

Copilot for Microsoft 365 (1/5)

Download the latest copy of this pathway: www.aka.ms/CopilotPathway

www.aka.ms/pathways

Microsoft Copilot Scenario Library

Becoming AI powered means transforming scenarios across your organization. Use our guidance by department and individual scenario to get inspired, empower your workforce and realize value from your Copilot investment.

[Scenario Library](#)

[Department Kits](#)

Copilot for Microsoft 365 Success Kit

Our Copilot Success Kit, Scenario Library, implementation framework, and how-to resources are designed to streamline and accelerate your time to value with Copilot for Microsoft 365 skills. The guidance integrates many resources to empower you to achieve rapid value with Copilot while enabling your progressive skilling journey with AI tools. Download the full kit or just the resources you need based on your phase of implementation.

[Download the full success kit](#)

Leadership Quickstart

Get Ready

- [Implementation Summary Guide](#)
- [Responsible AI principles](#)
- [Business Leaders Guide to AI Adoption](#)
- [Copilot for Work](#)
- [Scenario Library](#)
- [The future of work with AI](#)
- [Need to know: 5 Microsoft AI Advances](#)
- [Creating an AI Council Guide](#)

Onboard / Engage

- [Copilot features on the Microsoft 365 Roadmap](#)
- [Microsoft Learn: AI learning hub for Leaders](#)
- [The art and science of working with AI](#)
- [How to: it's not about AI – it's about trust](#)
- [FastTrack for Microsoft 365](#)

Deliver Impact

- [Microsoft Copilot Dashboard from Viva Insights](#)
- [What we're learning from customers](#)

Extend & Optimise

- [Empowering every developer with plugins for Copilot](#)
- [Introducing Copilot Studio](#)

User Enablement Quickstart

Get Ready

- [User Enablement Guide](#)
- [Scenario Library](#)
- [How to: it's not about AI – it's about trust](#)
- [Productivity gains for Copilot users](#)
- [Will AI fix work?](#)
- [Copilot experiences explained](#)

Deliver Impact

- [Microsoft Copilot Dashboard from Viva Insights](#)

Onboard / Engage

- [Copilot Lab](#)
- [User Experience Strategy Document](#)
- [Training Kit](#)
- [Build your own Centre of Excellence guide](#)
- [Accelerate Copilot enablement with Microsoft Viva Guide](#)
- [Training content map](#)
- [User onboarding toolkit](#)

Extend & Optimise

- [Microsoft Copilot Dashboard from Viva Insights](#)
- [MOCA for productivity scenarios](#)

Technical Readiness Quickstart

Get Ready

- [Technical Readiness Guide](#)
- [Optimisation Assessment](#)
- [Data, Privacy and Security for Copilot for Microsoft 365](#)
- [FAQs: AI, Microsoft Copilot and Microsoft Designer](#)
- [Microsoft Learn: Get Started with Copilot for Microsoft 365](#)
- [How Copilot for Microsoft 365 works](#)
- [How to get ready for Copilot for Microsoft 365](#)

Deliver Impact

- [Copilot usage reports](#)

Onboard / Engage

- [Enabling Users](#)
- [Training content map](#)
- [Microsoft Mechanics playlist](#)

Extend & Optimise

- [Microsoft 365 Developer plugins for Copilot](#)
- [Microsoft 365 Developer Copilot playlist](#)
- [Optimise and extend Copilot for Microsoft 365](#)
- [Copilot Studio overview](#)

[More content on Microsoft Adoption HERE](#)

Copilot for Microsoft 365 (2/5)

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Build your prompt skills

Prompts are how you ask Copilot for Microsoft 365 to do something for you — like creating, summarizing, editing, or transforming. Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

Check out the [Copilot Lab](#) for more inspiration.

[Ingredients of a prompt](#)

[Prompt do's and don'ts](#)

User Onboarding Toolkit



To help your people quickly realize the full benefit of Copilot for Microsoft 365, we've developed a user onboarding toolkit, including ready-to-send emails and community posts that you can send to your business users as they onboard. The content is designed to be customized to suit your organization's needs.

We hope these assets help you and your organization get the most out of your Copilot experience.

