



# Copilot and Agents at Work

Tiffany Joseph  
Tad Thompson

Microsoft  
Partner Solution Architects



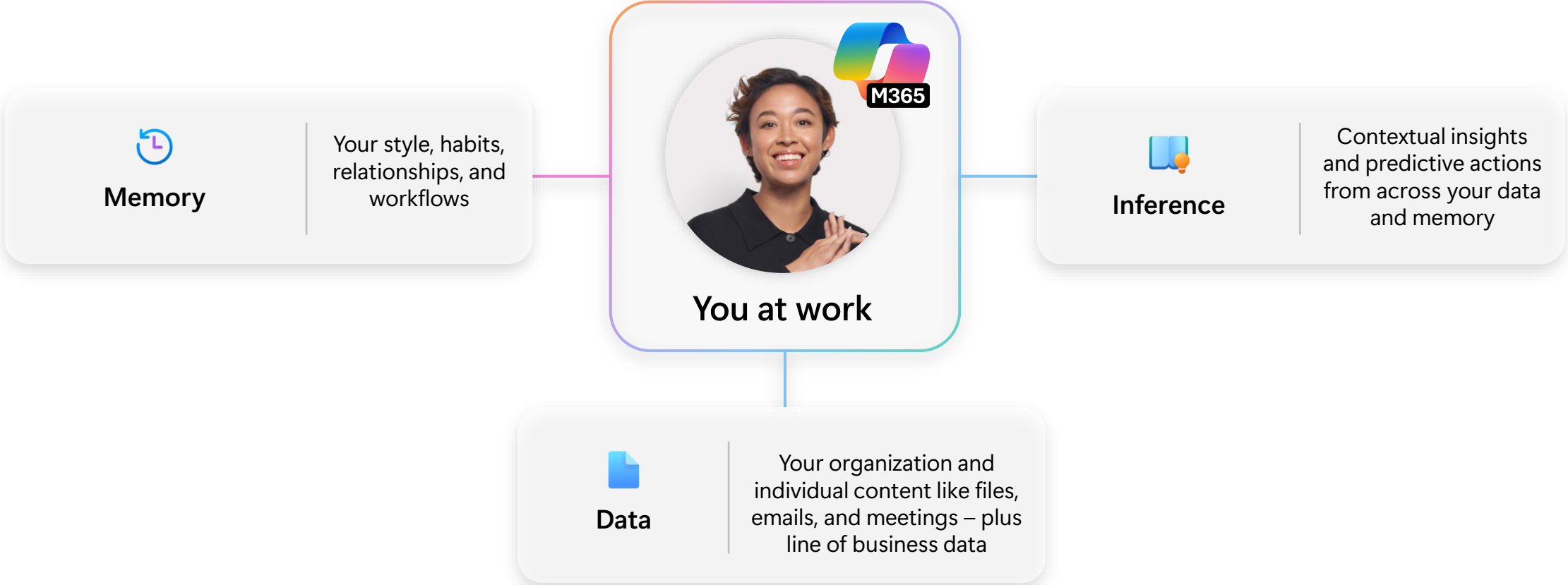
# Agenda

- Intro to M365 Copilot
- Walk-thru demo
- Creating Agents
- Intro to Copilot Studio
- Demo
- Q&A, Resources



**AI Built for Work**

# Work IQ



# Microsoft 365 Copilot Innovation Areas

1

## Personal and team productivity

Built into the tools you rely on every day, Copilot understands your goals, anticipates next steps, and acts proactively—helping you and your team turn intent into results.

2

## Business process

Grounded in your organization's context with Work IQ, Copilot puts AI to work—automating, augmenting, and transforming business processes—multiplying your impact at scale.

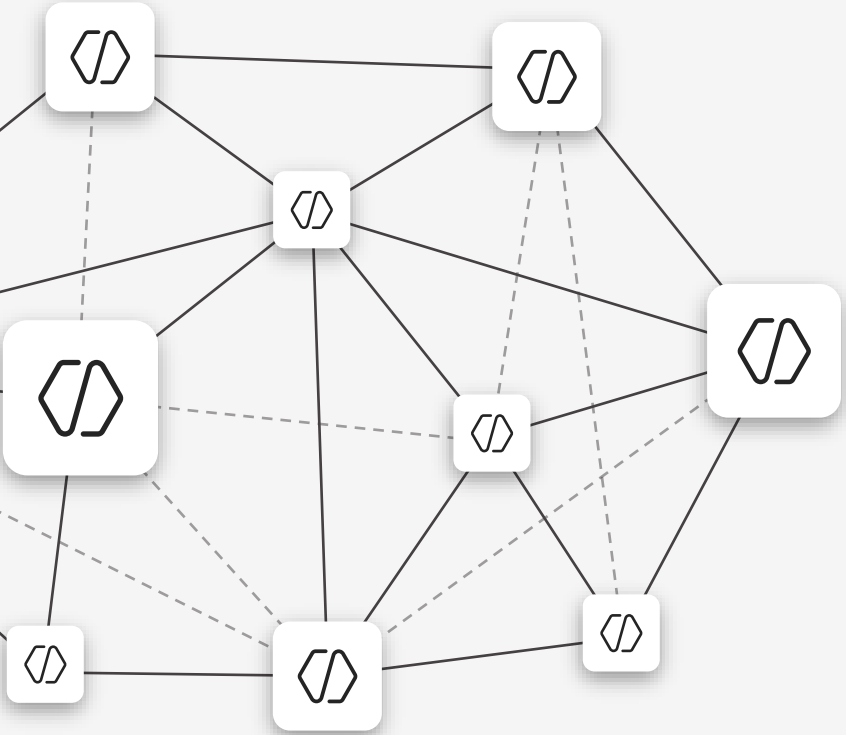
3

## Enterprise ready AI

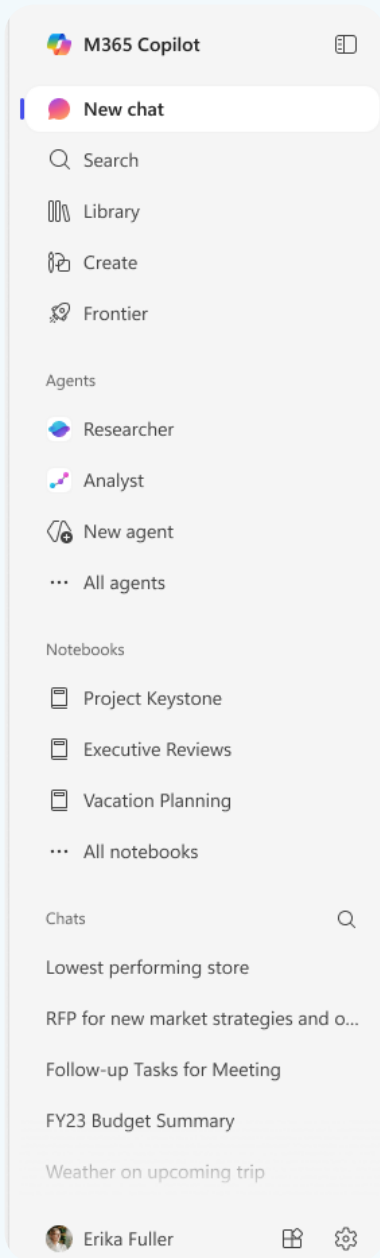
Built with enterprise-grade security, compliance, and manageability, Copilot protects what matters most while empowering your business to innovate confidently.

Copilot

Agents



Copilot Control System



# Microsoft 365 Copilot: AI Built for work

## Chat

Secure AI chat with the latest models available and Work IQ intelligence layer.

## Search

AI search enhanced by Work IQ for fast and relevant results.

## Agents

A broad ecosystem of pre-built agents available in the Agent Store and build your own agents in Copilot Studio.

## Create

AI-generated images, posters, banners, videos, and more that are aligned to your organization's brand identity.

## Notebooks

Copilot is grounded in your project's diverse content types to provide targeted responses and engaging audio overviews.

