

# **Copilot Employee Communications**

Sample of real assets Microsoft Corporate used for its own Copilot for Microsoft 365 deployment and adoption. It consists in a series of weekly communications posted on various VIVA Engage employee communities

Did you know ... that you can view your **chat history** in Copilot? Give it a try and let us know what you think.

Q Activity	Chat = 🗹			(+) New chat 🔓 …
(F) Chat	🂋 Copilot		Step 1: Sele	ect the ellipsis
Teams Teams Calendar	<ul> <li>Pinned</li> <li>Recent</li> </ul>		Copilot For Microsoft 365 Try these prompts Stay on top	
OneDrive		What's new? What's the latest from person , organized by emails, chats, and files?	Give me a bullet list of key points from file	Jumpstart a draft Create an FAQ based on doc
++ Apps		How to How do I write a request for proposal?	Don't miss out Summarize Teams messages where I was @mentioned this week.	Help me write Write an email to my team about our top priorities for next quarter from file
		OK, what can I help with? Try one of th	e examples or enter your own prompt.	
				View prompts
		Ask a work question or use / to reference peop 0 / 2000	ple, files, and more	Ø B   >

Did you know ... that Copilot in Word lets you change text into a table? Give it a try and let us know what you think.

The country of Belize is a very interesting place to visit, with a diverse culture, a varied landscanon-an Step 1: Highlight the text and select the Copilot icon glishspeaking waterfalls, horseback riding, bird watching, manatee watching trips, wildlife trips (to view howler monkeys, iguanas, turtles, and crocodiles), trips to the Belize Zoo, snorkeling, scuba diving San Pedro and Hol Chan Marine Park, day trips to Caye Caulker, and much more.

#### Internet / Communications

Wi-Fi is available free of charge for <u>lodge</u> guests. Please bring your own laptop or mobile device to access the internet. Depending on your service plan, some cell phones may also work at the lodge.

#### TRAVEL DETAILS

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#### How To Get There

International flights to Belize City's Philip Goldson International Airport (BZE) go through Miami, Dallas, Houston, Atlanta, Denver, Newark, Chicago, and Charlotte. The major airlines currently servicing and flying to Belize in the immediate future are American Airlines, United, Delta, Southwest Airlines, & Alaska Airlines.

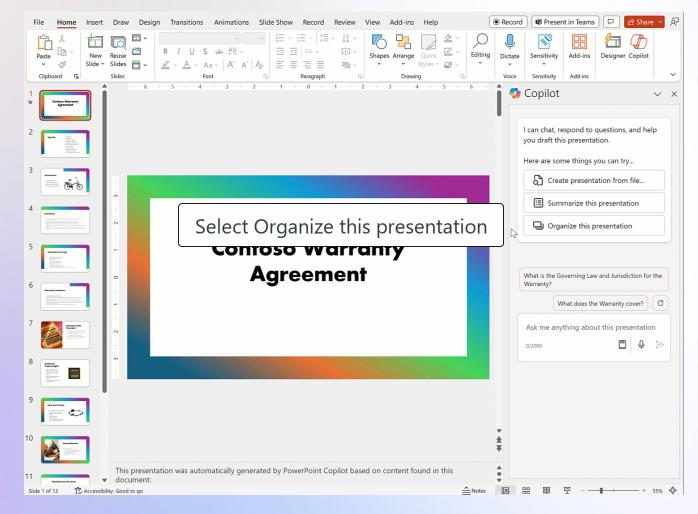
#### Arrival and Departure Details / Times

The close proximity of Belize River Lodge to the International Airport (BZE) means that you can arrive in Belize at any time of the day and easily transfer to the lodge without worrying about additional in-country flights and further travel time.