[Download User Onboarding Toolkit](#)

Customer Hub training sessions

[Discover Microsoft Copilot for Microsoft 365](#)

[Drive user enablement](#)

[Succeed in organizational transformation](#)

Microsoft 365 Chat

Catch up on things quickly with Microsoft 365 Chat

Use Microsoft 365 Chat to get summaries and catch up on things quickly.

[START](#)

Example prompts to try with Microsoft 365 Chat

Use Microsoft 365 Chat to catch up, create content, and ask questions.

[START](#)

Create content with Microsoft 365 Chat

Microsoft 365 Chat enables you to brainstorm ideas and draft new content.

[START](#)

Open Microsoft 365 Chat in Teams

You can use Microsoft 365 Chat in desktop and mobile versions of Microsoft Teams.

[START](#)

Writing Prompts

Learn about Copilot prompts

Copilot prompts are instructions or questions you use to tell Copilot what you want.

[START](#)

Edit a Copilot prompt

Edit a Copilot prompt to make it your own.

[START](#)

Get better results with Copilot prompting

Writing good prompts is key to getting better outcomes with Copilot.

[START](#)

[Microsoft 365 Prompt Toolkit](#)

[Explore Generative AI with Copilot in Bing](#)

Copilot in Word

Copilot in Word

Explore how you can use the power of AI in Word.

[START](#)

Transform your content with Copilot in Word

Rewrite text.

[START](#)

Create a summary of your document

Create a summary, review the results.

[START](#)

Draft and add content with Copilot in Word

Start a draft with Copilot in Word

[START](#)

Chat with Copilot about your Word document

Ask questions about your document.

[START](#)

Frequently asked questions about Copilot in Word

Common questions.

[START](#)

Copilot for Microsoft 365 (3/5)

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Copilot in Teams

Copilot in Teams

Transform your work with the power of AI.

[START](#)

Welcome to Copilot in Microsoft Teams

Copilot in Microsoft Teams enhances collaboration and helps you get the most out of your chats and meetings

[START](#)

Get started with Copilot in Microsoft Teams

meetings Unlock productivity with Copilot in Teams meetings.

[START](#)

Use Copilot in Microsoft Teams chat and channels

Copilot in Microsoft Teams chat and channels helps you get up to speed quickly.

[START](#)

Open Microsoft 365 Chat in Teams

You can use Microsoft 365 Chat in desktop and mobile versions of Microsoft Teams.

[START](#)

Frequently asked questions about Copilot in Microsoft Teams

Common questions.

[START](#)

Copilot in PowerPoint

Copilot in PowerPoint

Turn your inspiration into stunning and professional presentations.

[START](#)

Create a new presentation

Create a presentation from a file with Copilot.

[START](#)

Summarize your presentation with Copilot in PowerPoint

Received a long slide deck and need to get to the gist of the main points quickly?

[START](#)

Organize this presentation with Copilot in PowerPoint.

Ask Copilot to organize your presentation.

[START](#)

Use your organization's branding with Copilot in PowerPoint

Use Copilot in PowerPoint with your corporate templates.

[START](#)

Prepare your presentation with Copilot for Microsoft 365.

[START](#)

Copilot in Excel

Copilot in Excel

Analyze, understand, and visualize your data with ease.

[START](#)

Get started with Copilot in Excel

Microsoft Copilot in Excel helps you do more with your data in Excel tables.

[START](#)

Highlight, sort, and filter your data with Copilot in Excel.

Call attention to what matters to you.

[START](#)

Generate formula columns with Copilot in Excel

Not sure how to write a formula for a new column? Quickly add new columns with formulas based on your data.

[START](#)

Microsoft 365 on YouTube

[Main Channel](#)
[Copilot for Microsoft 365 Playlist](#)

Want to learn more about Generative AI?
Click [HERE](#) to access the AI Learning Companion

Copilot for Microsoft 365 (4/5)

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Copilot in Outlook

Copilot in Outlook

Catch up, prepare, and follow-up with ease.

START

Summarize an email thread with Copilot in Outlook

Copilot in Outlook can help you quickly get caught up on your email.

START

Draft an email message with Copilot in Outlook

Copilot in Outlook can help you quickly draft an email.

START

Frequently asked questions about Copilot in Outlook

Common questions.