Get proactive  
overviews of your day



Copilot  
Chat

Bridge your  
knowledge sources



Copilot  
connectors

Prepare for  
a customer meeting



Researcher

Start your workday  
hands-free



Voice in  
Copilot mobile

Interpret multilingual  
conversations in real time



Interpreter



## Where Copilot wows

Never take meeting  
notes again



Facilitator

Automate reminders  
and tasks



Workflows

Quickly  
find content



Copilot Search

Jumpstart  
document drafting



Agent Mode  
in Word

Quickly onboard onto  
new roles or projects

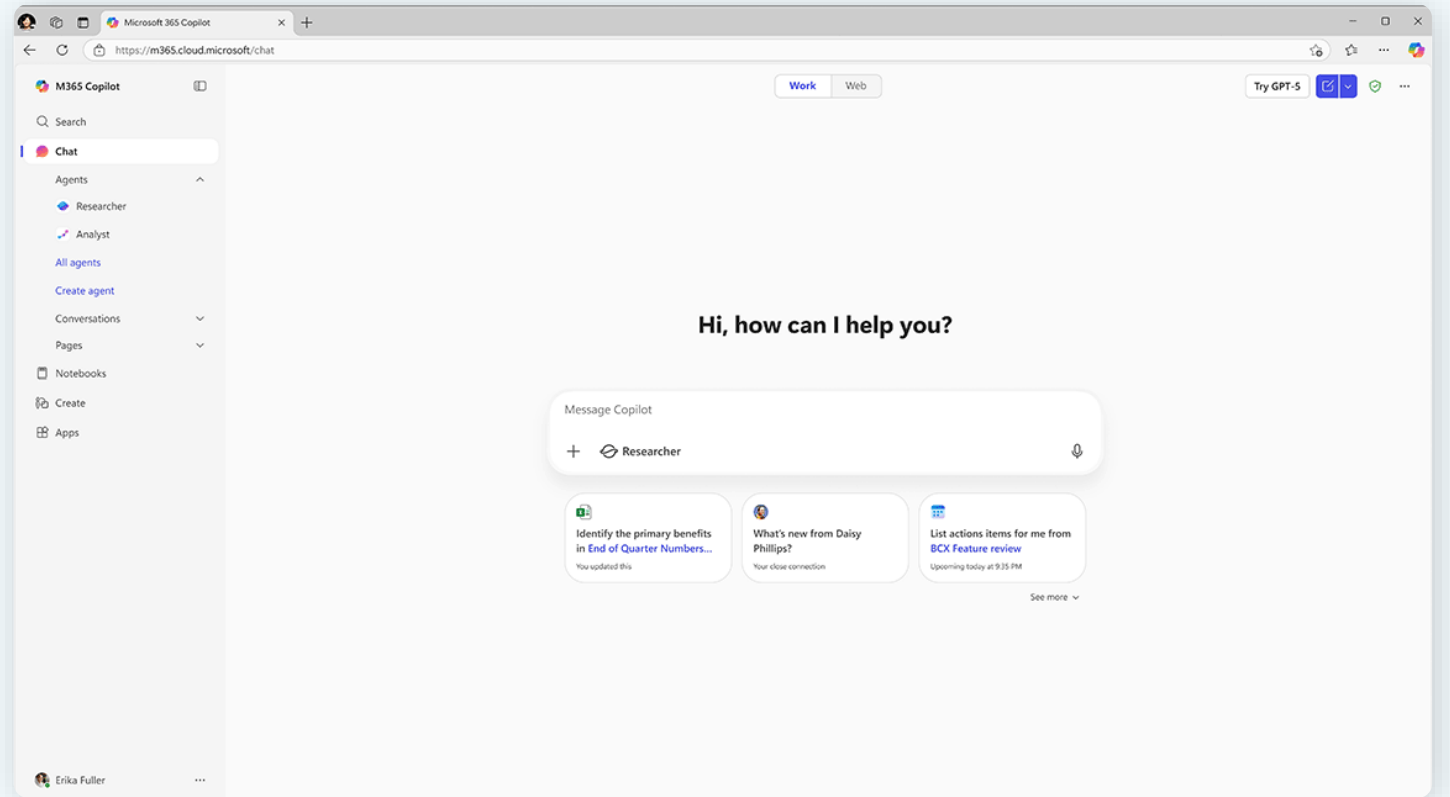


Notebooks

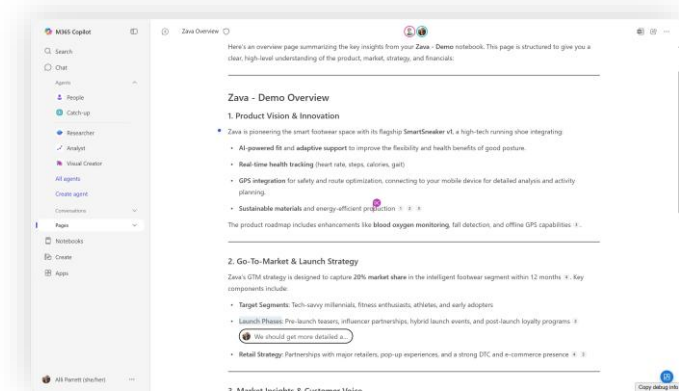
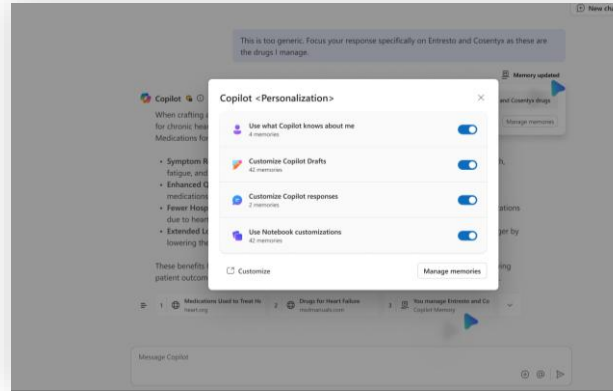
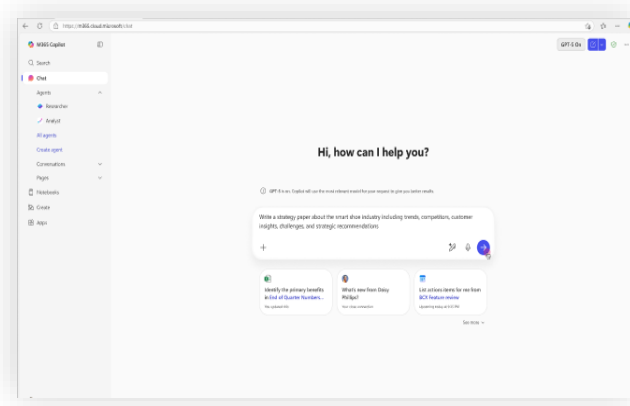
# Chat

Powered by Work IQ and GPT-5

Secure AI chat with the latest models available and Work IQ intelligence layer.



# Chat



## AI Chat for work

Ask Copilot to be your thought partner to explore new ideas and problem solve. Copilot uses Work IQ to understand your work and leverages advanced reasoning models for more complex queries.

## Personalized responses

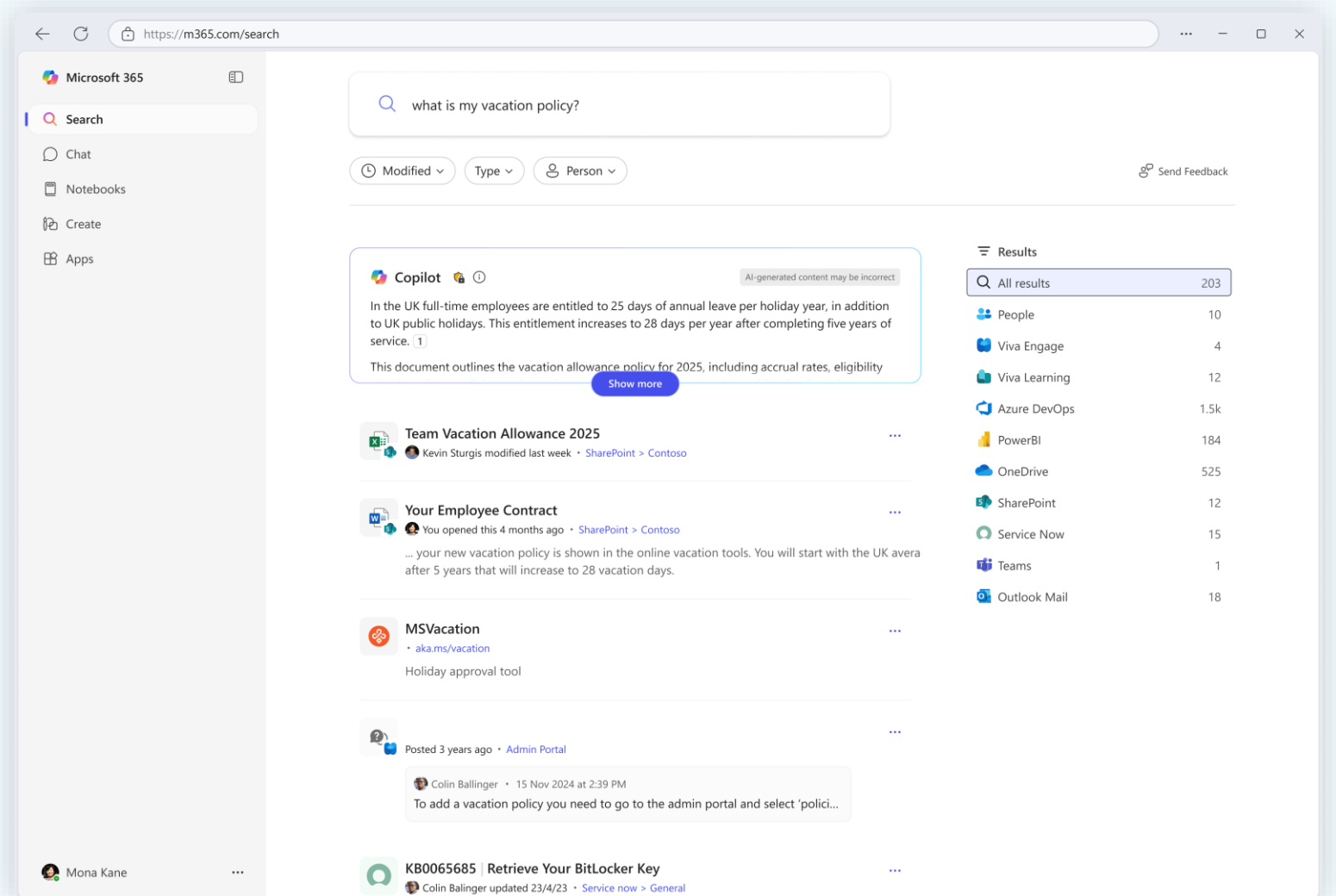
Personalize your Copilot experience. Work IQ understands your style, habits, and preferences to deliver responses that are tailored and aligned to how you work best.

## Multiplayer collaboration

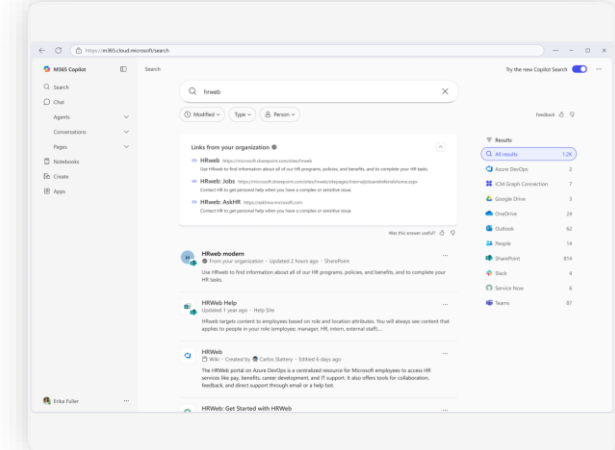
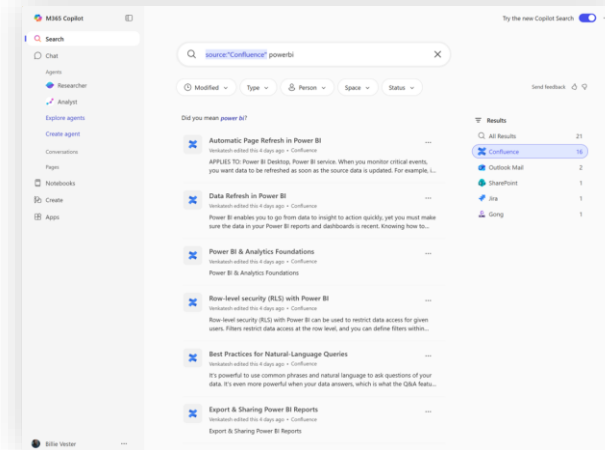
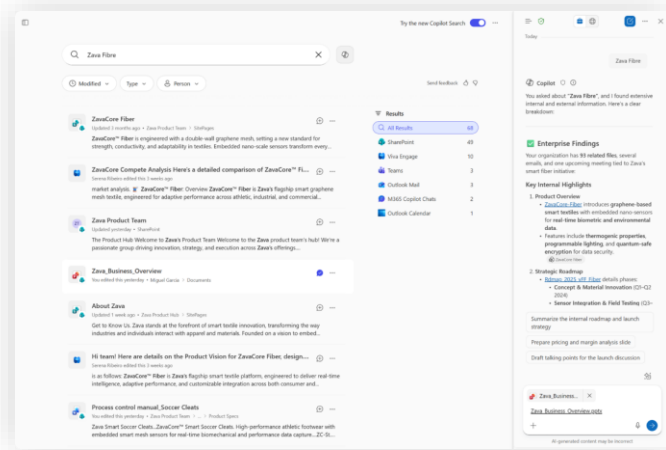
Convert AI outputs into durable content in Copilot Pages, designed for dynamic collaboration with AI and your teammates.

# Search

AI search enhanced by Work IQ for fast and relevant results.



# Search



## Intelligent search

Integrates Copilot Chat's natural language understanding with semantic indexing to uncover deeper, more relevant results and create a springboard for work.

