

NCDIT · GCC · SUMMIT FOLLOW-ON

Copilot, Your Everyday Work Companion

Practical ways to save time and lower the daily load — whether or not you have a Copilot license.

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60 min · 50 min content + 10 min Q&A

★ LIVE POLL • 60 SECONDS

Which task eats the most of your week?

No judgment. Grab your phone — scan the code and vote. We'll show the results live.

- ☒ **Email & chat** reading, replying
- ☒ **Status updates** writing them up
- ☐ **Meetings** prep and follow-up
- ☐ **Documents** drafting from scratch
- ☐ **Finding things** hunting for info



Where Does Your
Time Go? – Fill
out form

THE SCALE OF THE PROBLEM

Where the workday actually goes

57%

of the workday spent
communicating — email,
chat and meetings

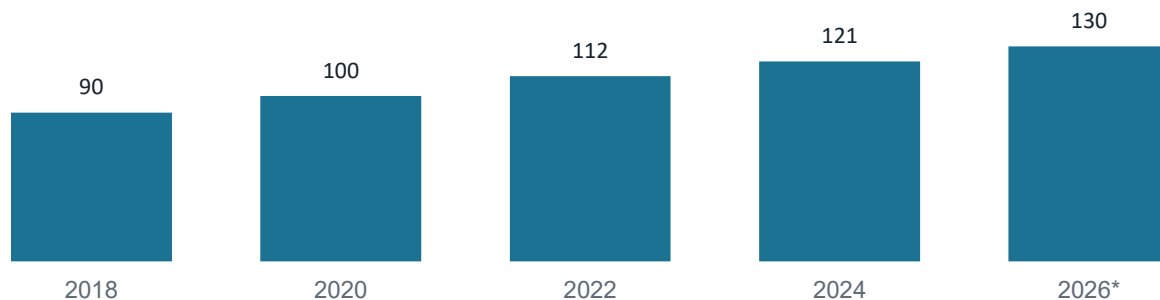
~2 hrs

a day lost to overhead:
updates, recaps and
first drafts

30 min

a day given back, on
average, by regular
Copilot users

Minutes a day in email and chat keep climbing



The point
The work isn't the problem — the
overhead around it is. That
overhead is exactly what Copilot is
good at.

DEFINITION

What “everyday companion” means

Not another app to learn. Copilot is a helper you hand the small draining jobs to: read this, shorten that, start the draft, tell me what I missed.

Think of it as a capable new teammate who has read everything you can read — and nothing you can't.

When to reach for it

✓ Great for...

Long threads and documents · first drafts · recaps and summaries · rewriting for tone · catching up after leave · turning rough notes into an update.

✗ Think twice when...

The answer must be exact and you can't verify it · the content sits above your approved sensitivity level · judgment, negotiation or bad news is the whole point.

Rule of thumb: Copilot gets you to a strong first draft. You still bring the judgment — and you sign your name to it.

The quiet drag on your week

1

The long thread

Twenty replies, three decisions buried inside, and you're the one who has to work out what was agreed.

2

The blank page

Starting a report or an update from nothing is the slowest and most stressful part of the job.

3

The status tax

Writing the same update three ways for three audiences eats the time you needed for the actual work.

4

The catch-up cliff

A day out — or a week of leave — and you start already behind, digging instead of deciding.

★ LIVE WORD CLOUD

In ONE word — which task would you hand off tomorrow?

Submit a single word. Bigger = more people said it. Watch the room's answer appear in real time.



[Hand It Off – Fill out form](#)

Threads

Recaps

Reports

Updates

Minutes

Catch-up

Drafts

Inbox

Handovers

Sample cloud shown — your live results will vary.

KNOW YOUR TIER — NOBODY LEFT BEHIND

Two “Copilots,” one goal

Everyone in this room can use Copilot today. What differs is how far it reaches into your work.

Microsoft 365 Copilot Chat Included with M365

EVERYONE

- ✓ Summarize anything you paste — threads, policies, notes, transcripts
- ✓ Draft & rewrite updates, replies, outlines, tone and length changes
- ✓ Think it through structure a report, plan an agenda, pressure-test an idea
- ! You bring the content it can't reach your mail, files or meetings

Microsoft 365 Copilot Licensed add-on

LICENSED

- ✓ In your apps summarize a thread inline, draft in Word, recap a meeting
- ✓ Catch up “What did I miss this week?” across mail, chats and files
- ✓ Work-grounded reasons over YOUR content, inside your permissions
- ✓ Everywhere Outlook, Teams, Word, Excel, PowerPoint, Copilot Chat

