for everyone
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Enable Copilot image generation	Action recommended	Off for everyone
Pin Copilot in the Microsoft 365 apps	Completed	On for everyone
Pin Microsoft 365 Copilot to the Windows taskbar	Completed	On for everyone
Enable intelligence in Teams meetings	Completed	On for everyone
Allow users to use agents deployed to Microsoft 365	Completed	On for everyone

### Copilot image generation

Action recommended

With Copilot image generation, users can ask Copilot to create, design, and edit images to visualize ideas and enhance their projects.

If image generation is turned off, users lose a powerful way to visualize concepts, mock up designs, and enhance presentations. Copilot becomes less useful for creative and visual tasks.

[Learn more about this setting](#)

- Allow Copilot image generation (recommended)**  
Users can create images in Microsoft 365 apps and Designer.
- Don't allow**  
Copilot will only provide stock or brand images when prompted.

Save

- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health

Copilot Chat.

[Review](#)

compliance standards. To review and update data security controls, go to the Security tab in Copilot Hub.

[Manage](#)

Required **1** Recommended **1**

Name	Status	Scope
<b>Deployment essentials</b>		
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Pre-requisite licenses assigned	Completed	Assigned for all
Assign someone the AI administrator role	Completed	Admins assigned: 1
Set up Copilot pay-as-you-go billing	Completed	Set up complete
Users on supported update channel	Completed	Current for everyone
Billing account set up	Completed	Set up complete
Allow the Copilot app for your end users	Completed	On for everyone
Set up OneDrive for your users	Completed	On for everyone
<b>Data security</b>		
Prevent SharePoint content from being overshared	Action required	Files protected: 0
Enhance data compliance for Copilot interactions	Action recommended	Actions completed: 35
Prevent data leakage in Copilot interactions	Completed	On for everyone
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Enable Copilot image generation	Completed	On for everyone
Pin Copilot in the Microsoft 365 apps	Completed	On for everyone
Pin Microsoft 365 Copilot to the Windows taskbar	Completed	On for everyone
Enable intelligence in Teams meetings	Completed	On for everyone
Allow users to use agents deployed to Microsoft 365	Completed	On for everyone

### Copilot image generation

Completed

Changes saved

With Copilot image generation, users can ask Copilot to create, design, and edit images to visualize ideas and enhance their projects.

If image generation is turned off, users lose a powerful way to visualize concepts, mock up designs, and enhance presentations. Copilot becomes less useful for creative and visual tasks.

[Learn more about this setting](#)

- Allow Copilot image generation for all users (recommended)  
Users can create images in Microsoft 365 apps and Designer.
- Don't allow  
Copilot will only provide stock or brand images when prompted.

Save

- Home
- Copilot
- Overview
- Connectors
- Search
- Prompts
- Licensing
- Billing & usage
- Settings
- Agents
- Users
- Roles
- Billing
- Support
- Settings
- Reports
- Health

Copilot Chat.

Review

compliance standards. To review and update data security controls, go to the Security tab in Copilot Hub.

Manage

scenarios.

Review

Required **1** Recommended **1**

Name	Status	Scope
<b>Deployment essentials</b>		
Turn on web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Completed	On for everyone
Pre-requisite licenses assigned	Completed	Assigned for all
Assign someone the AI administrator role	Completed	Admins assigned: 1
Set up Copilot pay-as-you-go billing	Completed	Set up complete
Users on supported update channel	Completed	Current for everyone
Billing account set up	Completed	Set up complete
Allow the Copilot app for your end users	Completed	On for everyone
Set up OneDrive for your users	Completed	On for everyone
<b>Data security</b>		
Prevent SharePoint content from being overshared	Action required	Files protected: 0
Enhance data compliance for Copilot interactions	Action recommended	Actions completed: 35
Prevent data leakage in Copilot interactions	Completed	On for everyone
Turn on audit logs for your org	Completed	On for everyone
<b>User experiences</b>		
Enable Copilot image generation	Completed	On for everyone
Pin Copilot in the Microsoft 365 apps	Completed	On for everyone
Pin Microsoft 365 Copilot to the Windows taskbar	Completed	On for everyone
Enable intelligence in Teams meetings	Completed	On for everyone
Allow users to use agents deployed to Microsoft 365	Completed	On for everyone



# Redesigned settings experience

Microsoft 365 admin center | <https://admin.microsoft.com> | Tenant: tenant1.contoso.com | Guest

Home > Settings

## Copilot settings

Optimize All settings

Manage everything related to Copilot. Review a range of settings and integrations for various applications, along with data security and compliance.