## Broad connector ecosystem

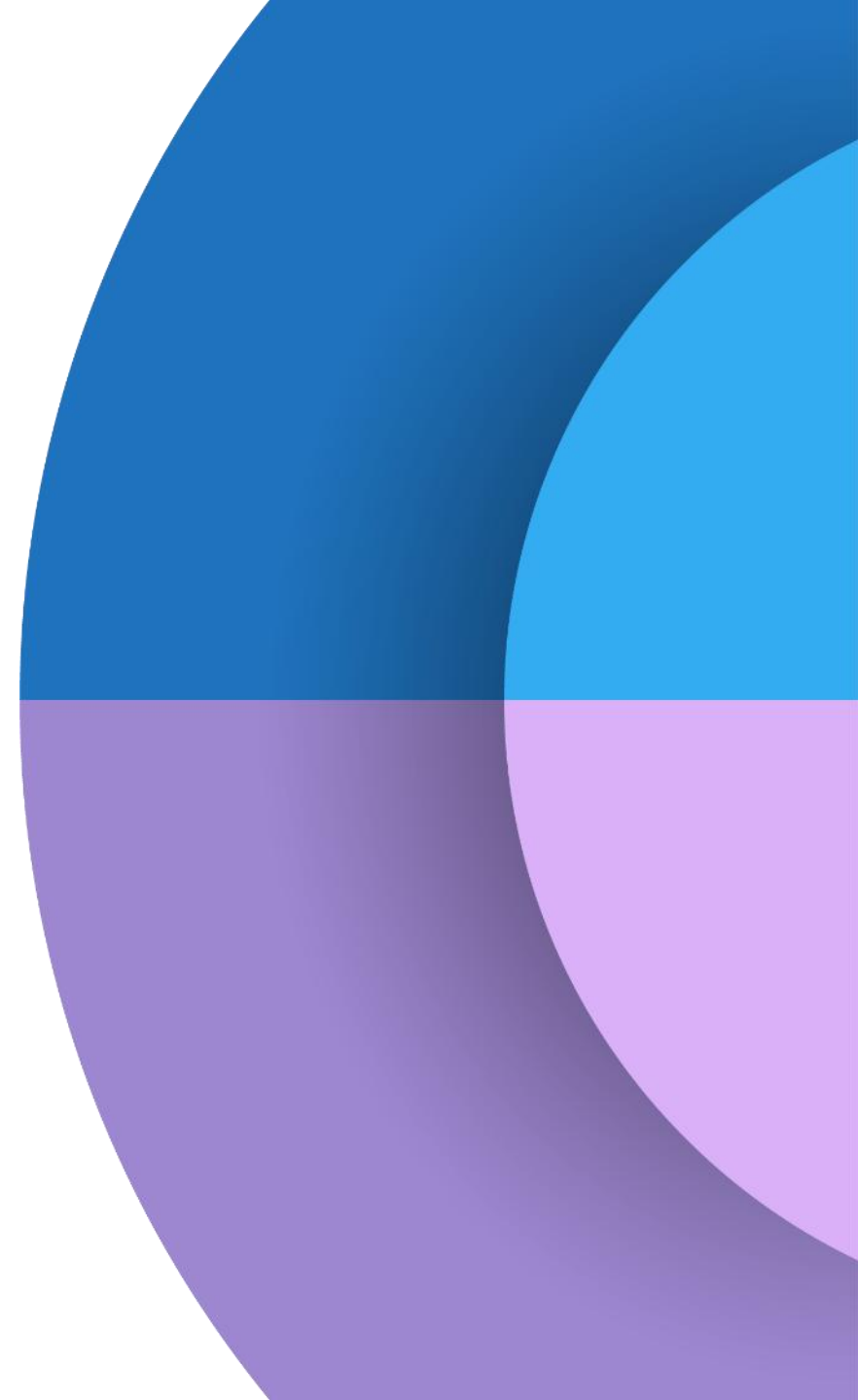
Search across Microsoft 365, on-premises, and other LOB applications and services using the extensive 100+ connectors ecosystem.

## Authoritative results

Allows admins to curate answers that provide concise, authoritative results that are especially relevant to your organization.

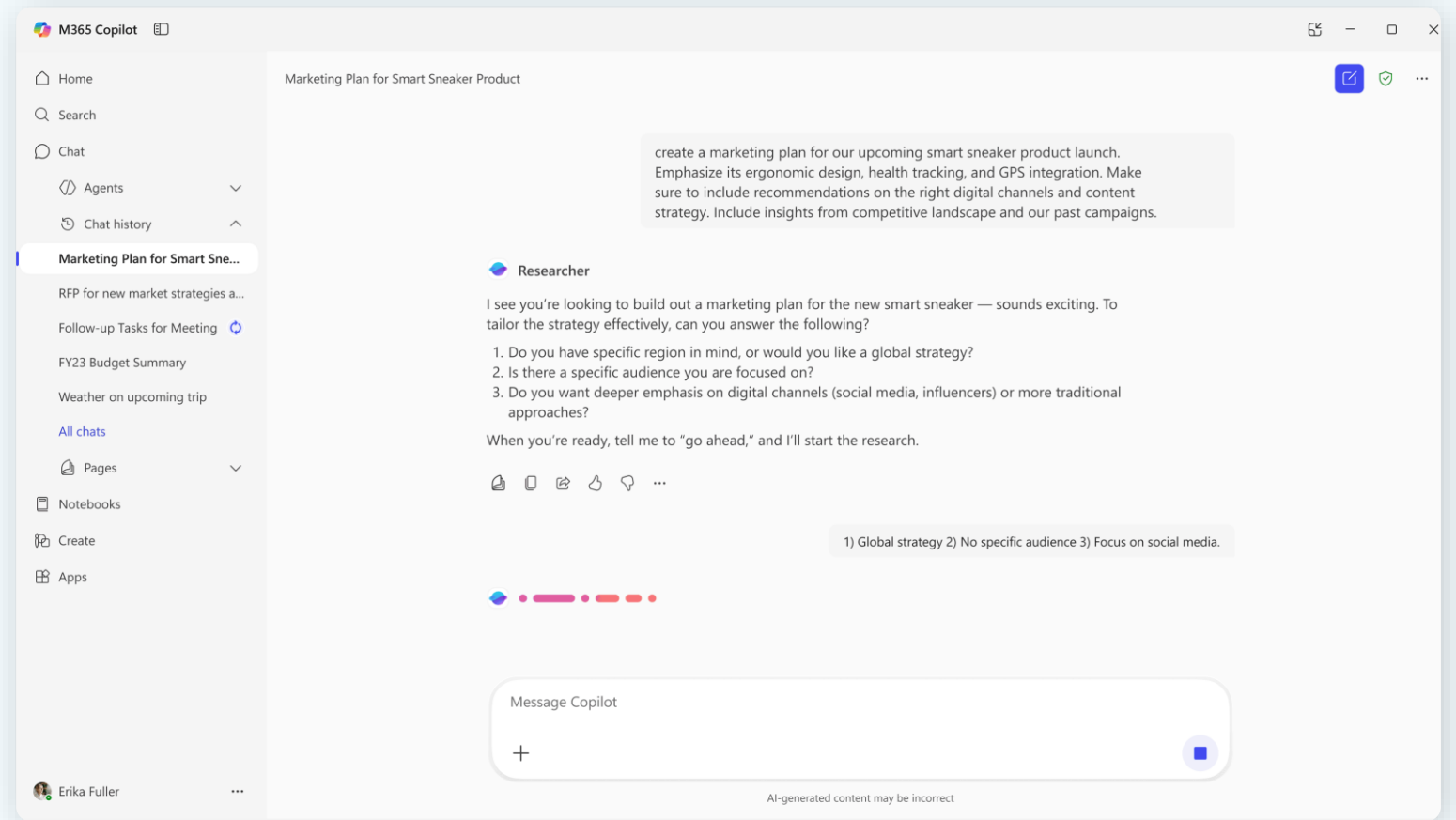
# Walk-thru M365 Chat

## Practice Prompts

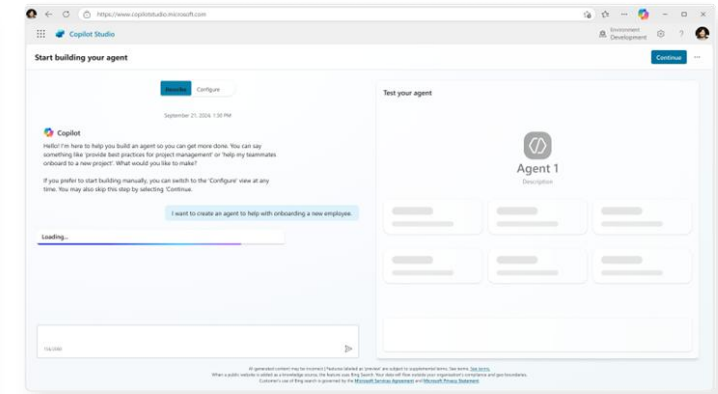
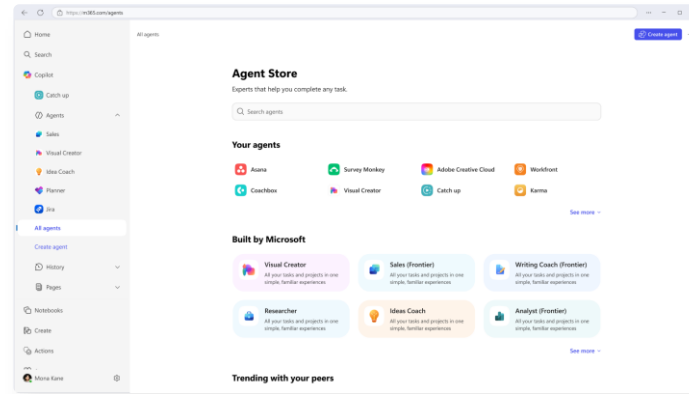
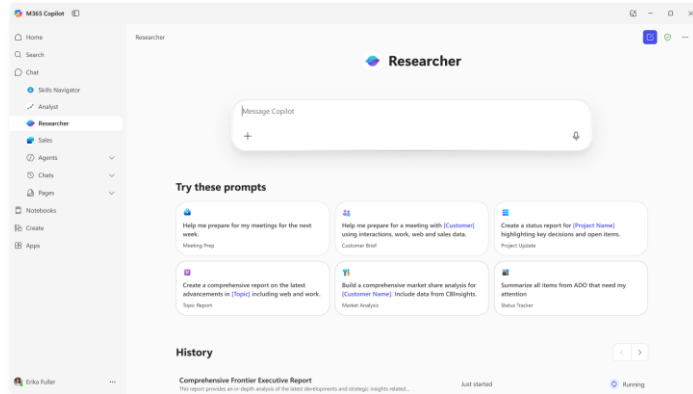


# Agents

A broad ecosystem of pre-built agents available in the Agent Store, Microsoft 365 apps, and tools to build your own agents in Copilot Studio.



# Agents



## Use Microsoft agents

Leverage agents built by Microsoft that use advanced reasoning like Researcher and Analyst or specialized agents like Facilitator for meeting management.

## Discover agents

From Microsoft to trusted third party agents, Agent Store is where you find agents that are ready to work for you.

## Build custom agents

Build your own agents with Copilot Studio using natural language or pro code tooling with the Microsoft 365 Agent SDK.

