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M365 Copilot: *Overview & Resources*

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Administrative and Business Services
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Agenda

1. Introductions

2. Microsoft 365 (M365) Copilot Overview

- ❑ Current state of M365 Copilot for GCC
- ❑ M365 Copilot, M365 Copilot Chat, and Teams Premium Capabilities
- ❑ M365 Copilot App in Teams
- ❑ Different Versions of M365 Copilot Chat for GCC

3. Resources

- ❑ M365 Copilot Page on the Hub
- ❑ Trainings

4. Questions & Answers





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M365 Copilot Overview





Current state of M365 Copilot for GCC




- ▶ M365 Copilot is available in multiple versions:
 - A licensed enterprise-grade version requiring purchase
 - Copilot chat, free with G5/A5 licenses, is now available in all GCC environments
- ▶ M365 Copilot licenses can be purchased during the licensing moratorium up until July 15.*
 - Currently costs **\$64.12** per license (6/26/25-8/31/25)
 - **\$384.75** per license (9/1/25-8/31/26)
- ▶ Teams Premium is already authorized and provides AI features like meeting recaps and real-time translation.
 - **\$120** per license (9/1/25-8/31/26)
- ▶ Live M365 Copilot Chat trainings facilitated by Microsoft will take place early July. Visit the [M365 Hub to sign up](#).

[*How to Purchase a M365 Copilot License](#)



M365 Copilot, M365 Copilot Chat, Teams Premium Capabilities

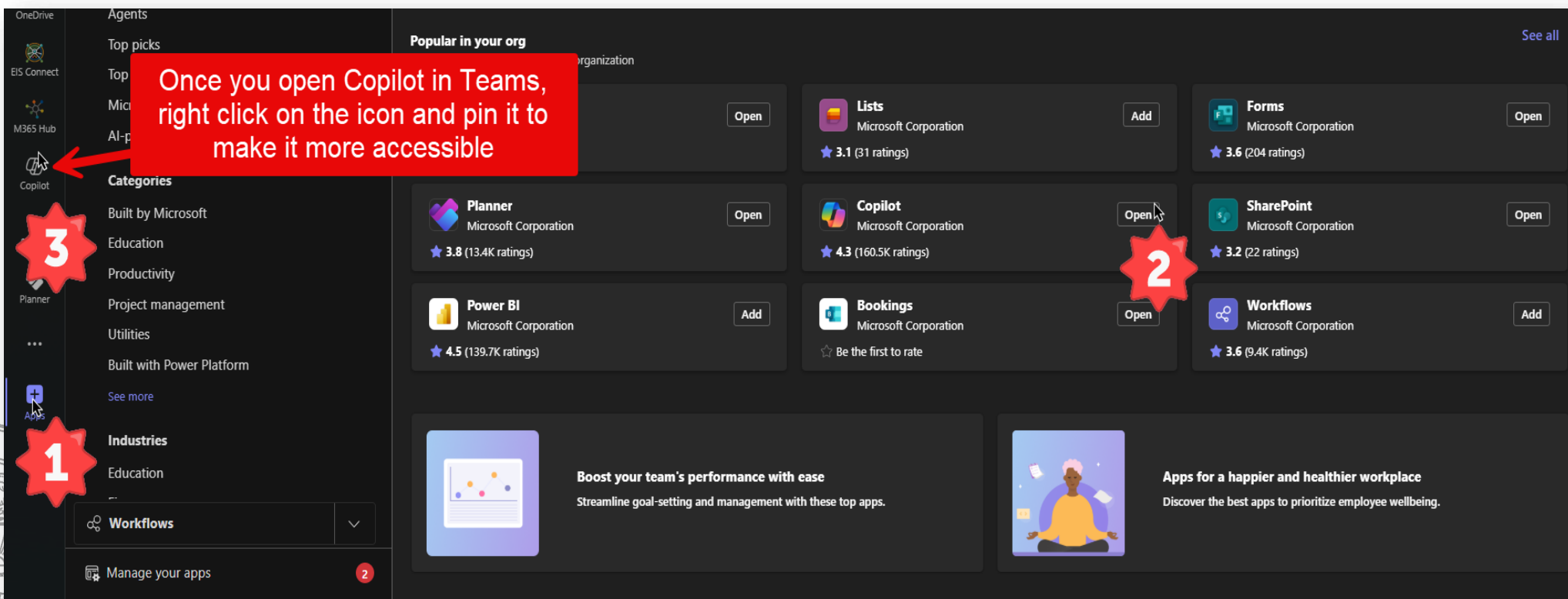
The table below outlines the key features along with similarities and differences that each of the three Copilot products have. All licenses include Commercial Data Protection and Microsoft 365 Security, Privacy, and Compliance when paired with M365 G5.

