



Microsoft 365 Copilot for Leadership

From Information to Action



Presenter

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sime

Mark your presence



Today's Agenda



Copilot in Action

What Copilot is
and how it uses
your data.

Security, privacy,
and good habits.



Calendar

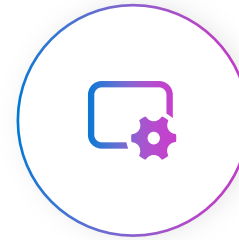
Finding times, agendas,
and invites automatically.
Facilitator, recording, and
transcripts.



Outlook

Summarising long
threads and inbox
priorities.

Drafting, tone, and
your writing style.



Teams & OneNote

Live summaries,
decisions, and action
items.

Notes turned into
plans in seconds.



Your Turn

Resources, hands-on
practice, and
feedback.

Wrap-up, next steps,
and Q&A.



All Resources

<https://arif.works/sime/>





Copilot in Action

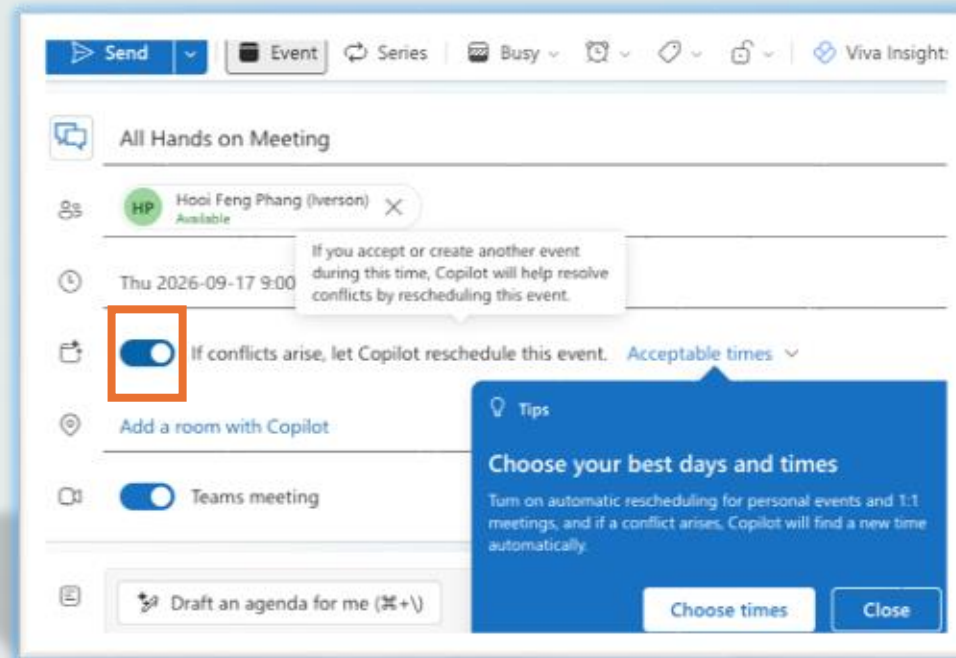
Using Copilot for meeting prep, professional email and much more

Copilot in Apps



Calendar

When attendees are unavailable, Copilot can help find and schedule a more suitable meeting time automatically.



Copilot in Apps



Calendar

Turn on Facilitator to let Copilot actively assist during the meeting by managing notes, tracking discussion points, and helping keep the meeting organized.

Facilitator is off for this meeting. **Turn on** Options

Copilot in Apps



Calendar

Enable recording / transcription so Copilot can capture the meeting conversation and provide summaries, notes, action items, and insights.

Meeting options

- Meeting access
- Roles
- Production tools
- Participation
- Recording & transcription**
- Copilot and other AI
- Accessibility

Recording & transcription

Record and transcribe automatically
Recording and transcription will start automatically when the meeting begins. Your license and admin policy also determine how they turn on.