# Microsoft Agents

Automate tasks with pre-built agents by Microsoft that are designed for work



## Researcher

Advanced reasoning  
[Generally available](#)



## Analyst

Advanced reasoning  
[Generally available](#)



## Surveys

End-to-end survey mgmt.  
[Generally Available](#)



## Interpreter

Multi-lingual translation  
[Generally available](#)



## Facilitator

Teams meeting moderation  
[Generally available](#)



## Knowledge

Content mgmt. & organization  
[Public preview](#)



## Channels

AI teammate  
[Public preview](#)



## Project Manager

Automate project mgmt.  
[Public preview](#)



## Communities

Community mgmt.  
[Public preview](#)



## Workforce Insights

Organizational insights  
[Frontier Program](#)



## Word

Document creation  
and iteration  
[Frontier Program](#)



## Excel

Data visualizations  
and insights  
[Frontier Program](#)



## PowerPoint

Build and iterate on  
presentations  
[Frontier Program](#)



## People

Colleague connector &  
collaboration planner  
[Frontier Program](#)



## Learning

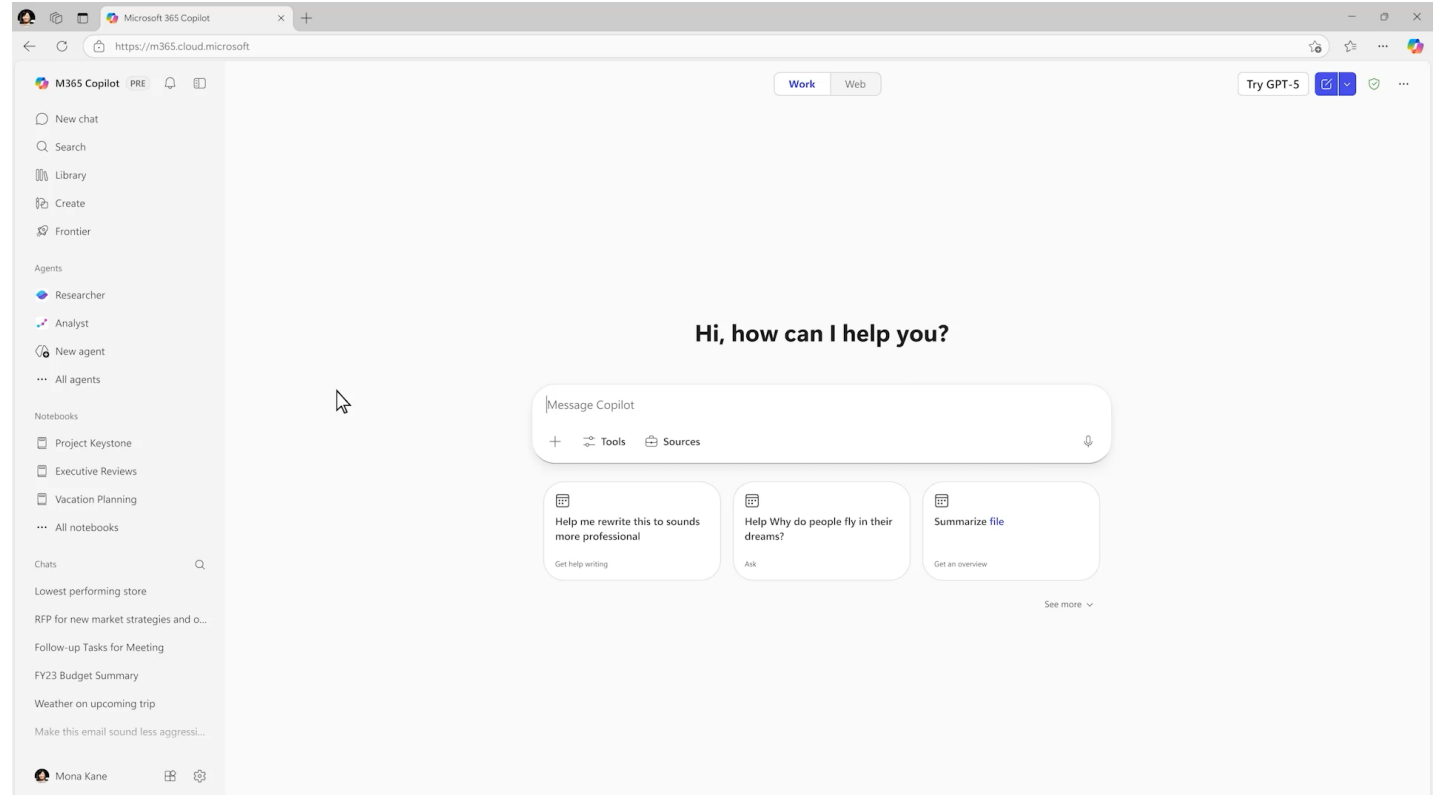
Curated AI skill building  
resources  
[Frontier Program](#)

Gain agent best practices at our AI Agent Hub [AI agents – Microsoft Adoption](#)

# Word, Excel, and PowerPoint Agents

Turn ideas into polished documents, spreadsheets, and presentations directly in chat

- Each agent **draws from both web and WorkIQ\* sources** to research, analyze and create high-quality content.
- **Works with you to clarify your request** through targeted questions about focus, theme, audience, and file length.
- **Let's you refine results in Chat** or open in the Word, Excel, or PowerPoint apps to edit and collaborate further.

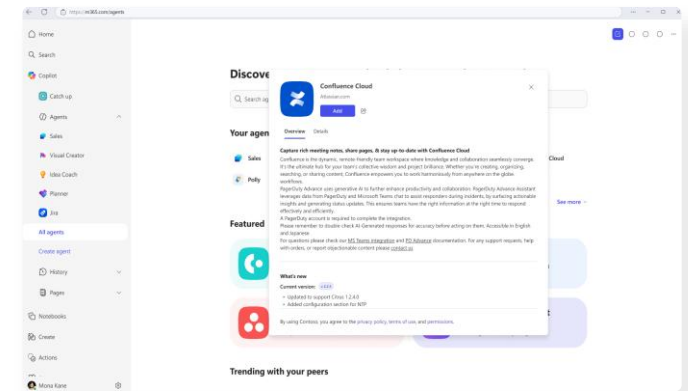
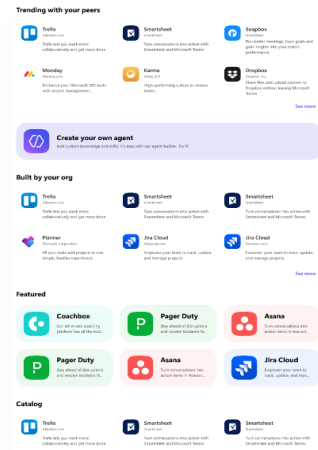
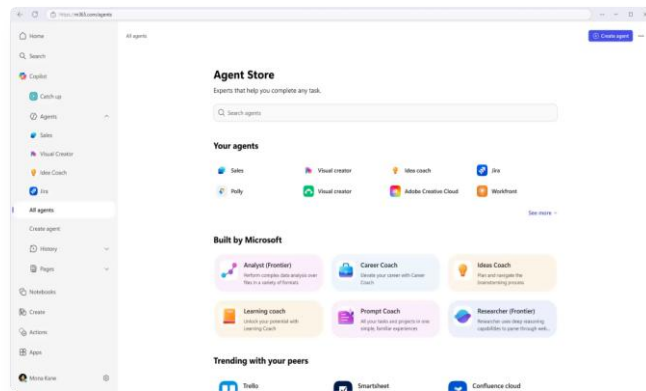


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Rollout start to Frontier Program Nov

\*Excel Agent can currently only use web sources

# Agent Store



## Discover agents

Personalized experience on an integrated platform to discover agents from Microsoft, partners, and your own organization.

## Deploy quickly

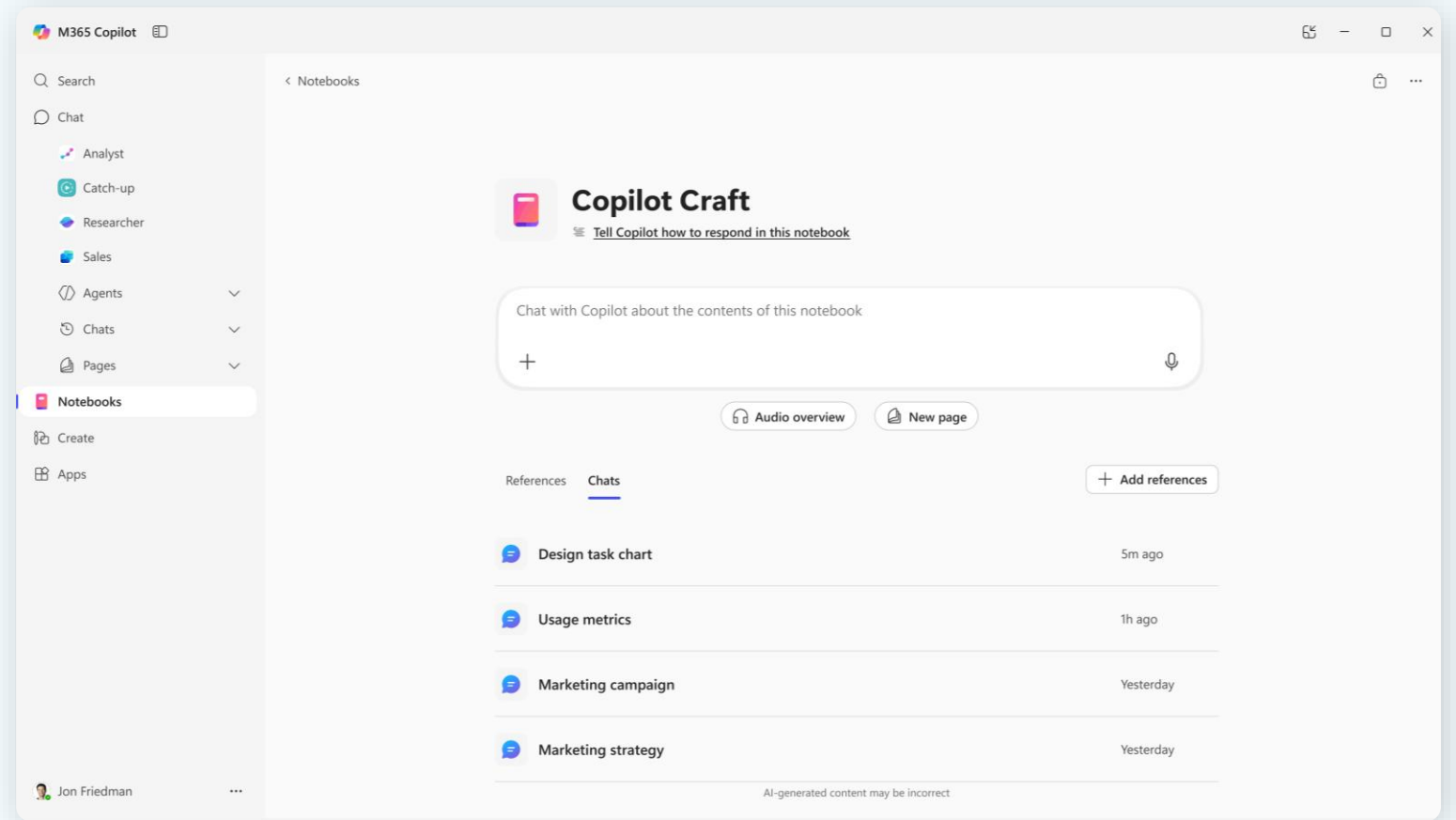
Accelerate results with ready-to-deploy agents that help boost efficiency and enable smarter decisions.