	 Microsoft 365 Copilot Chat	 Microsoft Teams Premium	 Microsoft 365 Copilot
Requires Additional Paid License?	No, Included with M365 G5	Yes	Yes
Copilot Chat - Web grounded (powered by GPT-4o)	✓	✗	✓
Browser and Windows App Access	✓	✗	✓
Answer Questions, plan a proposal, create images, and more	✓	✗	✓
File Upload	✓	✗	✓
Code Interpreter ¹ , Image generation ¹	Coming Soon ³	✗	✓
References to sources	✓	✗	✓
Enterprise Data Protection when signed in with an Entra ID account	✓	✗	✓
Real-time translation of meeting captions and transcript	✗	✓	✗
Intelligent recap (after meeting) - standardized AI-notes and AI-tasks	✗	✓	✓
Intelligent recap (after meeting) - video, speaker, and chapter markers	✗	✓	✓
Ask any question about the meeting	✗	✗	✓
<ul style="list-style-type: none"> "How did the team react to this proposal?" 	✗	✗	✓
<ul style="list-style-type: none"> "Does this plan's timeline have any conflicts?" 	✗	✗	✓
<ul style="list-style-type: none"> "Create a table with pros and cons of option?" 	✗	✗	✓
Copilot in core Microsoft 365 apps (Word, PowerPoint, Excel Outlook, Teams, Loop, OneNote)	✗	✗	✓
Generate content, automate repetitive tasks ² , summarize documents	✗	✗	✓
Work Grounded Copilot Chat - Catch up on emails, prepare for meetings, etc. through AI powered chat	✗	✗	✓
Deployed securely within your M365 service boundary and backed up by EDP	✓	✗	✓



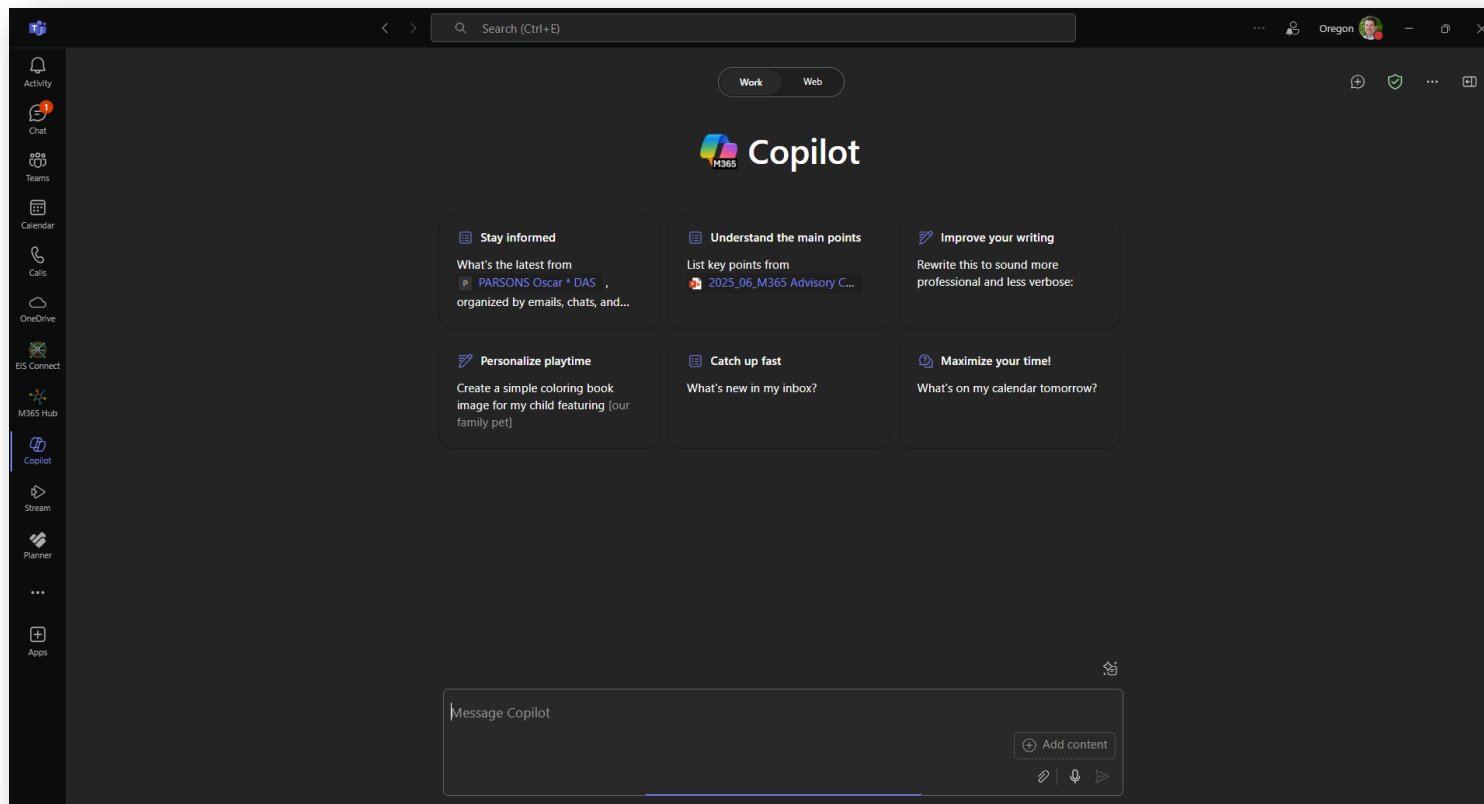
Quick Tip: Pin the M365 Copilot app in Teams