Search

All  
Recently changed  
Recently added





















Categories

- Essentials
- Security & compliance**
- Access control
- AI capabilities & sources
- User interface & signals
- Agents & automation
- Product integrations

### Security & compliance

Is Copilot safe and compliant with our policies?

Filters: Applies to: All

Name ↓	Description	Applies to
 <b>Block Copilot from accessing open file content</b>	Stop Copilot from referencing open file content for users without a license in the Microsoft 365 apps.	 Microsoft 365 Copilot Chat
 <b>Copilot AI disclaimer</b>	Choose how prominently the AI disclaimer is shown to users in Microsoft 365 Copilot.	 Microsoft 365 Copilot  Microsoft 365 Copilot Chat
 <b>Copilot Release preferences: General Availability</b>	Choose when your organization gets new Copilot features.	 Microsoft 365 Copilot
 <b>Data security and compliance</b>	Go to the Microsoft Purview compliance portal to secure and protect Copilot interactions.	 Microsoft 365 Copilot
 <b>Enhance data compliance for Copilot interactions</b>	Complete the recommended actions to meet Microsoft AI compliance standards and keep Copilot interactions secure.	 Microsoft 365 Copilot  Microsoft 365 Copilot Chat
 <b>Harmful Content Protection</b>	Allow users to turn off harmful content protection in Copilot.	 Microsoft 365 Copilot
 <b>Prevent data leakage in Copilot interactions</b>	Turn on a policy to block sensitive information from being used in Copilot.	 Microsoft 365 Copilot  Microsoft 365 Copilot Chat
 <b>Prevent SharePoint content from being overshared</b>	Add sensitivity labels and set permissions to limit access to sensitive files and sites in Copilot.	 Microsoft 365 Copilot  Microsoft 365 Copilot Chat



Home > Settings

# Copilot settings

Optimize All settings

Manage everything related to Copilot. Review a range of settings and integrations for various applications, along with data security and compliance.

Search

- All
- Recently changed
- Recently added

### Categories

- Essentials
- Security & compliance
- Access control
- AI capabilities & sources
- User interface & signals
- Agents & automation

### Product integrations

## Product integrations

Which Microsoft products have Copilot?

Filters: Applies to: All

Name ↓	Description	Applies to
Copilot for Sales	Choose whether users can see Sales Copilot content in Microsoft apps, and more.	Copilot for Sales
Copilot in Bing, Edge, and Windows	Manage how your organization uses Copilot, your AI-powered chat for the web.	Bing  Microsoft Edge  Windows
Copilot in Edge	Manage how your organization uses Copilot in Microsoft Edge.	Microsoft Edge
Copilot in Power Platform and Dynamics 365	Manage more settings related to Copilot and agents in Power Platform and Dynamics 365.	Microsoft 365 Copilot
Copilot in Teams meetings	Go to the Teams admin center to change how Copilot is used in meetings.	Copilot in Microsoft Teams
Copilot in Viva Engage	Choose whether users can access Copilot in Viva Engage.	Copilot in Viva
Copilot in Viva Goals	Choose whether users can access Copilot in Viva Goals.	Copilot in Viva
Copilot in Viva Pulse	Choose whether users can access Copilot in Viva Pulse.	Copilot in Viva
Microsoft 365 Copilot in admin centers	Choose whether admins can access Microsoft 365 Copilot within admin centers.	Microsoft 365 Copilot
Microsoft Copilot for Security	Go to Microsoft Copilot for Security to manage these settings.	Microsoft Copilot for Security



Home > Settings

# Copilot settings

Optimize All settings

Manage everything related to Copilot. Review a range of settings and integrations for various applications, along with data security and compliance.



Search

- All
- Recently changed

### Recently added

- #### Categories
- Essentials
  - Security & compliance
  - Access control
  - AI capabilities & sources
  - User interface & signals
  - Agents & automation
  - Product integrations

### Recently added

Settings added in last 60 days

Filters: Applies to: All

Name	Category	Date added ↓
AI providers operating as Microsoft subprocessors	AI capabilities & sources	February 18, 2026 8:37 AM PST
AI providers for other large language models	AI capabilities & sources	February 13, 2026 10:04 AM PST
Opal (Frontier)	Agents & automation	February 4, 2026 3:36 PM PST
Harmful Content Protection	Security & compliance	February 3, 2026 8:59 AM PST
Screen and camera sharing in Microsoft 365 Copilot	AI capabilities & sources	January 29, 2026 11:24 AM PST



Home > Settings

# Copilot settings

Optimize All settings

Manage everything related to Copilot. Review a range of settings and integrations for various applications, along with data security and compliance.