Off

Record and transcribe
Transcribe only

✓ Off

Enable multilingual speech recognition
This allows everyone to be understood in their spoken languages. This will automatically be turned on if Interpreter is on. This option isn't available in all languages.

Who has access to the recording or transcript
Copilot and recap access might be affected by this option.

Everyone

Copilot in Apps



Calendar

Think of Copilot as an **AI meeting assistant** that listens, takes notes, captures decisions, and helps everyone stay aligned.

Meeting options

- Meeting access
- Roles
- Production tools
- Participation
- Recording & transcription
- Copilot and other AI**
- Accessibility

Copilot and other AI

Allow Copilot

During and after the meeting

Facilitator
Copilot will be added to the chat and do tasks like update the agenda and take notes.

Spoken language in this meeting
Language that everyone is speaking in this meeting. This setting affects all participants. To use it, select the correct spoken language before the meeting starts.

English (US)

Accessibility

Provide CART Captions

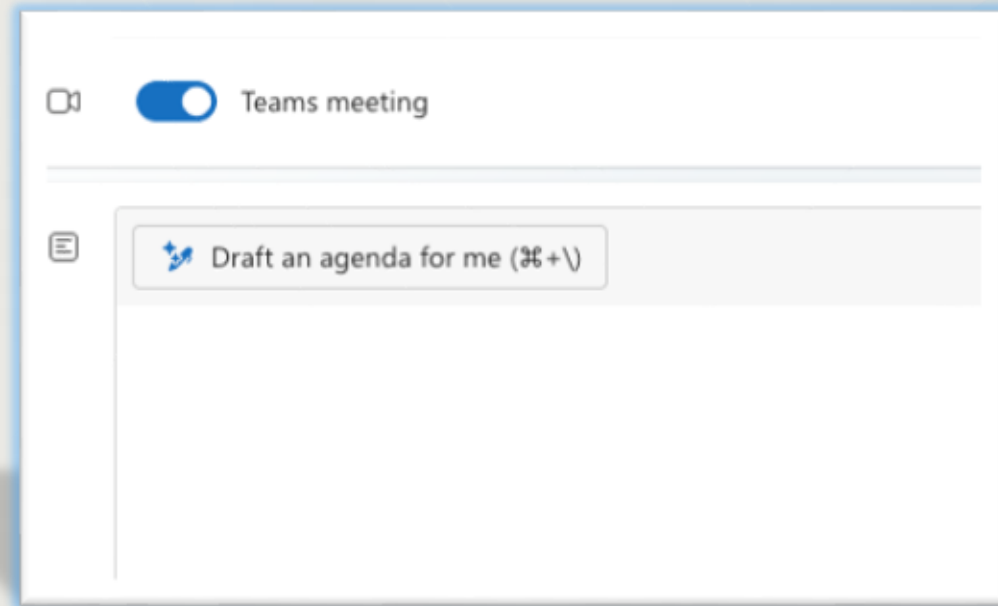
Apply

Copilot in Apps



Calendar

Ask Copilot to create a professional meeting agenda, helping participants stay focused and prepared.