Once you open Copilot in Teams,
right click on the icon and pin it to
make it more accessible



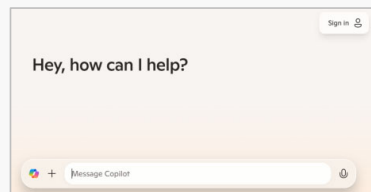
The screenshot shows the Microsoft 365 app launcher interface. On the left sidebar, the Copilot icon is highlighted with a red star and the number 3. A red arrow points from the text box to this icon. Below it, the Planner icon is also highlighted with a red star and the number 1. In the main area, the Copilot app card is highlighted with a red star and the number 2. A mouse cursor is shown right-clicking on the Copilot icon in this card. The interface includes sections for 'Agents', 'Top picks', 'Popular in your org', and 'Categories'. The 'Categories' section lists various Microsoft apps like Planner, Power BI, Lists, Forms, SharePoint, and Workflows, each with an 'Open' or 'Add' button. At the bottom, there are two promotional banners: 'Boost your team's performance with ease' and 'Apps for a happier and healthier workplace'.

M365 Copilot app in Teams



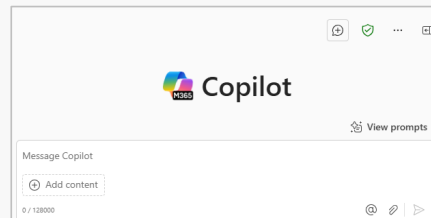
Different Versions of M365 Copilot Chat

Copilot



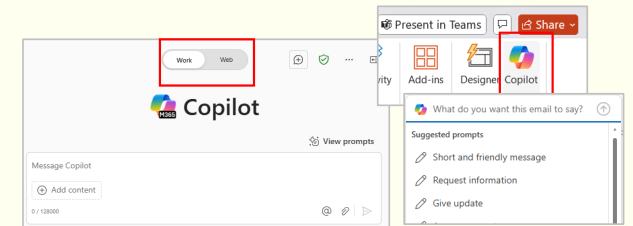
<https://copilot.cloud.microsoft/>

Copilot Chat



<https://m365.cloud.microsoft/chat>

M365 Copilot



This is the free version that everyone in the world has access to.

It only has access to public/web knowledge.

ALL licensed users will gain access to this secure/internal Chat-only experience.

It does NOT have access to your internal content – email, documents, meetings, etc.

Users that you give the M365 Copilot license to will get the full experience with Copilot skills and capabilities throughout M365, not just chat.

Users can leverage their internal emails, documents, meetings, chats, etc.