Search

- All
- Recently changed

## Recently added

- ### Categories
- Essentials
  - Security & compliance
  - Access control
  - AI capabilities & sources
  - User interface & signals
  - Agents & automation
  - Product integrations

## Recently added

Settings added in last 60 days

Filters: Applies to: All

Name	Category	Date added ↓
AI providers operating as Microsoft subprocessors	AI capabilities & sources	February 18, 2026 8:37 AM PST
AI providers for other large language models	AI capabilities & sources	February 13, 2026 10:04 AM PST
Opal (Frontier)	Agents & automation	February 4, 2026 3:36 PM PST
Harmful Content Protection	Security & compliance	February 3, 2026 8:59 AM PST
Screen and camera sharing in Microsoft 365 Copilot	AI capabilities & sources	January 29, 2026 11:24 AM PST

Help me learn more about xAI model provider

**Microsoft 365 Admin**  
Here's a clear, admin-focused overview of xAI as a model provider, especially in the context of Microsoft 365 Copilot and Copilot Studio.

## What is xAI (from a Microsoft 365 admin perspective)?

xAI is an external AI model provider that organizations can optionally enable for use with Microsoft 365 Copilot Studio. When enabled, Copilot Studio copilots can send prompts to xAI's large language models instead of (or in addition to) Microsoft-hosted models.

This is an opt-in integration and is fully controlled by admins.

## Key things admins must understand before enabling xAI

### 1. Data handling and compliance differences (very important)

- When your organization uses xAI models:
- Data is processed outside Microsoft managed environments
  - Microsoft 365 compliance guarantees do NOT apply
    - No Microsoft data residency commitments
    - No Microsoft audit logs for xAI model processing

Message Copilot

+ X

AI-generated content may be incorrect

Home > Settings

# Copilot settings

Optimize All settings

Manage everything related to Copilot. Review a range of settings and integrations for various applications, along with data security and compliance.

Search

- All
- Recently changed

## Recently added

- ### Categories
- Essentials
  - Security & compliance
  - Access control
  - AI capabilities & sources
  - User interface & signals
  - Agents & automation
  - Product integrations

## Recently added

Settings added in last 60 days

Filters: Applies to: All

Name	Category	Date added ↓
AI providers operating as Microsoft subprocessors	AI capabilities & sources	February 18, 2026 8:37 AM PST
AI providers for other large language models	AI capabilities & sources	February 13, 2026 10:04 AM PST
Opal (Frontier)	Agents & automation	February 4, 2026 3:36 PM PST
Harmful Content Protection	Security & compliance	February 3, 2026 8:59 AM PST
Screen and camera sharing in Microsoft 365 Copilot	AI capabilities & sources	January 29, 2026 11:24 AM PST

Enable xAI model provider for everyone

**Microsoft 365 Admin**

Following are the parameters which will be used to perform the action. Do you want to proceed with **Updating AI Provider?**

AI provider name	xAI
Action	Enable for all
Entities	None

Accepted — processing your request...  
Please wait while we complete this. A confirmation will be shown shortly.

**Microsoft 365 Admin**

I've completed the update to enable the xAI model provider for all users. Here's the current configuration:

### AI provider configuration

- AI provider name: —
- Status:  Enabled for all users
- Microsoft subprocessor:  Not a subprocessor
- Description: —
- Entities: —
- Message: Update completed

Message Copilot

+ X

AI-generated content may be incorrect

# License Insights & Management

*Improved transparency and control over Copilot licensing & costs*

## **License Overview**

- ✓ Total, assigned, and available licenses
- ✓ Identify unused and reclaimable licenses

## **Optimization & Recommendations**

- ✓ Renewal and expiration alerts
- ✓ Threshold-based alerts with deep links (usage, spend, PAYG)
- ✓ Recommendations to move high-usage users to appropriate tiers

## **Usage Insights & Demand Signals**

- ✓ Last-used metrics and usage trends over time
- ✓ Visibility into active vs. inactive users
- ✓ Demand signals to guide approvals and allocation

Microsoft 365 Admin Center | https://admin.microsoft.com

Home > Copilot > License management

## License management

Manage licenses, track usage, and optimize costs for Microsoft 365 Copilot

### Recommended Actions

- License Capacity Alert** | Purchase licenses | **423 of 500** Copilot Licenses used (85% capacity)
- Pay-as-you-go Budget** | Assign licenses | **\$2340 of \$3000** monthly budget used (78%)
- Optimize Unused Licenses** | View details | **\$1.5k** Potential savings
- Trial expiring soon** | Assign licenses | **6 days** Remaining in Copilot trial.