Five everyday moves that give time back

1

Catch up

“What happened while I was out, and what needs me?”
Start the day oriented

2

Untangle

Turn a long thread into decisions, owners and dates.
Read it once, not twenty times

3

Draft

Get a first version of the update, reply or report on the page.
Never start from blank

4

Sharpen

Re-tone or re-aim the same content at a new reader.
One draft, many audiences

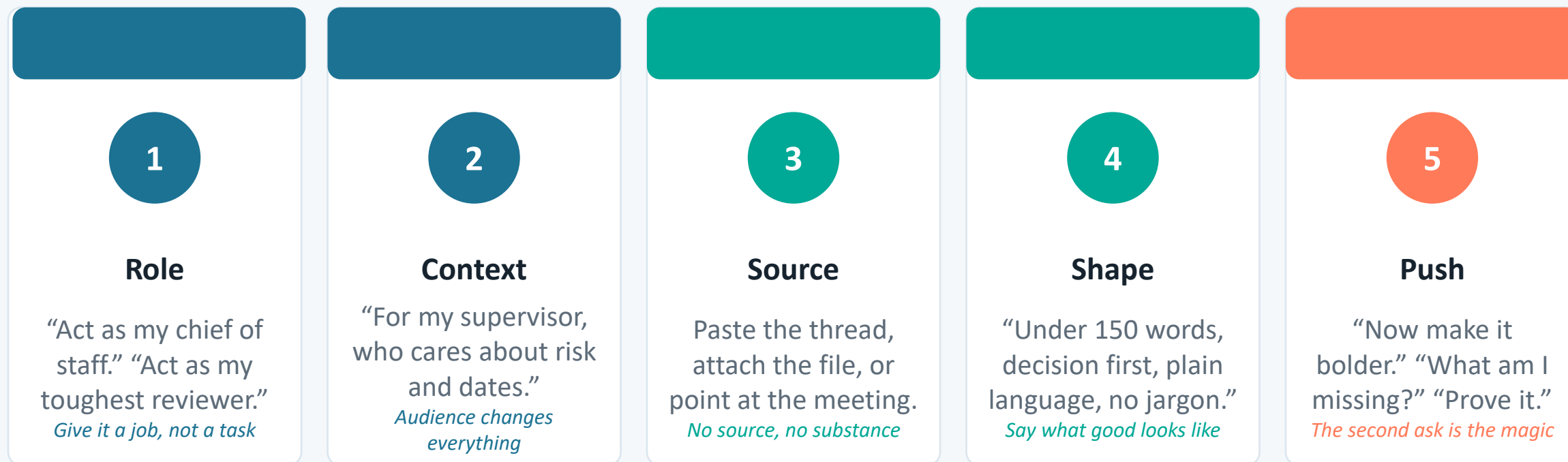
5

Wrap up

Recap the meeting, list the actions, send the follow-up.
Nothing falls through

⚠ Public-sector rule: Copilot-assisted work is your work product — it can be a public record, with the same review and retention duties.

Five parts of a prompt that gets a wow



⚠ Guardrail: never paste content above your approved sensitivity level, and never into a consumer AI tool. Use the tenant's protected Copilot — look for the shield.

Demo 1 — a confusing thread, made clear

1 Open the thread. Licensed: click Summarize in Outlook. Everyone else: paste it into Copilot Chat.

2 Ask well. “Decisions made, open questions, who owes what by when.”

3 Check it. Copilot drafts, you verify — spot-check names, dates and numbers.

4 Reply. “Draft a short response confirming Friday and asking for the missing figure.”

5 Close the loop. Turn the actions into tasks so they leave your head.

Draft an update your boss can skim

Four steps, about three minutes — works with or without a license.

1

Gather

Paste your notes, last week's status and the key emails — or, if licensed, point Copilot at the files.

2

Draft

“Write a 150-word update for my supervisor: progress, risks, and what I need from her.”

3

Sharpen

“Lead with the decision she has to make. Plain language, no jargon, four bullets.”

4

Own it

Read every line. Fix what's wrong, add what only you know, then send it.

Copilot booster: “Now give me the version my supervisor would forward to her director — same facts, half the words.”

Source: Microsoft Copilot prompting guidance (Microsoft Learn)

What the license unlocks in your day



Summarize in place

Collapse a 40-message thread or a 30-page document into key points — one click, no copy-paste.



Draft & Coaching

Write the first draft in Word or Outlook; Coaching by Copilot scores tone and clarity before you send.



Catch up

“What did I miss this week?” — it reasons over your mail, chats, meetings and files at once.