Microsoft Article Link: [How Copilot Chat works with and without a Microsoft 365 Copilot license](#)



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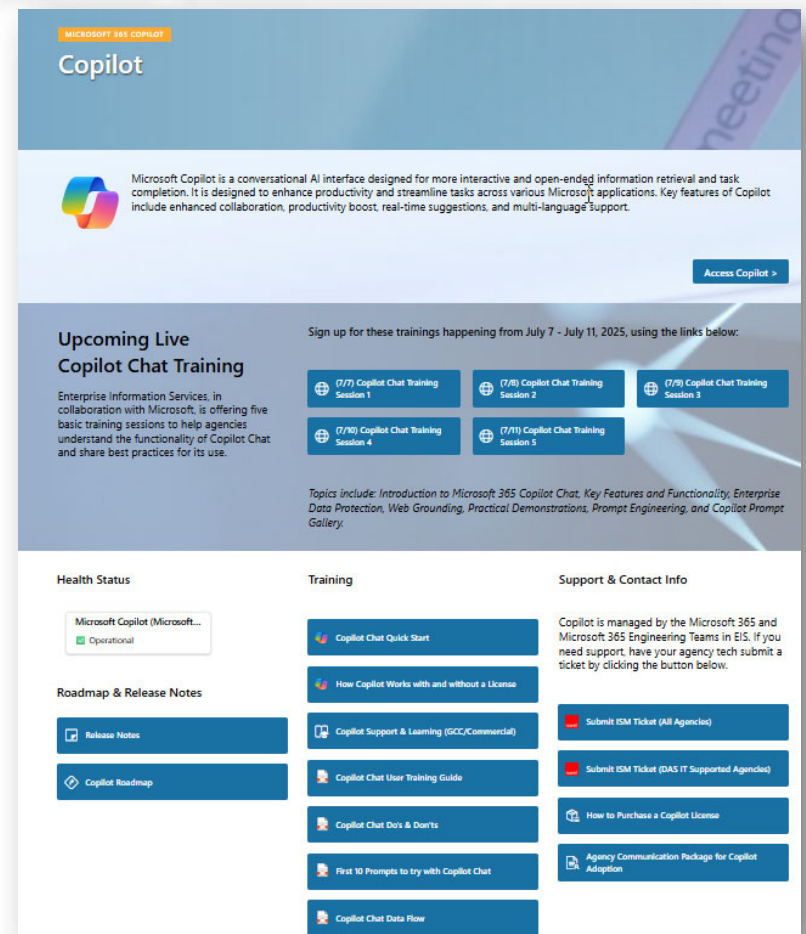
Resources



M365 Copilot page on the Hub

- Dedicated page on the [M365 Hub about Copilot](https://stateoforegon.sharepoint.com/SitePages/Copilot.aspx)
- You can find information such as:
 - ☐ Service health status
 - ☐ Standards and governance
 - ☐ Licensing
 - ☐ Knowledge base documents *(not currently available)*
 - ☐ Upcoming trainings
 - ☐ Frequently asked questions

URL: <https://stateoforegon.sharepoint.com/SitePages/Copilot.aspx>



The screenshot shows the Microsoft 365 Copilot page on the Hub. At the top, there's a header with the Microsoft 365 Copilot logo and the word "Copilot". Below this, a description of Copilot is provided, along with an "Access Copilot" button. The main section is titled "Upcoming Live Copilot Chat Training" and lists five training sessions with dates and times. Below this, there's a "Health Status" section showing "Microsoft Copilot (Microsoft...)" as "Operational". The "Roadmap & Release Notes" section includes links for "Release Notes" and "Copilot Roadmap". The "Training" section lists various resources like "Copilot Chat Quick Start", "How Copilot Works with and without a License", "Copilot Support & Learning (GCC/Commercial)", "Copilot Chat User Training Guide", "Copilot Chat Do's & Don'ts", "First 10 Prompts to try with Copilot Chat", and "Copilot Chat Data Flow". The "Support & Contact Info" section provides information on how to get support, including links to "Submit ISM Ticket (All Agencies)", "Submit ISM Ticket (DAS IT Supported Agencies)", "How to Purchase a Copilot License", and "Agency Communication Package for Copilot Adoption".