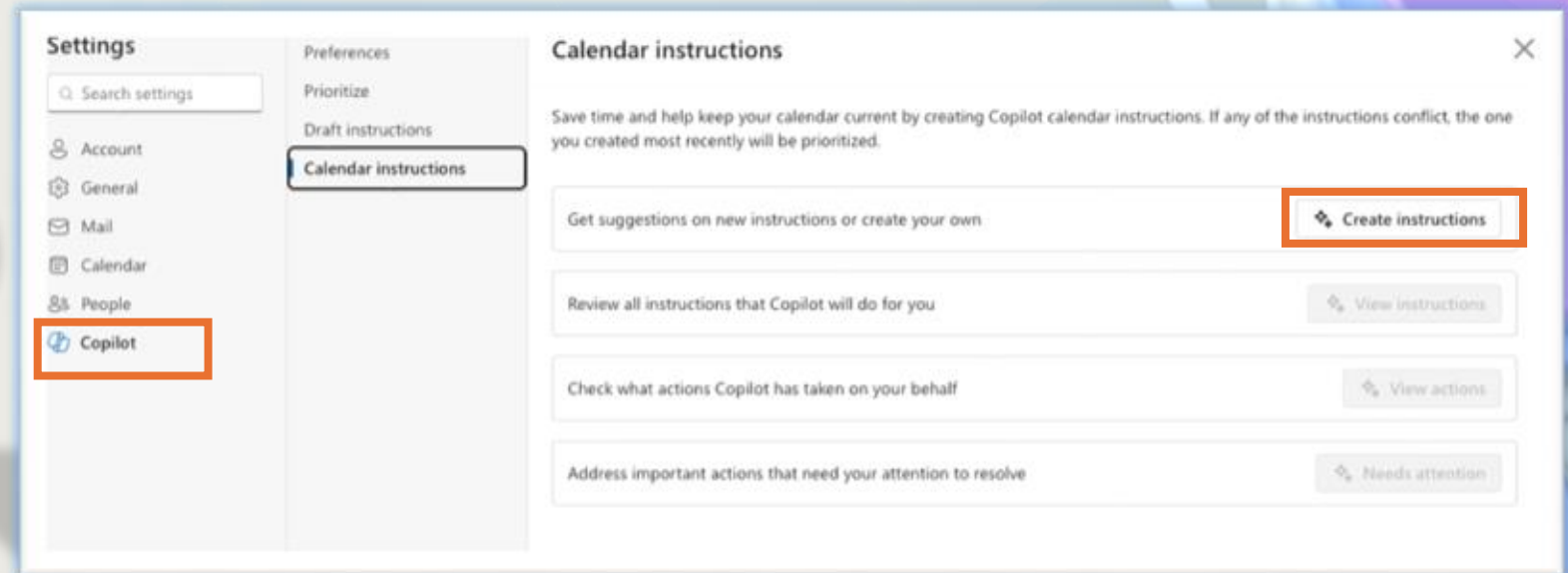


Copilot in Apps



Calendar

Ask Copilot to create a professional meeting agenda, helping participants stay focused and prepared.



Copilot in Apps



Calendar

Create meetings faster by asking Copilot to find availability, generate an agenda, and send the invitation automatically.

Create 1 to 1 meeting with Hooi Feng Phang (Iverson) for next week on Tuesday/Wednesday/Friday between 10am to 10.30 am with Agenda

1:1 with Hooi Feng Phang (Iverson)

8/7 Friday 9:00 PM - 9:30 PM 8/7 Friday 10:00 PM - 10:30 PM 8/14 Friday 9:00 PM - 9:30 PM

7 PM	
8 PM	
9 PM	
10 PM	10:00 PM - 10:30 PM
11 PM	

Send invite for option 2

Copilot in Apps



Outlook

Quickly understand the key points, action items, deadlines, and outstanding issues without reading all the content.



Summary by Copilot

Microsoft 365 provided information about learning to write effe

No unresolved issues, dates, or deadlines were mentioned.