Meeting recap

Missed the call? Get the decisions, the action list, and every moment your name came up.

Where to find it: the Copilot icon in Outlook, Teams, Word and Excel. Availability in GCC varies — confirm what's lit up in NCDIT's tenant.

No license? You can still do every demo today

Copilot Chat can't reach into your mailbox — so you bring the content to it. Paste, ask, done. Covered by enterprise data protection.

1

Untangle Paste the thread → “The decision made, the open questions, who owes what by when, and the line that closes it.”

2

Ghostwrite “A 150-word update for my supervisor: decision first, risks named, one clear ask. Then a bolder version.”

3

Build “Ask me the five questions you need answered before you can draft this report — then write section one.”

4

Rehearse Paste the agenda → “Play my toughest stakeholder. Ask me the three questions I'll struggle to answer.”

Access at microsoft365.com/chat or the Copilot app in Teams. Look for the green shield = protected.

A report draft in about ten minutes

1 • Frame it

Audience, decision and length first
— before you ask for a single word.

✓ Licensed ✓ Chat

2 • Outline first

“Give me a four-section outline.”
Fixing an outline is cheaper than
fixing a draft.

✓ Licensed ✓ Chat

3 • Feed the sources

Point it at your files and meetings,
or paste the material in.

✓ Licensed ✓ Chat (paste)

4 • Draft a section

One section at a time. Quality drops
when you ask for everything at
once.

✓ Licensed ✓ Chat

5 • Tighten

“Cut it by a third, plain language,
keep every number.” Then ask for
the summary.

✓ Licensed ✓ Chat

6 • Verify & finish

Check each fact against the source.
You sign it, so you own it.

✓ Licensed ✓ Chat

Let Copilot help you start: “Ask me five questions you need answered before you can draft this report.”

Four prompts that change the room

Pick one. Run it on something real, right now. Then tell us what came back.

PROMPT 1

The Mind Reader

“Act as my chief of staff. From this thread: the decision made, the open questions, who owes what by when, and the line that closes it.”

PROMPT 2

The Time Machine

“I've been out five days. Sort everything waiting on me into needs-me-today, this-week, and safe-to-ignore — and say why.”

PROMPT 3

The Ghostwriter

“Write my supervisor update in my voice: 150 words, decision first, risks named, one clear ask. Then show me a bolder version.”

PROMPT 4

The Pressure Test

“Argue against this draft like my toughest reviewer. List the three questions I can't answer yet — then help me answer them.”

DO IT BEFORE YOU LEAVE TODAY

Your first 20 minutes with Copilot

0–3 min

☐

Open Copilot Chat at microsoft365.com/chat (or the Teams app) and pin it where you'll see it.

3–8 min

☐

Run The Mind Reader on your longest live thread. Screenshot what comes back.

8–14 min

☐

Run The Ghostwriter on your next supervisor update — then ask for the bolder version.

14–18 min

☐

Run The Pressure Test on something you're about to send. Fix what it finds.

18–20 min

☐

Book 10 minutes tomorrow to do the same three things again. Habit beats enthusiasm.

Print this slide or drop it in Teams — check the boxes as you go.

Using Copilot responsibly

Move faster — without crossing a line.

**When in doubt
Ask your ISO or Records
Management before pasting
sensitive content, sending anything
externally, or acting on an answer
you can't verify.**

Four non-negotiables

1

You own the output Copilot drafts; you verify every fact, figure and name before it leaves your hands.

2

It respects permissions Copilot only surfaces what you can already access, and honors Purview sensitivity labels.

3

Records still apply Copilot-assisted work can be a public record. Retention, holds and disclosure don't change.

4

Stay inside the boundary Use the tenant's approved Copilot with data protection. Never paste work content into consumer AI.

Your 7-day plan & three things to remember

Day 1

Pin Copilot Chat;
summarize one long
thread

Day 2

Draft one supervisor
update with Copilot

Days 3–5

Use it daily on the
worst job on your list

Day 6

Outline one report
before writing a word

Day 7

Review: which prompts
saved time? Keep those

1

Start with the overhead
Hand over summaries, drafts and
catch-ups first.

2

Copilot is for everyone
Licensed reaches in; Chat lets you
bring work to it.

3

You own the final word
Copilot drafts. You verify and
sign.

QUESTIONS

Ask me anything — then go try one.

Pick one task this week and hand it over. Ten minutes back today beats a perfect system next month.

Take these with you

- The 4 try-it-now prompts (posted in Teams)
- The 20-minute starter checklist
- Copilot Chat: microsoft365.com/chat