AI Trainings Available – M365 Copilot Chat for GCC

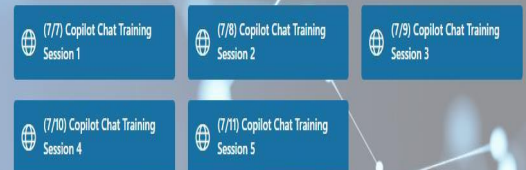
► M365 Copilot Chat

- Facilitator: **Microsoft**
- When: **July 7 - July 11**
- Duration: **1hr per session (x5)**
- Topics include:
 - Introduction to Microsoft 365 Copilot Chat
 - Key Features and Functionality
 - Enterprise Data Protection
 - Web Grounding
 - Practical Demonstrations
 - Prompt Engineering
 - Copilot Prompt Gallery
- Register [here!](#)

Upcoming Live Copilot Chat Training

Enterprise Information Services, in collaboration with Microsoft, is offering five basic training sessions to help agencies understand the functionality of Copilot Chat and share best practices for its use.

Sign up for these trainings happening from July 7 - July 11, 2025, using the links below:



Topics include: Introduction to Microsoft 365 Copilot Chat, Key Features and Functionality, Enterprise Data Protection, Web Grounding, Practical Demonstrations, Prompt Engineering, and Copilot Prompt Gallery.



AI Trainings Available – Managing Copilot in CoreView

► Managing Copilot in CoreView

- Facilitator: **CoreView**
- When: **July 16, 2025, from 10:30-11:00 a.m.**
- Duration: **1hr**
- Topics include:
 - Governance center policies
 - Reports
 - Audit
 - Management actions
- Sign up [here!](#)

The image is a screenshot of a news article titled "Managing Copilot in CoreView Training". The author is ANDERS Cody * DAS, Operations & Policy Analyst 3 - SR30 - Exempt. The article is 1 min read. It features a blue circular icon with a white arrow pointing right. The text says: "Learn how to better manage Copilot by leveraging CoreView! CoreView provides a suite of tools to help you manage Microsoft Copilot. By attending this training, CoreView Operators will learn the controls and features of CoreView, helping you to manage Microsoft Copilot more effectively. Don't miss this valuable opportunity to deepen your understanding of CoreView's capabilities and improve your management of Microsoft Copilot." Below this is a section titled "Training Details" which states: "On July 16, 2025, from 10:30-11:30am PST, a CoreView representative will host a virtual training. Register now to secure your spot and take advantage of the Q&A session to get your questions answered!"



Workday Trainings are Available – **Responsible Use of AI**

► Responsible AI for Public Professionals

- Facilitator: **Self-paced**
- Duration: **Est. 2hrs**
- Topics include:
 - Practical use of Generative AI (GenAI) in your day-to-day work
 - Ethical and responsible AI practices
 - Improving public service delivery with AI
- Access this training in **Workday Learning** by searching for ***DAS – EIS – Responsible AI for Public Professionals***

► Responsible AI for Public Organizations

- Facilitator: **Self-paced**
- Duration: **Est. 2hrs**
- Topics include:
 - Different types of AI and their role in supporting high-priority goals
 - Addressing challenges in AI adoption
 - Skills, talent, and risk management needed for success
 - Ethical considerations and data quality
- Access this training in **Workday Learning** by searching for ***DAS – EIS – Responsible AI for Public Organizations***





