SYSTEMAGIC
DOING IT DIFFERENTLY

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# GETTING STARTED WITH MICROSOFT COPILOT

Copilot is an AI work assistant designed by Microsoft and works with Microsoft 365 apps, such as Word, Excel, PowerPoint, Teams and Outlook.

## What Can It Do?

Microsoft Copilot was created to make users' work lives easier, by automating tasks, fostering creativity and simplifying communication.

## Microsoft Outlook

Copilot can help you manage your inbox in two main ways.

Firstly, Copilot can summarise long email threads containing multiple messages and recipients into a short and concise paragraph, enabling you to get up to speed without trawling through 100s of emails.

Secondly, Copilot can help you respond to emails in just the click of a button with suggested responses and replies. The more you use Copilot, the more it will understand your tone and natural language.

## Meeting Preparation

Copilot can help you prepare for a meeting in minutes. When you have an upcoming meeting, a 'Prepare' button will proactively be shown at the top of your inbox. This will help you quickly get context for your meeting by creating an agenda and summarising relevant files.

## Microsoft Word

Copilot can help you overcome writer's block and create documents, proposals and letters from a simple prompt or even other documents/PDFs.

## Microsoft Teams

During a meeting, Copilot for Teams can easily track discussions and suggest action items in real time - making meetings more efficient and streamlined.

## Microsoft Excel

Copilot for Excel helps you find the answers you need from your data.

Simply tell Excel what you want the formula to do, and Copilot will find the most suitable solution for you.

# COPILOT FOR POWERPOINT

Copilot for PowerPoint features the ability to create beautiful presentations and narratives from a few simple prompts.

With a brand manager feature, Copilot will create presentations using your company's brand guidelines and putting you in creative control.

## The Cost

Copilot licenses are currently sold on an annual commitment of £294.60/user, making it a large purchase for a small business.

## Is Copilot Worth The Investment?

Although the initial investment may seem large, we recommend trialling Copilot with just one or two employees, and gradually rolling it out to other members of the team if the feedback is positive.

Copilot is worth the investment if you're open to using AI tools and improving your workflow.

It is already capable of so much, and its features will only improve with time.

**132%**

The average Copilot-enabled SME will see an estimated ROI of 132% over 3 years as a result of using Copilot.

*Forrester's New Technology Report

**04 minutes**

An employee on £35k a year would only need to save 4 minutes per day to see a positive ROI from using Copilot

## DO MORE WITH MICROSOFT COPILOT

Talk to our friendly team today


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