

# Microsoft Copilot Guide (2026)

## Introduction

Microsoft Copilot is an AI-powered assistant integrated across Microsoft 365 applications. It helps businesses improve productivity, automate repetitive work, and gain insights from data. This guide explains how organisations can adopt Copilot securely and effectively.

## Key Features

- AI-assisted writing in Word and Outlook
- Automated data insights in Excel
- Meeting summaries and task extraction in Teams
- AI presentation generation in PowerPoint
- Integration with Microsoft Graph for business data context

## Business Benefits

- Reduce time spent on repetitive documentation
- Improve collaboration and meeting productivity
- Generate insights from company data faster
- Enhance employee efficiency using AI assistance

## Best Practices

- Define clear AI usage policies
- Enable security and compliance controls
- Train employees on responsible AI usage
- Monitor usage and productivity improvements