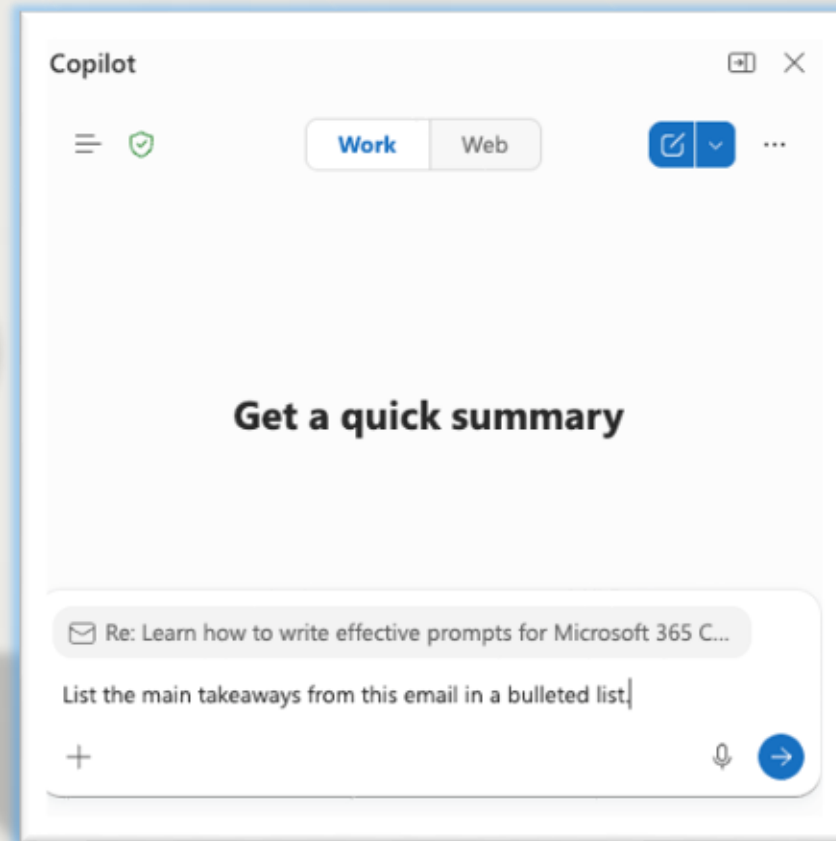
Ask Copilot

Copilot in Apps



Outlook

Let Copilot read the entire conversation and provide a concise summary of what happened, what was decided, and what needs attention.

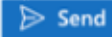


Copilot in Apps



Outlook

Copilot can draft the email, create a suitable subject line, organize the message clearly, adjust the tone, and help rewrite or improve the email with a simple prompt.

 **Send**  From: ext.trainer2@iverson.com.my 

To

Cc

Add a subject

 Start typing or **Help me write (Ctrl + L)**

Message Copilot



 Add work content

 Upload images and files

 Attach cloud files

 **Edit with Copilot**

 Researcher

 Analyst

... More 

Copilot in Apps



Outlook

Let Copilot automatically identify and highlight your most important emails based on people, topics, projects, and email content.

The screenshot shows the Outlook 'Settings' window with the 'Prioritize' section selected. The left sidebar lists 'Account', 'General', 'Mail', 'Calendar', 'People', and 'Copilot', with 'Copilot' highlighted by an orange box. The main content area is titled 'Prioritize' and includes a toggle for 'Let Copilot prioritize my email on arrival' (which is turned on), a checkbox for 'Show AI-generated summaries in the message list (for prioritized email)' (checked), and an unchecked checkbox for 'Apply low priority label'. Below this is a 'Customize' section with a text input for 'High priority instructions' containing 'Try "It's about Project <project name>"' and an 'Add' button highlighted by an orange box. A list below shows 'Project A'.

Settings

Search settings

- Account
- General
- Mail
- Calendar
- People
- Copilot**

Prioritize

Draft instructions

Calendar instructions

Prioritize

Copilot can use AI to analyze your inbox and mark email as high priority based on a list of factors - like people on the thread, their job titles, email content and more.

☒ Let Copilot prioritize my email on arrival

☒ Show AI-generated summaries in the message list (for prioritized email) ⓘ

☐ Apply low priority label ⓘ

Customize

Tell Copilot what makes certain types of email high and low priority for you. This could include things like specific people, topics, or mail types. **This will only be applied to email you receive in the future.**

Higher priority ⓘ Lower priority ⓘ

High priority instructions

Try "It's about Project <project name>"