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Questions & Answers





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Thank you

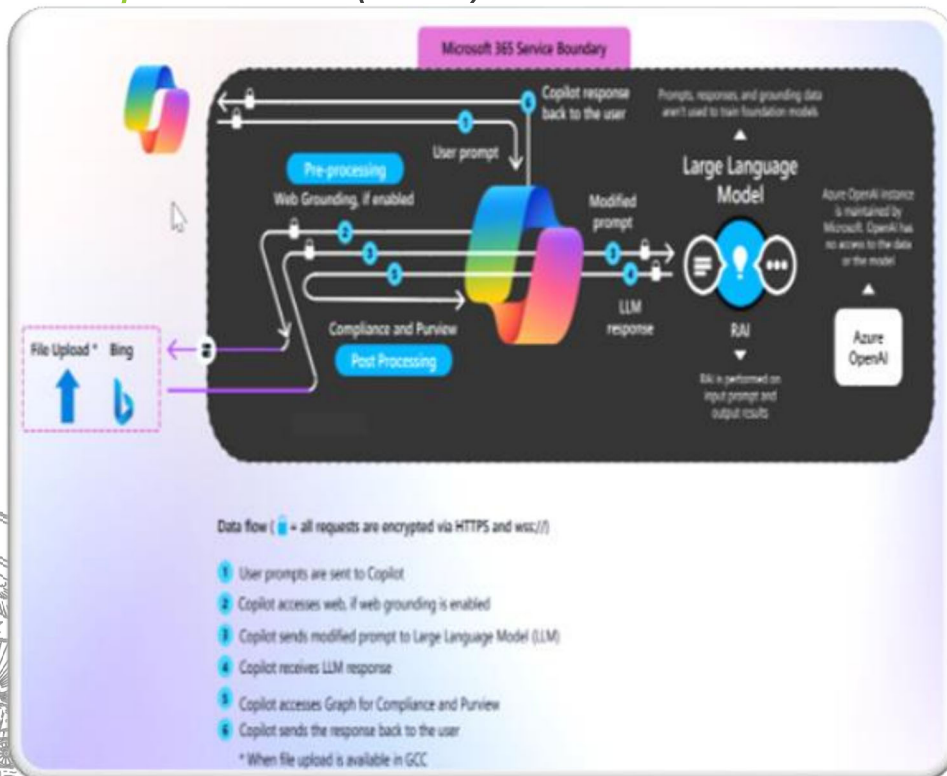
M365.Info@das.oregon.gov



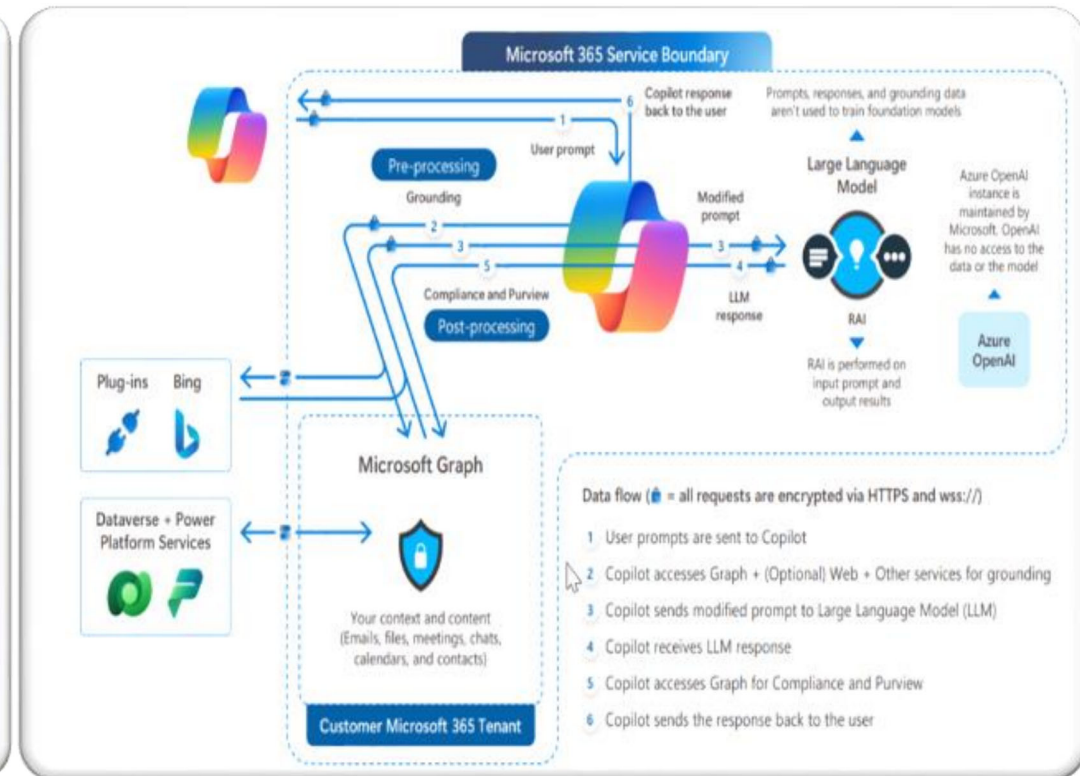


Copilot Data Architecture Diagrams

Copilot Chat (Free)



Copilot for M365 (Licensed)



Logging into M365 Copilot