### Licenses and Cost Monitoring

#### Licenses

223 licenses available

Copilot Licenses

- Total Microsoft 365 licenses: 83,500
- Total Microsoft 365 Copilot licenses: 66,823
- Microsoft 365 Copilot licenses assigned: 66,400 / 66,823
- All active Copilot users: 58,000

Active Microsoft 365 Copilot users | Active Copilot chat users

View all license requests | Purchase licenses

#### Cost monitoring

Pay-as-you-go within budget limits

View detailed usage

### Copilot users

Assign license

Filters: License status

User	Last active date	License status	Prompts	Recommended action
Helene Olson	01/24/2026	Pay-as-you-go	2,123	Assign license
Ina Anthony	01/24/2026	Pay-as-you-go	1,245	Assign license
Jennette Reed	01/24/2026	Pay-as-you-go	895	Optimized
Aadi Kapoor	01/24/2026	Pay-as-you-go	4,321	Assign license
Alonzo Chapman	01/24/2026	Requested	3,682	Assign license
Anastasia Love	11/24/2026	Licensed	3	Reassign license
Carey Dunn	01/24/2026	Licensed	1,356	Assign license

Proactive alerts and automated recommendations with clear actions to take

User-level usage insights with recommended actions

# Uhova

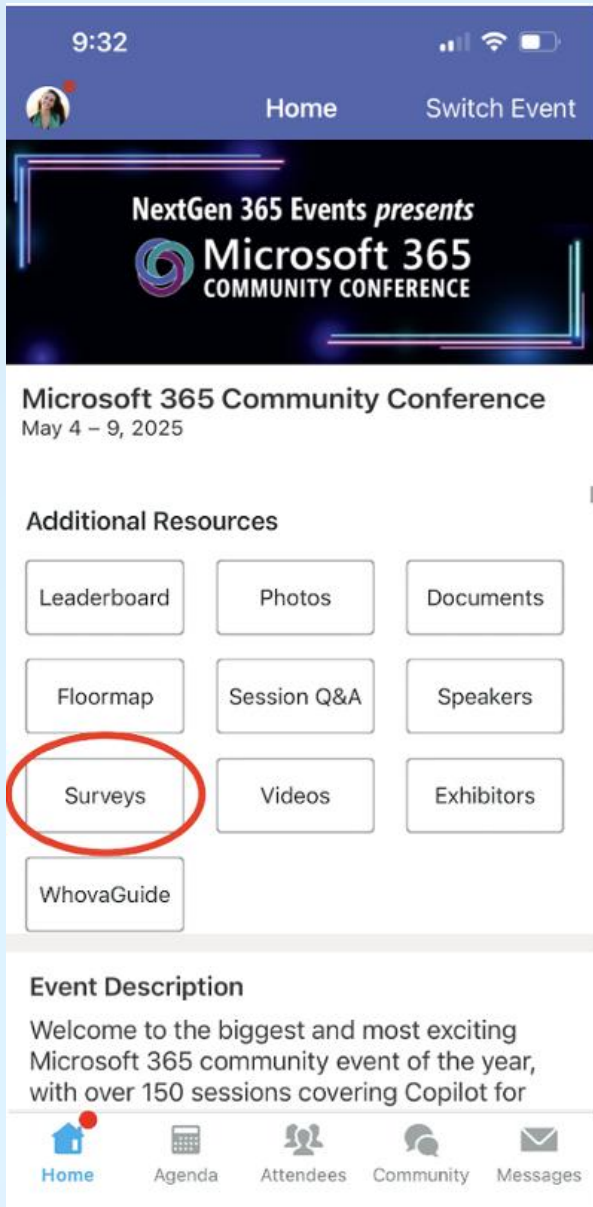


The official event app for the  
**Microsoft 365 Community Conference**

**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!

**Thank You.**