Add

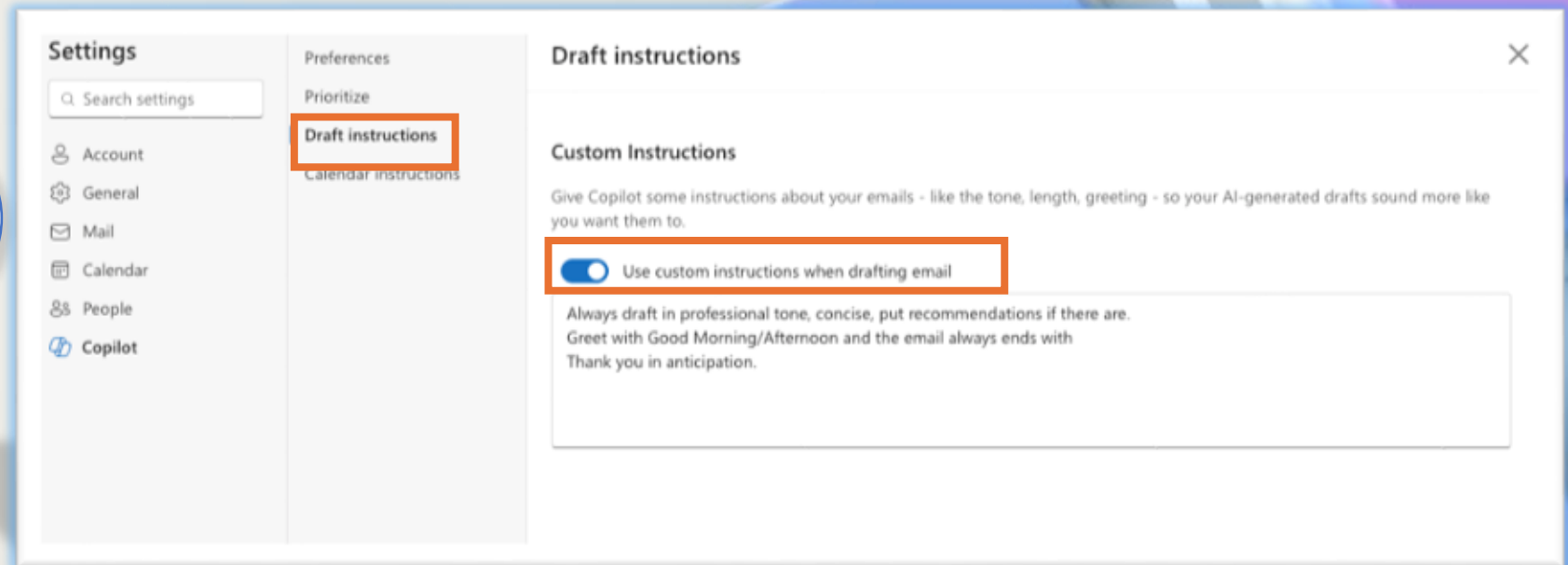
Project A

Copilot in Apps



Outlook

Set your preferred writing style, tone, greetings, and email structure so Copilot drafts emails the way you like.

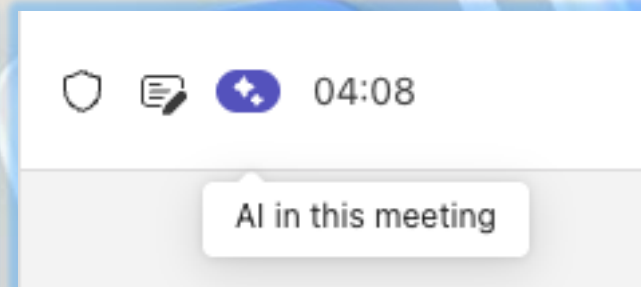
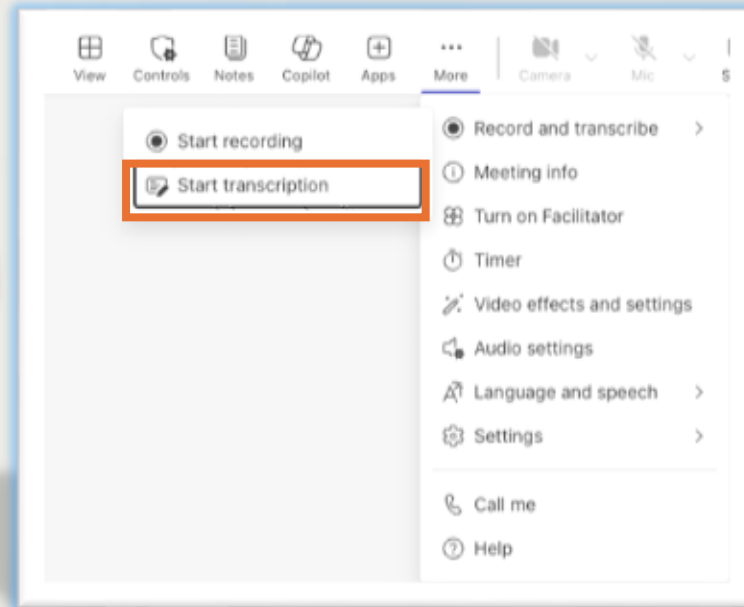