## Admin control

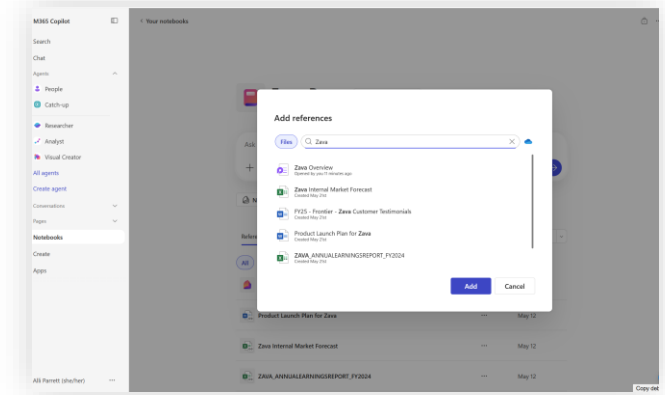
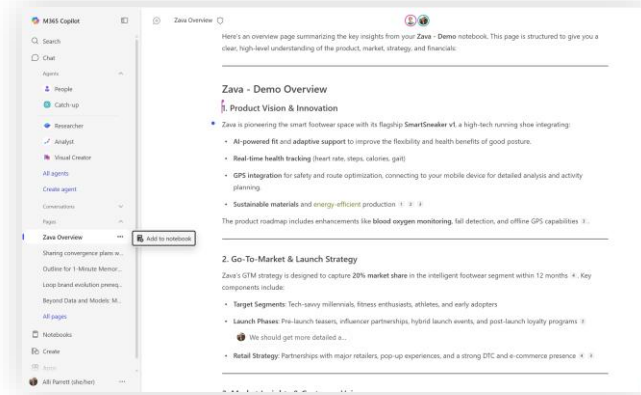
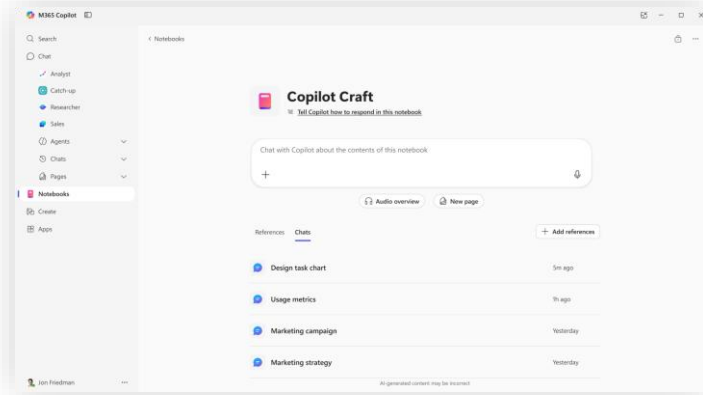
Agents are validated for security, compliance, and performance, and IT retains full control and oversight.

# Notebooks

Centralize and share project-related content of various types. Copilot is grounded in that content to provide targeted AI assistance and provide dynamic insights and updates.



# Notebooks



## Intelligent workspace

Copilot is grounded in the Notebook, which holds diverse types of content in a single workspace, resulting in more relevant responses.

## Audio overviews

AI-generated podcast style summaries of your Notebook content help you quickly catch up and share content with teammates.

## Suggestions and updates

Intelligent suggestions recommend additional content and updates to your source material automatically reflect in the Notebook.



# Microsoft 365 Copilot

## Copilot Chat

- Web-grounded AI chat & agents
- Reason over open files in Microsoft 365 apps<sup>2</sup>
- Standard access to GPT-5 and Create
- Agent Mode in Word, Excel, and PowerPoint and Word, Excel, PPT agents<sup>3</sup>
- Content aware in Outlook across entire inbox and calendar<sup>3</sup>
- Pay-as-you-go custom agents grounded in your data



## Microsoft 365 Copilot License

### All-in-one productivity app

- AI chat grounded in the web and Work IQ
- AI-powered Search
- AI-powered Notebooks
- AI-powered Create (priority access<sup>1</sup>)
- GPT-5 Priority access<sup>1</sup>

### Copilot in Microsoft 365 apps

- Advanced skills and in-app editing

### Agent platform

- Pre-built Microsoft agents
- Analyst & Researcher advanced reasoning agents
- Custom agents grounded in your data<sup>4</sup>

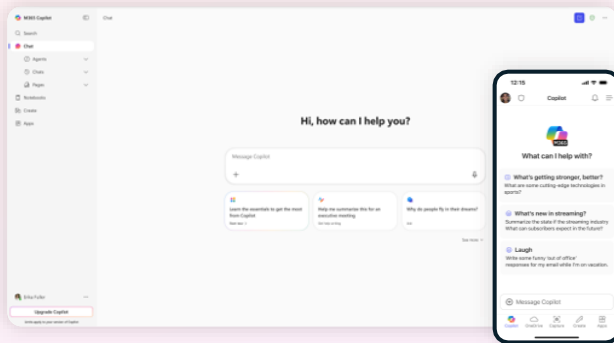
### Advanced Mgmt. & Analytics

Powered by Work IQ

1. Learn about standard and priority access [here](#). 2. Available in Word, Excel, PowerPoint, Outlook, and OneNote. 3. Rollout start to Public Preview Q1 CY 2026 for Copilot Chat users with a M365 subscription 4. Applies to assistive agents built by you on the Microsoft 365 Copilot agent platform deployed on Microsoft 365 surfaces

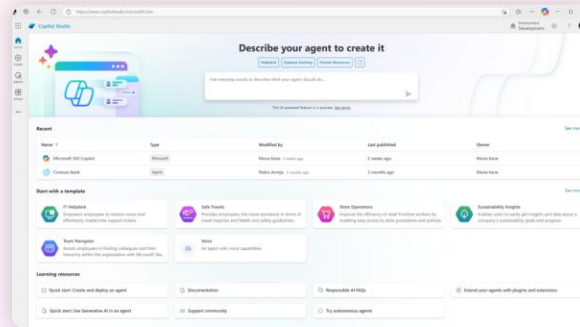


# Microsoft 365 Copilot Chat



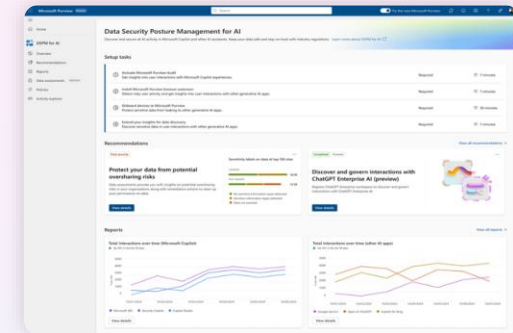
## Chat

Secure web-grounded AI chat on the App and web, and in Microsoft 365 productivity apps



## Agents

Integrated into the chat experience and paid for on a consumption basis



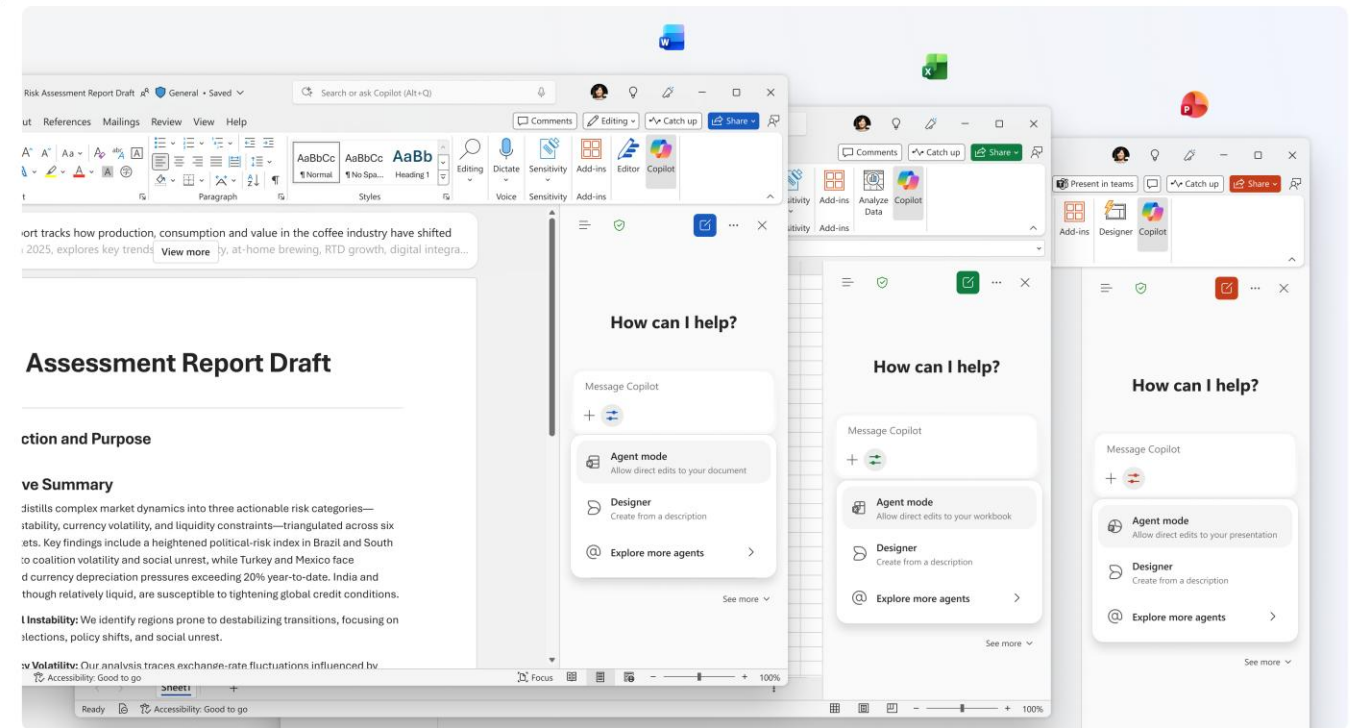
## IT Controls

Enterprise Data Protection and agent management

# New Copilot Chat value to enhance productivity

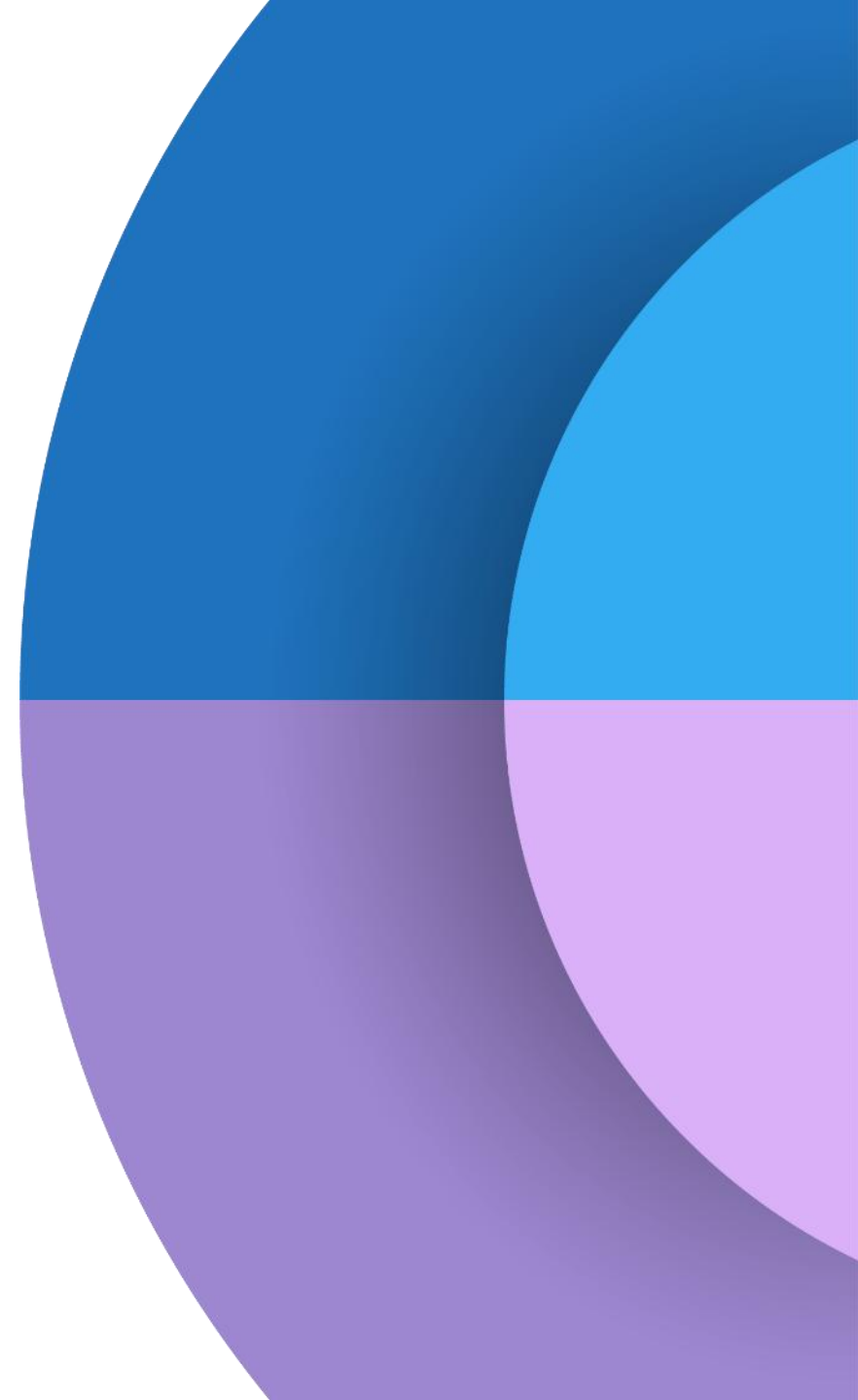
Available for Copilot Chat users with a Microsoft 365 license

- **Copilot Chat in Outlook** will understand your entire inbox, calendar, and meetings, extending beyond individual emails.
- **Agent Mode in Word, Excel, and PowerPoint** uses web data and referenced files to help you create and refine content in Office apps.
- **Word, Excel, and PowerPoint Agents** allow you to create high-quality documents, spreadsheets, and presentations in Copilot Chat.



