

# **Implement and Optimize Microsoft Copilot for Your Business**

*This comprehensive course is designed to help organizations leverage the power of Microsoft Copilot for 365 to enhance productivity, streamline workflows, and drive user adoption. Participants will gain a deep understanding of Copilot's applications across key business functions, its integration with Microsoft Teams and Power Platform, and the essential steps for implementing, securing, and extending Copilot capabilities in their organizations.*

## **Required Prerequisites**

- Familiarity with Microsoft 365: Basic knowledge of Microsoft 365 apps and services, including Teams, Word, Excel, and PowerPoint.
- Understanding of AI Concepts: A general understanding of artificial intelligence and its business applications is recommended.
- IT and Data Governance Knowledge: Experience with IT administration, security, data governance, and compliance within an organizational context.
- Experience with Power Platform (Optional): Some familiarity with Microsoft Power Platform (Power Apps, Power Automate) will be beneficial, particularly for the modules covering Copilot and AI integration.

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### **Module 1: Introduction to Copilot for Microsoft 365, Implementation overview and driving adoption**

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- Copilot for Service
- Copilot for Finance
- Better Together: Teams Premium & Copilot for Microsoft 365
- Copilot Pricing and Comparison
- Security and Trust Overview
- Implementation Overview

- Driving User enablement and adoption
- Resources and Next Steps

## **Module 2 - Get your organization ready and secured for Copilot for Microsoft 365**

- Getting your organization ready
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- Get Ready – Optimization Assessment
- Address security, governance, and data access questions
- How Copilot works
- Semantic Index for Copilot
- Data security and compliance
- Privacy and data residency
- How to prepare for Copilot
- Build Copilot for Microsoft 365 implementation plan
- Onboard and Engage
- Deliver Impact – Analyze Usage

## **Module 3- Implement data classification of sensitive information**

- Data classification in Microsoft 365
- Trainable classifiers
- Viewing sensitive data
- Document fingerprinting

## **Module 4: Implement sensitivity labels**

- Sensitivity label requirements
- Developing a data classification framework
- How to create and publish sensitivity labels
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## **Module 5 - Extend and optimize Copilot for Microsoft 365 capabilities**

- The Copilot Stack
- Build vs Buy
- Ways to extend and customize Copilot
- Plugins
- Graph Connectors
- Introduction to Copilot Studio
- Copilot Studio – Functional Overview

## **Module 6 - Leveraging Copilot in the Power Platform**

- Creating a new copilot
- Entities
- Working with topics
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- Using a copilot in Teams
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## **Module 7: AI builder**

- Understanding what AI builder can do
- Licensing
- Create an AI model
- Training a model
- Implementing a model
- Using models with Copilot
- Using models with Power Apps
- Using models with Power Automate