Copilot in Apps



Teams

Capture the meeting conversation as text so participants and Copilot can review, summarize, and search the discussion later

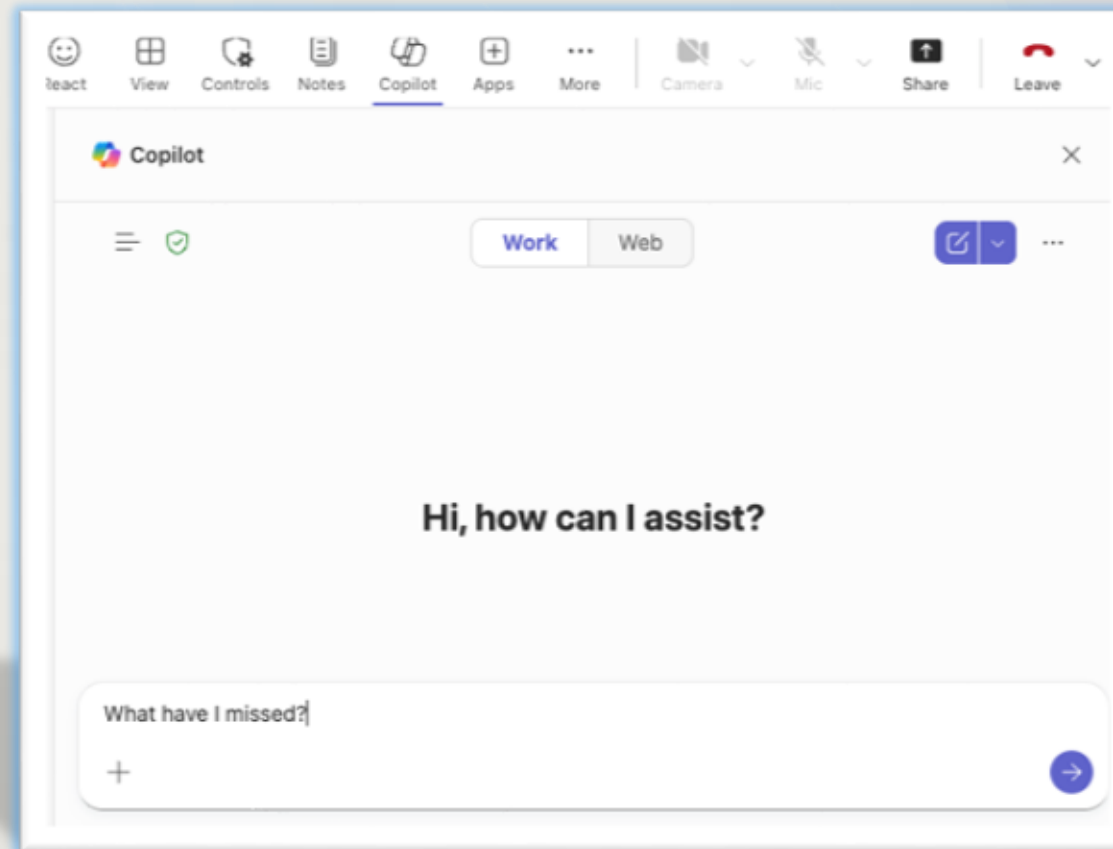


Copilot in Apps



Teams

Copilot acts as your AI meeting assistant, helping you catch up, track decisions, identify action items, and generate meeting summaries in real time.