*Agent Mode in Word, Excel, and PowerPoint*

# Walk-thru M365 Agents



# Copilot Studio





**Microsoft 365 Copilot**

&



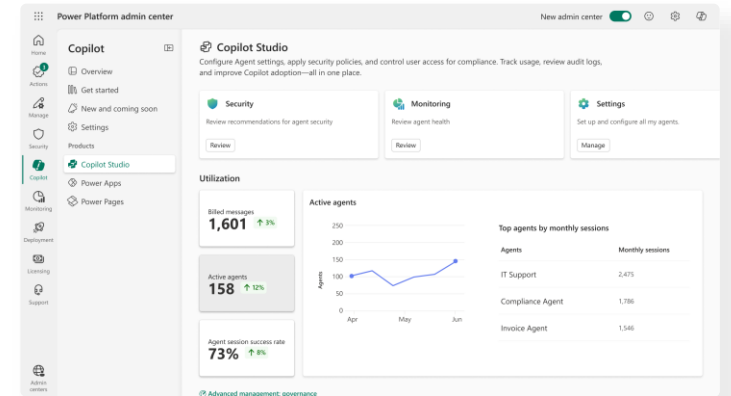
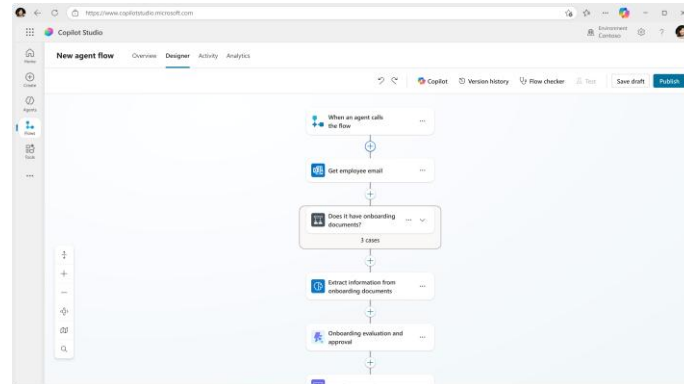
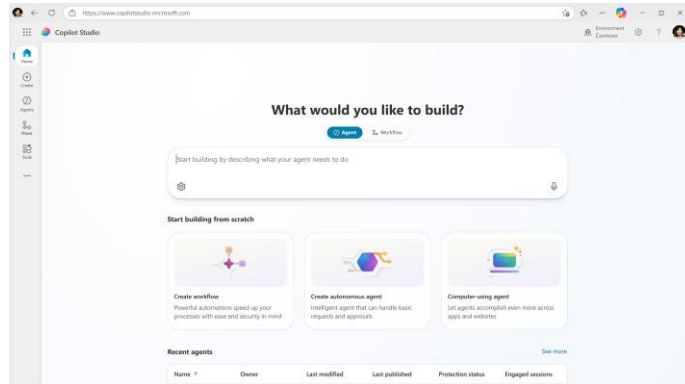
**Copilot Chat**

Extensibility with



**Copilot Studio**

# Copilot Studio



## Build your own agents

Build an AI agent to handle your business processes by selecting from your choice of 1500+ connectors, data, actions, and channels.

## Add deterministic workflows

Eliminate repetitive tasks with enterprise-grade automation; build a standalone rules-based workflow for tighter control or add it to an agent.

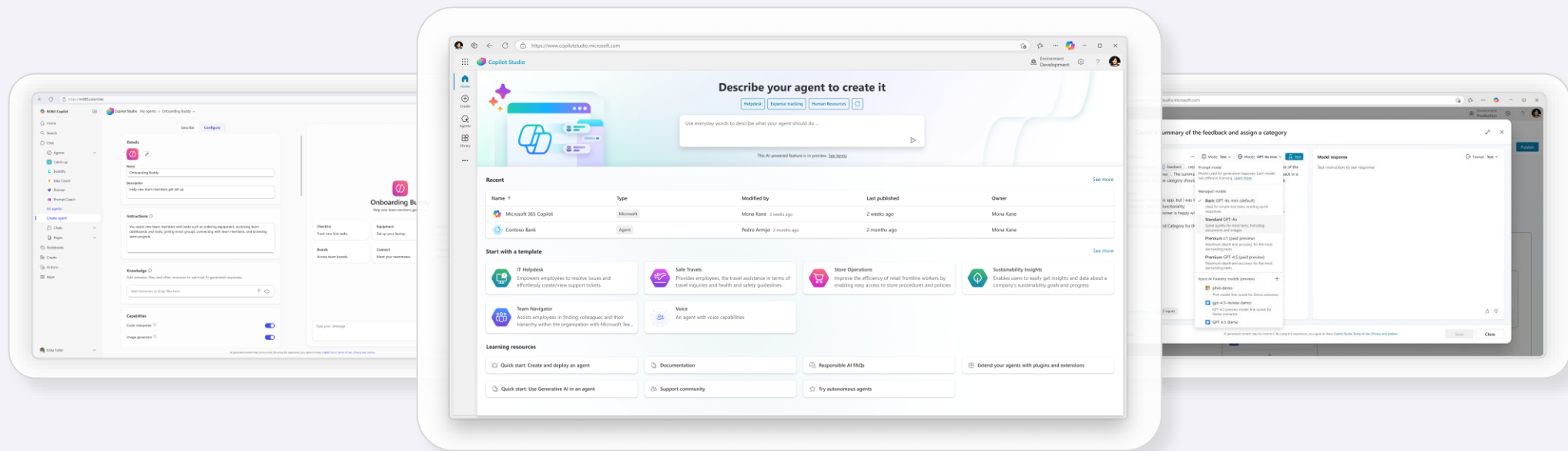
## Manage and secure at scale

IT stays in charge of every agent across the organization with full visibility, security, and compliance controls.



# Microsoft Copilot Studio

Build, manage and secure AI agents



## M365 Copilot agent builder

Build agents with natural language right inside Microsoft 365 Copilot

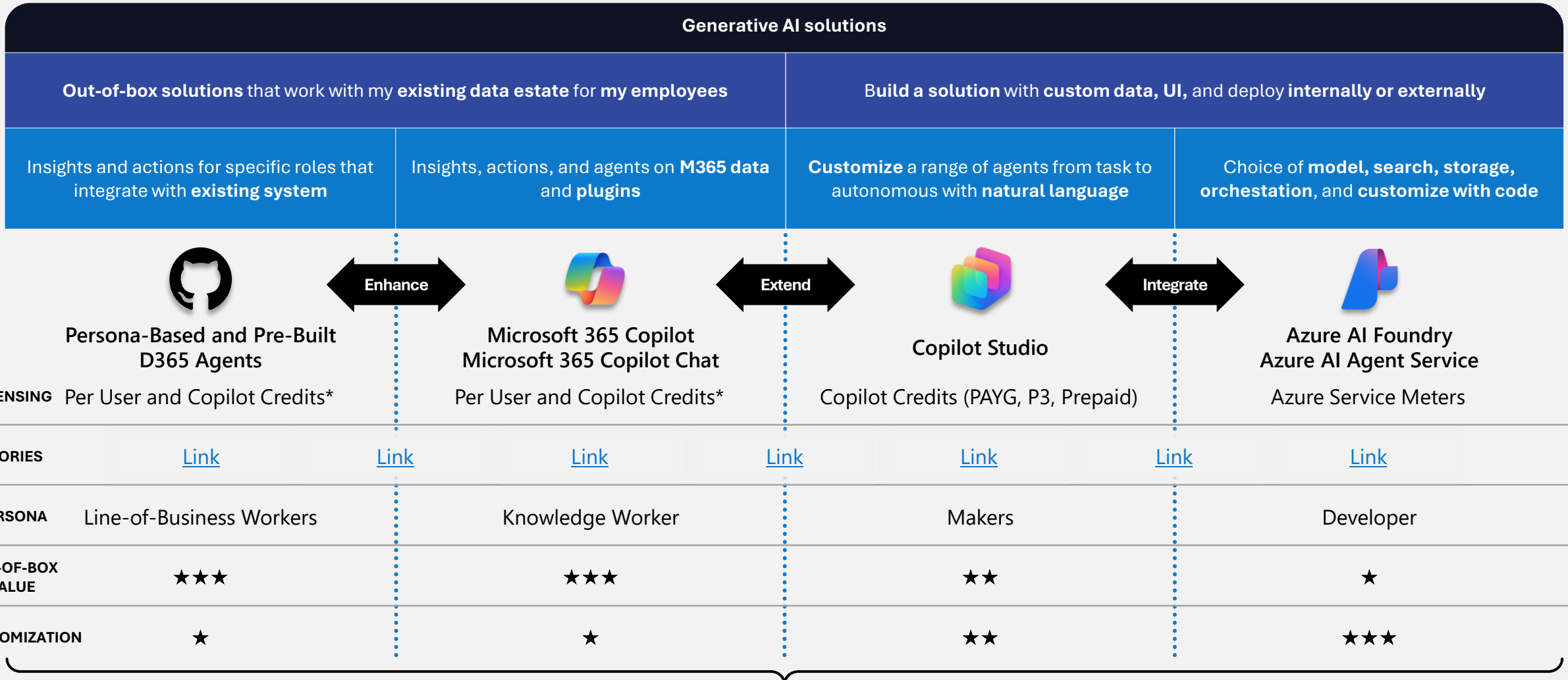
## Copilot Studio

Access a complete set of intuitive tools and capabilities for building agents

## Advanced extensibility

Customize agents using pro dev tools like Microsoft 365 Agents SDK, VS code & Microsoft Foundry

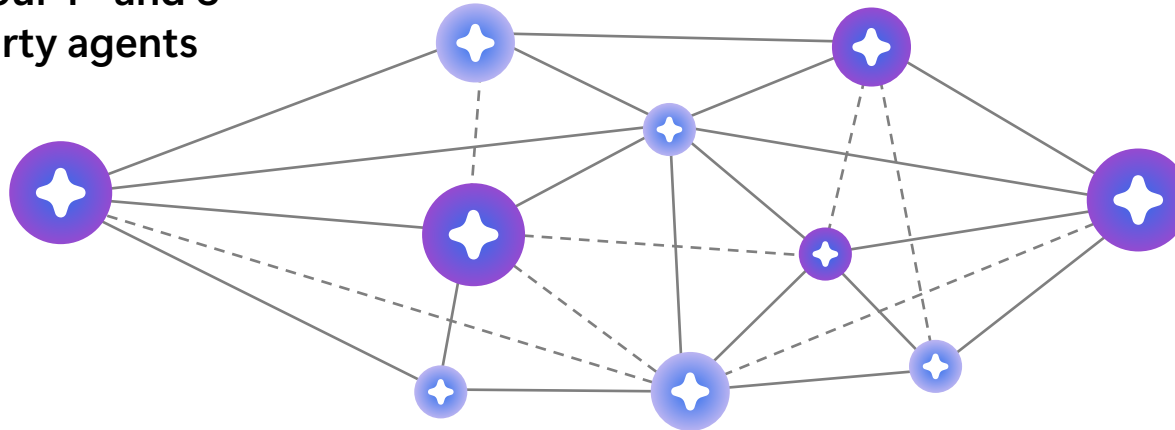
# Simple AI Decision Guide



# The IT Control Plane for all your agents



All your 1<sup>st</sup> and 3<sup>rd</sup>  
party agents



Agent  
directory



Policy-based  
controls



Security &  
Compliance



Monitoring  
& Logs



M365 Data  
& Comms

# Agent 365

Manage, secure and govern all your agents

**Observability:** Manage agents through a unified inventory and apply shared system primitives for guardrails and role-based reporting.