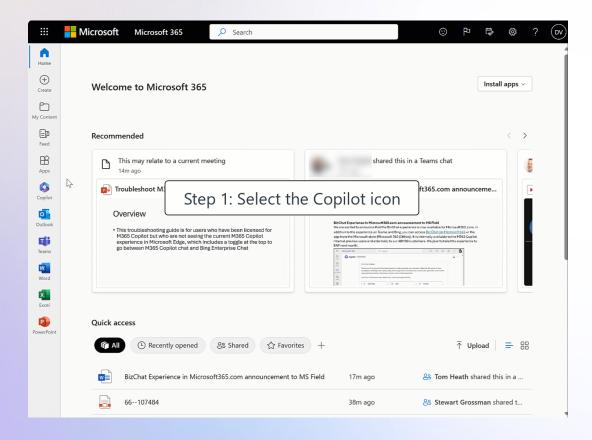
#### **Documents Required**

All U.S. citizens are required to have a valid passport that does not expire within six (6) months of trip dates. Please be sure that your passport has at least two blank, unstamped pages

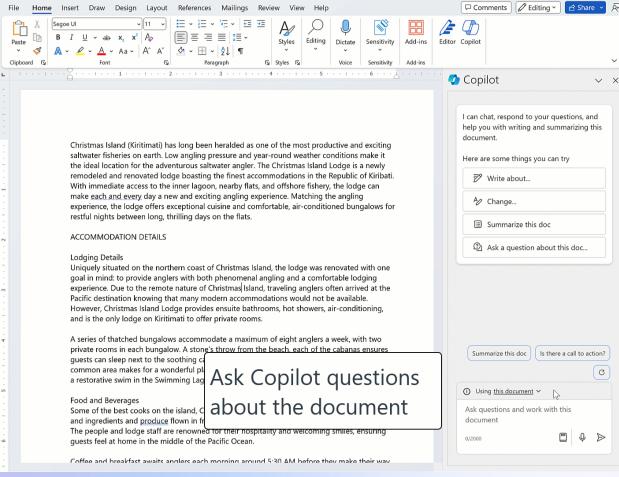
Did you know ...that you can use Copilot to **organize your PowerPoint presentations**? Give it a try and let us know what you think.



Did you know ...that the copilot experience is also available for <u>www.microsoft365.com</u>? Similar to the Experience you know, use the prompt guides, Sparkle icon, or ask questions directly (and follow-up on those questions). Give it a try and let us know what you think!



Did you know ... that you can ask Copilot questions about the document **AND** about people and files across your organization. Give it a try in Word, PowerPoint, and Excel, and let us know what you think.



Did you know ... that you can use M365 Chat to quickly get caught up on work? Try the following prompts (and also explore some of the others) and let us know what you think.

Prompt guide > Catch up > Provide a detailed summary of my recent emails about... Prompt guide > Catch up > What's the latest from person, organized by emails, chats, and files? Prompt guide > Catch up > Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender and categorizing by topic of the email.

Activity		
(F) Chat	For some ideas, try one of the suggestions below	
reams	➡ What's new? ➡ Get key info ■ Catch up on meetings ■ Catch up on meeti	
C.		
Calls Files M365 Char		
		7:16 AM
±	new	
Apps		chat $_{\oslash}$
Apps	M365 Chat 7:16 AM	chat $_{\oslash}$
Apps	M365 Chat 7:16 AM           OK, let's start over. What can I help you with now?	chat <sub>©</sub>
Арря	M365 Chat 7:16 AM	chát $_{\bigcirc}$
Арря	M365 Chait. 7:16 AM CK, let's start over. What can I help you with now? For some ideas, try one of the suggestions below C Draft an FAQ Create an FAQ based on file What were the open issues	O
Арря	M355 Chait. 7:16 AM         OK, let's start over, What can I help you with now?         For some ideas, try one of the suggestions below         Or Draft an FAQ         Create an FAQ based on file         Or How to         How do I write a request for         Or How to         How do I write a request for	O
Арря	M355 Chait. 7:16 AM         OK, let's start over, What can I help you with now?         For some ideas, try one of the suggestions below         Or Draft an FAQ         Create an FAQ based on file         Or How to         How do I write a request for         Or How to         How do I write a request for	Chat O

Did you know ... you can enable web search in Microsoft 365 Chat with the **Web content** plugin? Give it a try and let us know what you think.