Summarize the meeting so far

"Summarize the discussion."

List action items

"What actions were assigned and to whom?"

Identify decisions made

"What decisions have been made?"

Highlight risks or open issues

"Are there any unresolved concerns?"

Prepare a meeting recap

"Create a meeting summary with next steps."

Answer questions about the discussion

"What did the team decide about Project A?"

Find mentions of specific topics

"What was said about the budget?"

Generate follow-up tasks

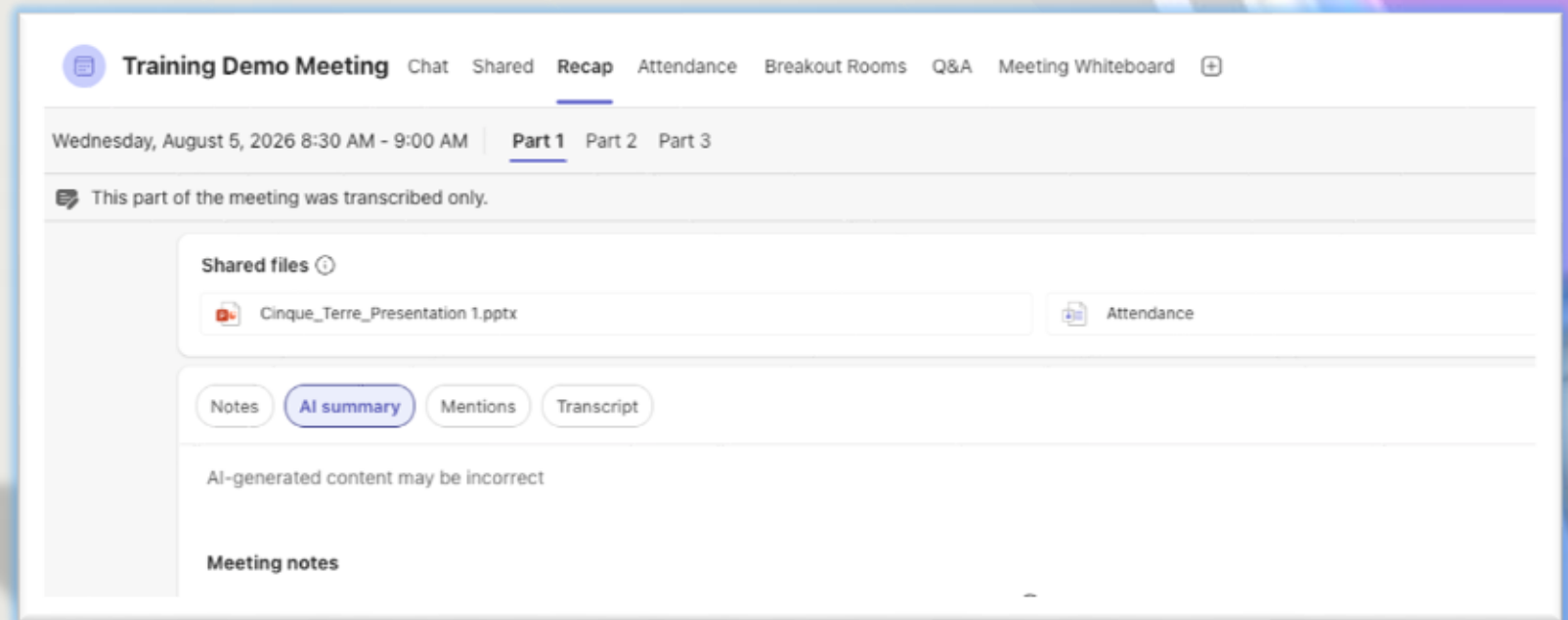
"Create a list of follow-up actions from this meeting."