**Access control:** Use context and risk-based access policies to prevent agent compromise, granting agents only the minimum access needed.

**Data security:** Safeguard sensitive data by preventing oversharing, leaks, and unsafe agent actions.

**Threat protection:** Protect agents by fixing vulnerabilities, detecting and responding to attacks, and blocking harmful traffic.

**Productivity tools:** Provide agents with identical apps and link them to Work IQ for better workflow integration and context.

The screenshot shows the Microsoft 365 Admin Center interface for managing agents. The main content area is titled 'All agents' and provides a summary of the agent inventory. The summary shows 2,650 total agents, 36 blueprints, 3 risky agents, and 5 missing owners. Below the summary, there is a table of agents with columns for Name, Built by, Status, Active users, Security & compliance, and Last updated. The table lists several agents, including Sales Agent, Budget assistant, Expenses Agent, Dropbox, Project coordinator, Health Agent, and Reporting Agent.

Name	Built by	Status	Active users	Security & compliance	Last updated
Sales Agent	Microsoft	Not published	0	—	Aug 31, 2025
Budget assistant	Microsoft	Available to all users	687	Protected	Aug 31, 2025
Expenses Agent	Microsoft	Available to all users	26	Protected	Aug 20, 2025
Dropbox	Dropbox	Available to some users	352	Protected	Aug 20, 2025
Project coordinator	Microsoft	Not published	0	—	—
Health Agent	External	Not published	0	—	—
Reporting Agent	Microsoft	Available to all users	734	Protected	Aug 10, 2025

# Create a high-impact agent in minutes



## Zava Launch Planning Agent

Autonomously assist marketing managers at every stage of a new product launch by leveraging an existing process library and past launch data.



### What it can do

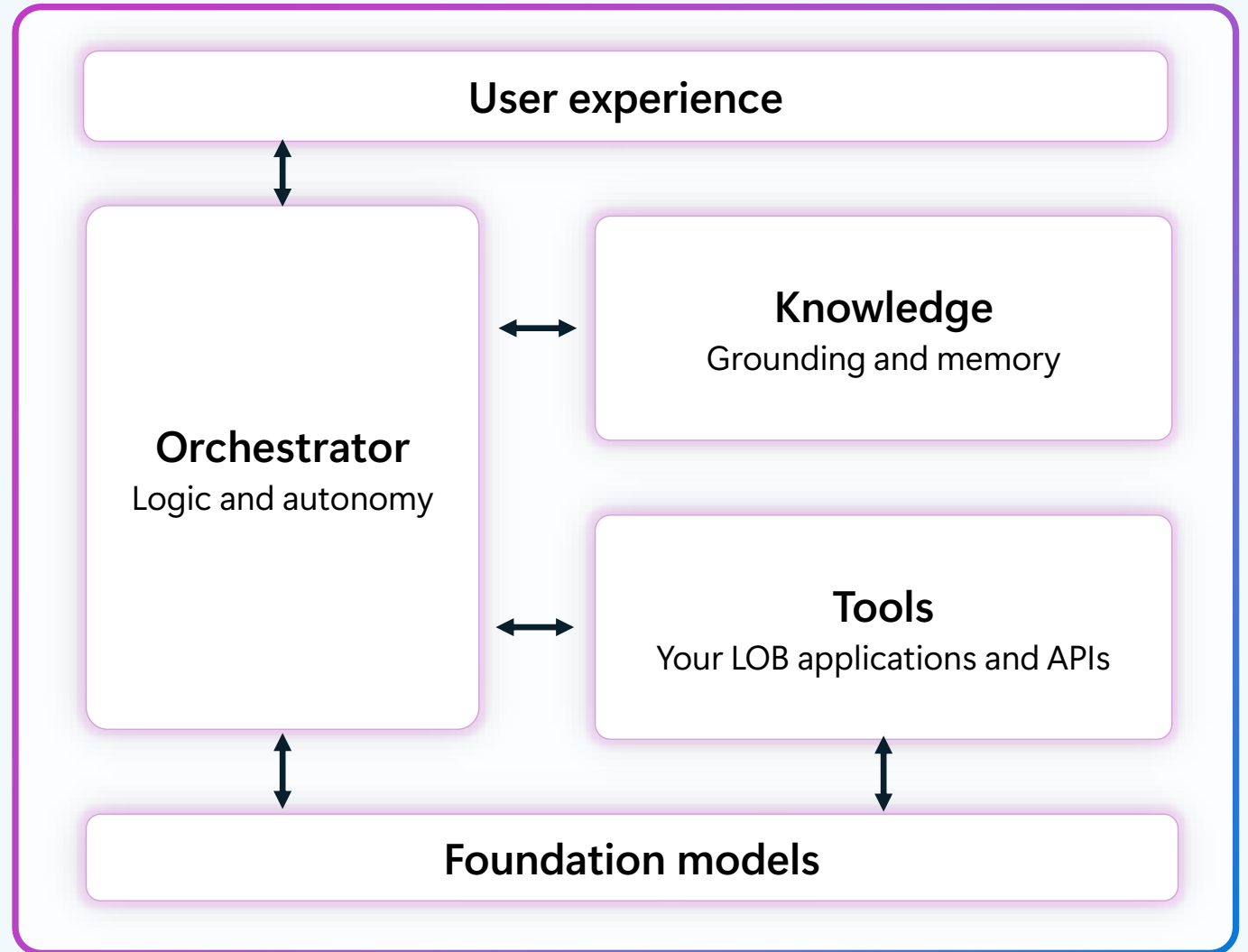
- **Build a comprehensive marketing plan:** Generates a timeline with milestones, task breakdowns and resource assignments tailored to the company's organizational structure.
- **Facilitate collaboration:** Integrates with Planner, SharePoint and Teams to assign tasks, share assets and collect approvals.
- **Estimate budget and resources:** Uses historical benchmarks to produce budget estimates and resource requirements.
- **Track progress and trigger alerts:** Monitors key path tasks and sends proactive reminders for upcoming deadlines or approval gates.



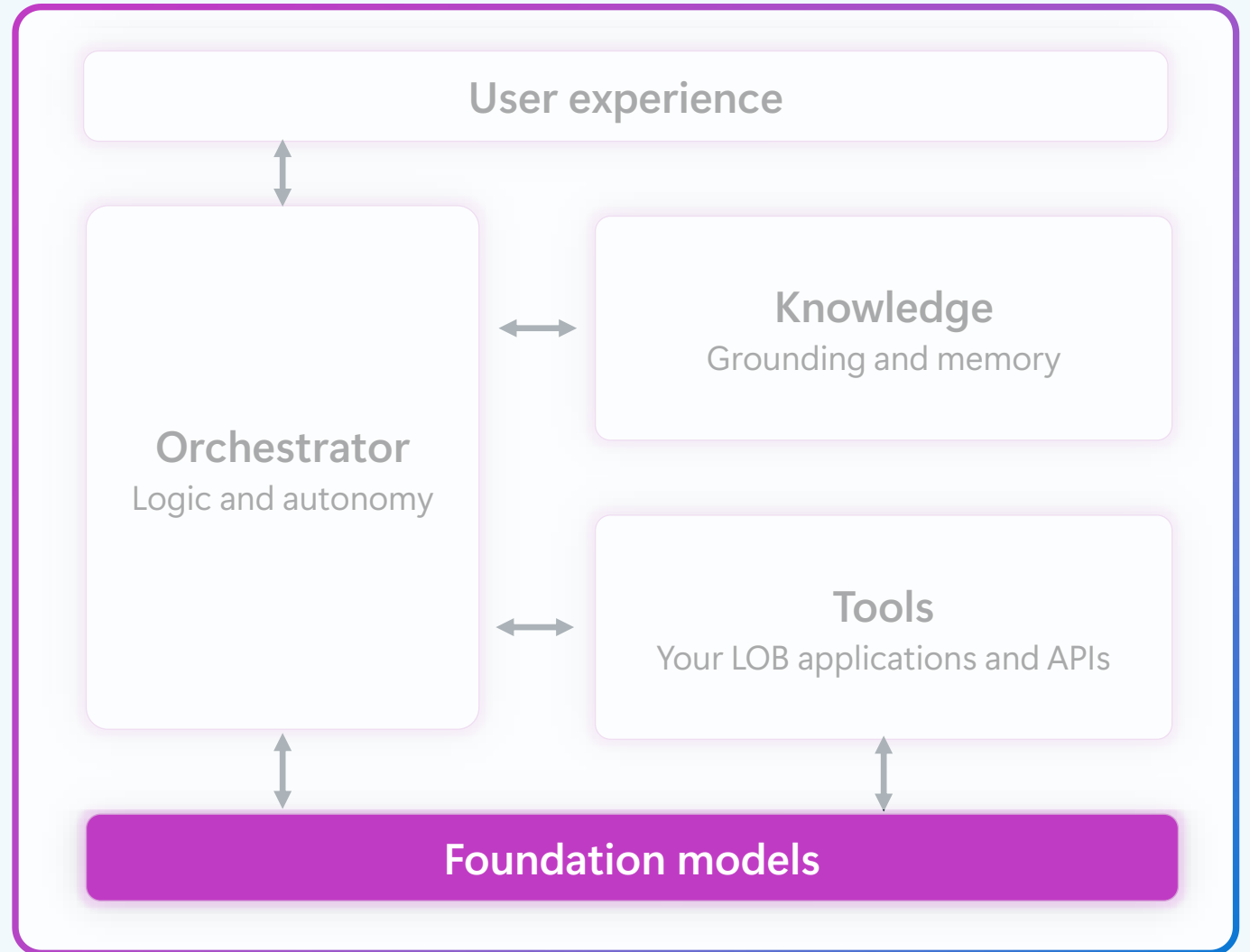
### Business value

- ✓ **Reduce manual effort** by automating key processes
- ✓ Deliver marketing outcomes **in seconds** instead of weeks
- ✓ **Accelerate time to market** for new products
- ✓ Ensure **consistency** with internal standards

