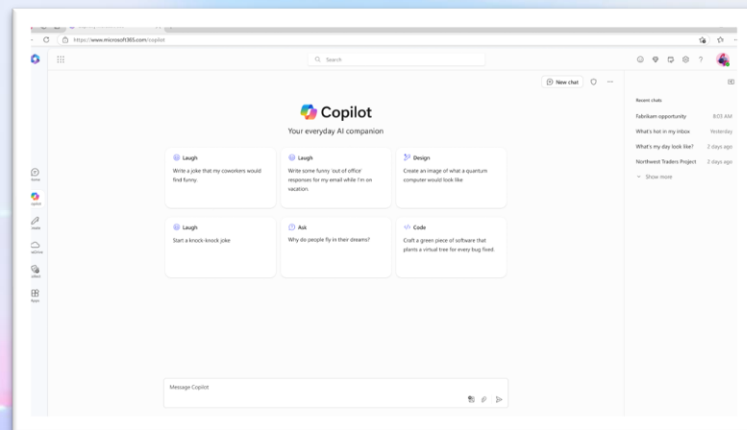


Adoption Kit instructions



Welcome to the User Adoption Kit for Microsoft Copilot

It's exciting to introduce generative AI to your users! This kit will help your users to get immediate value from Microsoft Copilot. Copilot provides an AI chat experience with the latest LLMs and has enterprise data protection to keep your company's data safe..

In this Adoption Kit, you will find:



User Training
PowerPoint



Company-Wide Announcement
Email Templates



Messaging Series for
communication channels



User Scenario
Flyer

The company-wide email and communication templates and user training deck are customizable and will provide your users with a walkthrough of Copilot as well as tips and tricks on how to get the most out of their Copilot experience.

Before you get started

Based on best practices in change management, we recommend these two first actions:

1. Identify an executive sponsor

An executive voice is ideal to communicate the need for everyone to act responsibly and protect company data using Microsoft Copilot.

2. Create a learning loop

Identify a communication channel, like email or a survey, for collecting questions and feedback on Copilot. It will take continued usage and feedback over time to identify the highest-impact use cases for your organization.

User training PowerPoint deck

Use this PowerPoint deck to introduce users to Copilot and show them how to navigate its user interface to get the most out of their experience.



Copilot

This resource will:

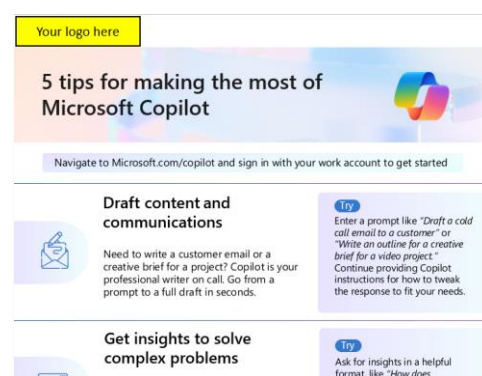
- Introduce Copilot and its importance for data protection
- Give a visual tour of the Copilot user interface
- Demonstrate the value of using AI-powered chat at work
- Provide user scenario examples
- Explain how to write an effective prompt



Customization opportunity: Insert your company name at the beginning and end of the PowerPoint deck and in relevant placeholders marked with this notation (< **EXAMPLE** >). Consider whether you need to adjust the guidance on how to treat confidential information.

"5 tips for making the most of Microsoft Copilot" tip sheet

This single-page resource offers five tips to help users be creative and productive at work. Use this to encourage users to try practical scenarios and experiment with Copilot. We also have an education-specific version of this tip sheet



Messaging series

Use this two-part messaging series to inform and educate users about how to use Microsoft Copilot. Take this content to populate whatever channel that makes sense for your organization, whether it's an email, newsletter, company chat, company website, etc.



Message 1: Use Microsoft Copilot for your AI chat needs. Use this template to introduce your users to Copilot and what they can achieve by using AI. Be sure to attach or link to the user training deck.



Message 2: Make the most out of Microsoft Copilot. Use this template to share tips with users so they can get the most out of Copilot. Ensure that the tip sheet and Message 1 are attached or linked prior to sending, and that you've added examples of usage by your end users.

Adoption Kit Content

Email templates



Step 1 Customize

These email templates are meant for company-wide communications to spread awareness and proper usage of Microsoft Copilot. The templates are customizable—you can adjust the wording as needed. Look for this notation (< **EXAMPLE** >), which you can fill in with your company name and information.



Step 2 Save

Save the user guide and tip sheet to share organization-wide. We suggest saving this email template in .OFT format for easy customization and sharing. To do this, follow these steps:

1. Open email template and customize as needed
2. Select the 'File' tab and choose 'Save as'
3. Rename the file and choose 'Outlook Template (*.oft)' under 'Save as type'
4. Select 'Save'



Step 3 Share

To increase engagement, we suggest you send the emails from an email account familiar to the end user for critical communications. Additionally, an executive sponsor is ideal to communicate the need for everyone to act responsibly and protect company data.

Technical implementation

We strongly recommend implementing Copilot as soon as possible in the organization, as it provides an immediate safety net against data leakage. To more comprehensively prevent accidental disclosure of data, think about how you can control or block user access to chat AI services that are available on the public web.

For Copilot documentation, please go to aka.ms/Copilot/Docs.