START

Copilot in Whiteboard

Discover new ideas in Whiteboard with Copilot for Microsoft 365

START

Organize your ideas in Whiteboard with Copilot for Microsoft 365

START

Summarize ideas in Whiteboard with Copilot for Microsoft 365

START

Copilot in Loop

Copilot in Loop

Collaborate, co-create, and stay in sync.

START

Get started with Copilot for Microsoft 365 in Loop

Copilot for Microsoft 365 in Loop can help you get started with brainstorming, content drafting, and more.

START

Edit results on a Loop page with Copilot for Microsoft 365 in Loop

START

Copilot in OneNote

Copilot in OneNote

Freely chat with Copilot in OneNote and supercharge your productivity.

START

Summarize your OneNote notes with Copilot for Microsoft 365

START

Create a to-do list and tasks in OneNote with Copilot

START

Allow Copilot to create project plans in OneNote for you

START

Chat with Copilot about your notes and research questions.

START

Prompts to try

☰ What's new?

What's the latest from person, organized by emails, chats, and files?

☰ Catch up on messages

Summarize Teams messages from this week about **topic**

☰ Where was I mentioned?

Summarize emails where I was mentioned recently. Make it details, highlighting the sender and categorizing by **topic**

✍ Share meeting notes

Draft an email with notes and action from **meeting**

Copilot for Microsoft 365 (5/5)

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Empower your workforce with Copilot for Microsoft 365 Use Cases (MS-4004)

This Learning Path enables students to perform a series of Use Case exercises that build their Copilot for Microsoft 365 skills in various business-related scenarios. Use cases include Executives, Sales, Marketing, Finance, IT, HR, and Operations.

- [Course Home](#)
- [Empower your workforce with Copilot for Microsoft 365: Executives Use Case](#)
- [Empower your workforce with Copilot for Microsoft 365: Sales use case](#)
- [Empower your workforce with Copilot for Microsoft 365: IT Use Case](#)
- [Empower your workforce with Copilot for Microsoft 365: Marketing Use Case](#)
- [Empower your workforce with Copilot for Microsoft 365: Finance Use Case](#)
- [Empower your workforce with Copilot for Microsoft 365: HR Use Case](#)
- [Empower your workforce with Copilot for Microsoft 365: Operations use case](#)
- [Empower your workforce with Copilot for Microsoft 365: Challenge Use Case](#)

Craft effective prompts for Microsoft Copilot for Microsoft 365 (MS-4005)

Discover ways to craft effective and contextual prompts for Microsoft Copilot for Microsoft 365 that create, simplify, transform, and compile content across Microsoft 365 applications

- [Course Home](#)
- [Introduction to Copilot for Microsoft 365](#)
- [Explore the possibilities with Copilot for Microsoft 365](#)
- [Optimize and extend Copilot for Microsoft 365](#)
- [Summarize with Microsoft Copilot for Microsoft 365](#)
- [Create and draft with Microsoft Copilot for Microsoft 365](#)
- [Edit and transform content with Microsoft Copilot for Microsoft 365](#)
- [Ask questions and analyze content with Microsoft Copilot for Microsoft 365](#)

Copilot for Microsoft 365 for Administrators (MS-4006)

This course begins by examining the Microsoft Copilot for Microsoft 365 design. Its main focus, however, is on the security and compliance features that administrators must configure in their Microsoft 365 tenant to protect their company's organizational data before they implement Copilot for Microsoft 365.

- [Course Home](#)
- [Examine the Copilot for Microsoft 365 design](#)
- [Implement Copilot for Microsoft 365](#)
- [Examine data security and compliance in Copilot for Microsoft 365](#)
- [Manage secure user access in Microsoft 365](#)
- [Manage permissions, roles, and role groups in Microsoft 365](#)
- [Implement data classification of sensitive information](#)
- [Explore sensitivity labels](#)
- [Implement sensitivity labels](#)

Discover how to drive adoption of Microsoft Copilot for Microsoft 365 in your organization (MS-4007)

Learn the knowledge and skills to drive enablement of Microsoft Copilot for Microsoft 365. You'll explore effective strategies, including the Copilot for Microsoft 365 user enablement framework.

Coming Soon