Copilot in Apps



Teams

After the meeting, Copilot automatically creates a recap with summaries, notes, transcripts, shared files, attendance, and key discussion points, so you can quickly catch up or review what happened.

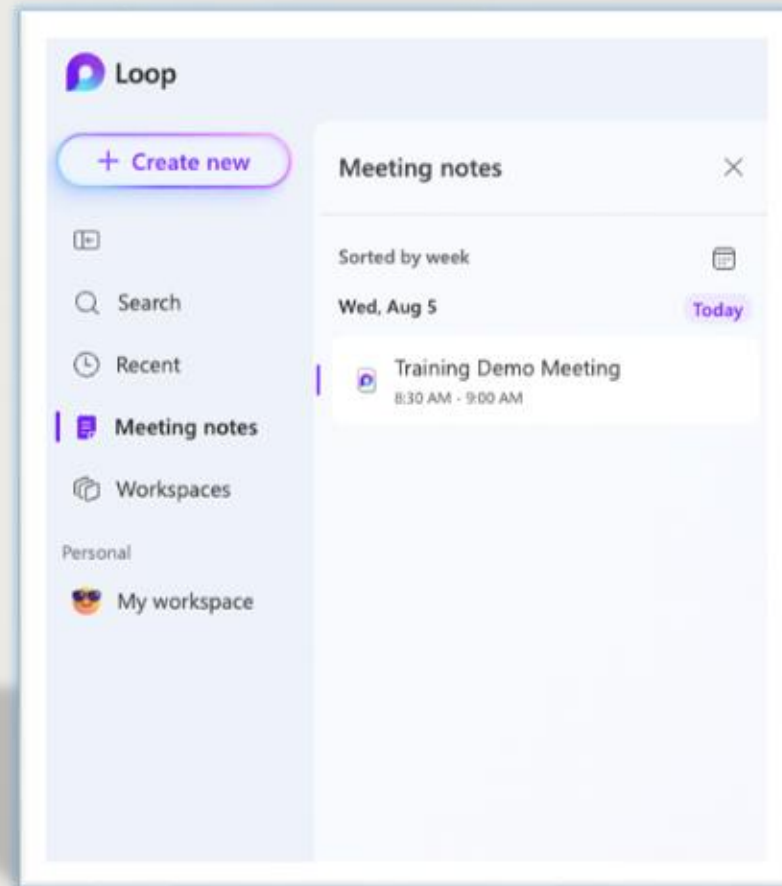


Copilot in Apps



Teams

Meeting Notes: A shared workspace where everyone can collaborate on agendas, notes, decisions, and action items throughout the meeting lifecycle.



Copilot in Apps



OneNote

Use Copilot in OneNote to turn your notes into summaries, action items, plans, and organized content in seconds.

The screenshot shows the OneNote application window with the Copilot sidebar open on the right. The main note is titled "All Hands on Meeting" and dated "Wednesday, August 5, 2026 7:00 AM". It contains a table with meeting details and a list of action items.

Subject	All Hands on Meeting
Link to Outlook Item	Click here
From	Trainer Iva
Required attendees	Hool Feng Phang (Iverson)
Meeting Date	9/17/2026, 9:00:00 AM

Establish a clear overview of current priorities, share updates, and address any immediate concerns relevant to the team in an all hands meeting.

- Review current team objectives and progress
- Share updates on ongoing projects
- Identify and discuss any immediate challenges or concerns
- Outline next steps and action items

The Copilot sidebar on the right has a header "What can I help you capture?" and a text input field labeled "Message Copilot" with a microphone icon.



All Resources

<https://arif.works/sime/>



Achievement Code



Feedback





Thank you

Now it's your turn — pick one task this week and let Copilot help.

Questions are welcome — and keep practising your prompts.