# Anatomy of an agent

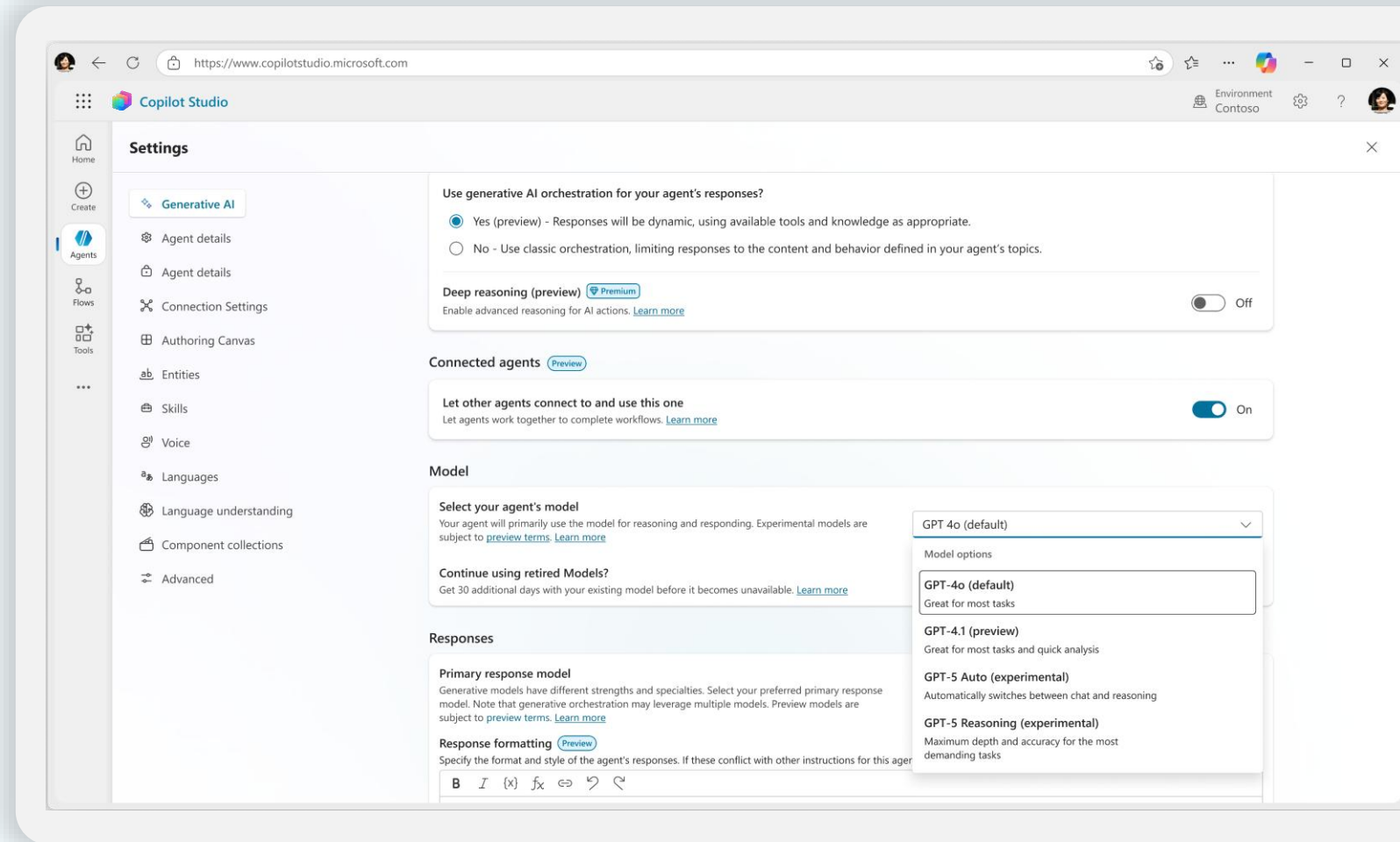


# Models

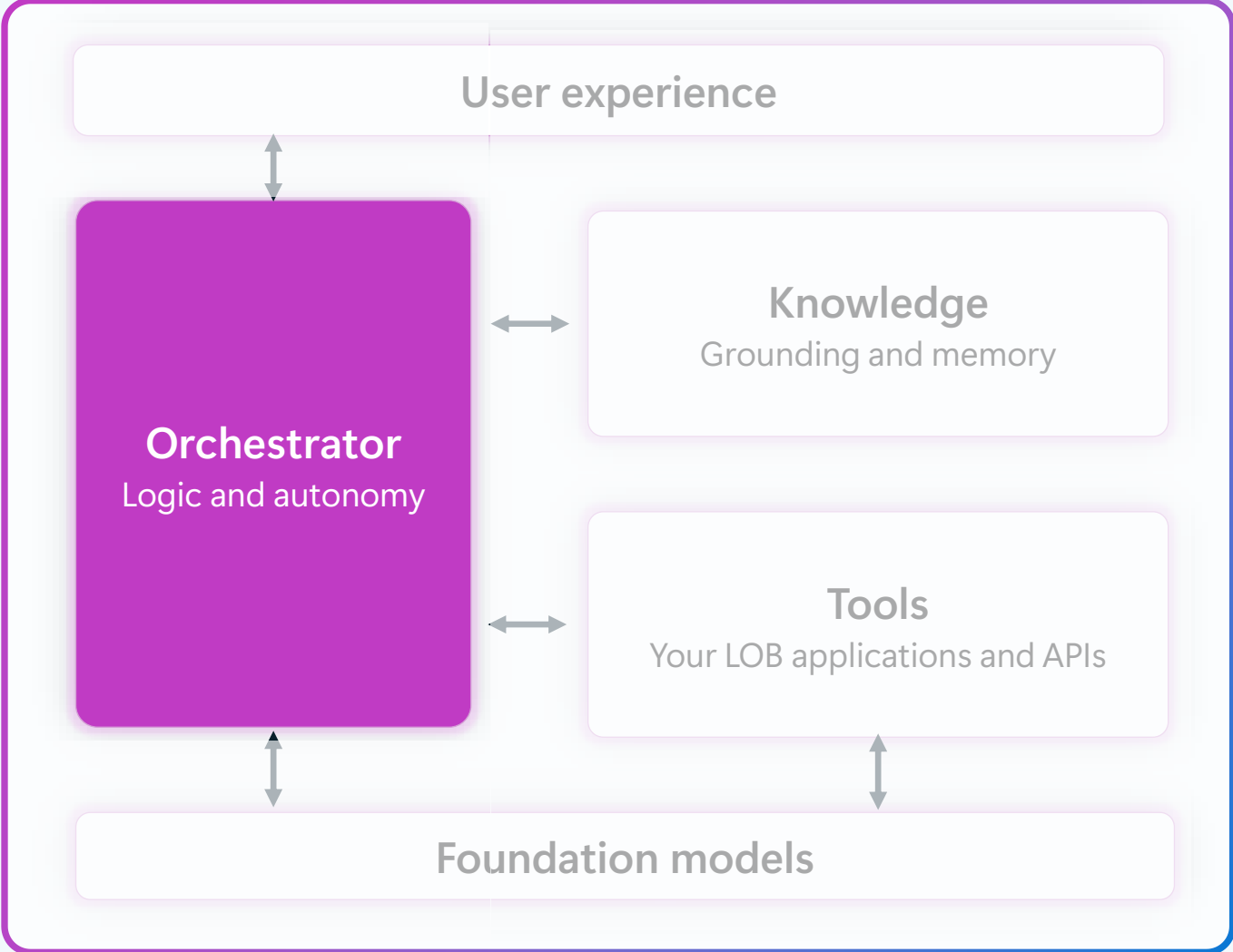


# Choose a model

In the settings page of our agent, we're first going to select "GPT-5 Auto". This will enable our agent to dynamically choose the correct model for the job.



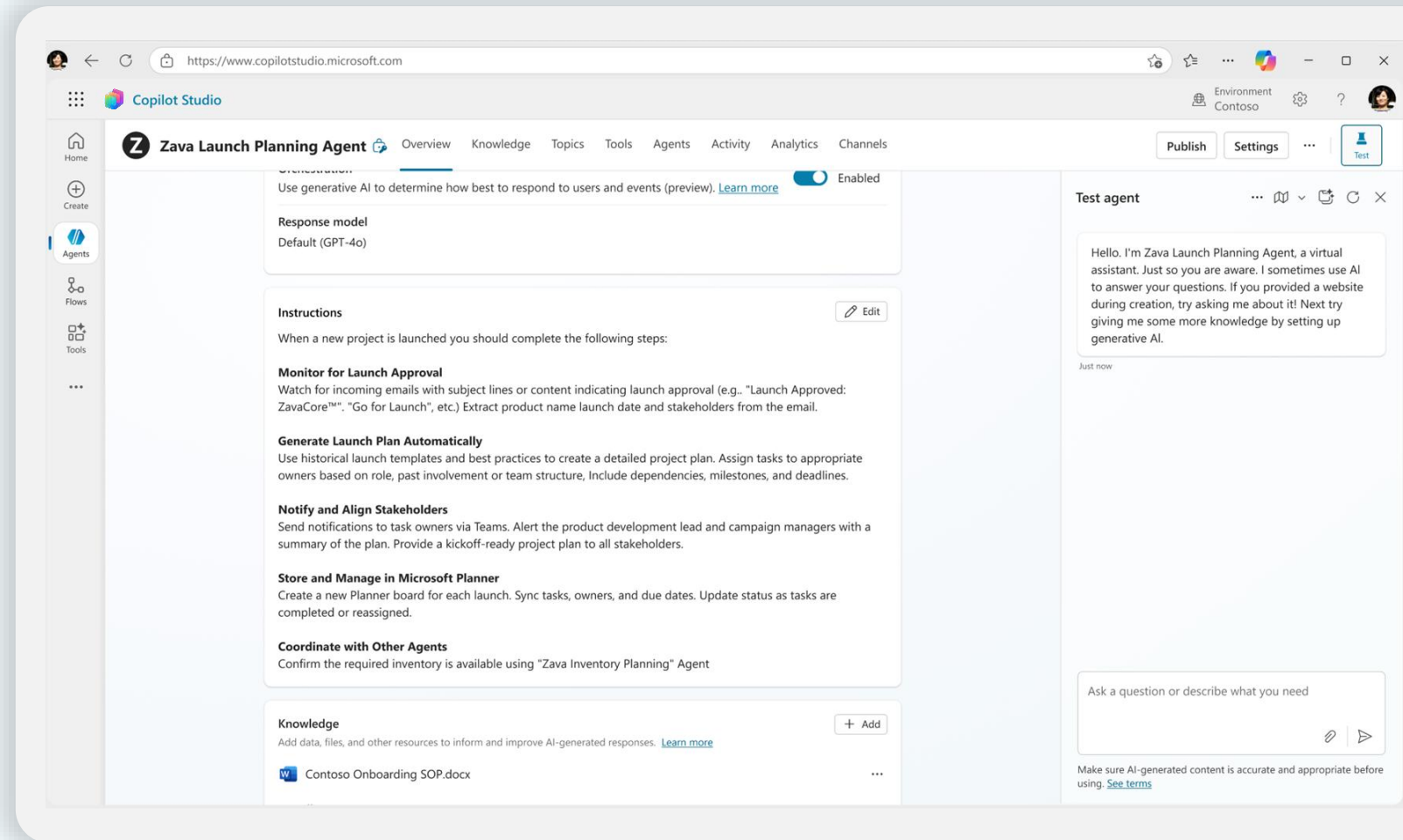
# Orchestration



# Write instructions

Next, we're going to navigate to the agent overview page and write instructions that describe exactly what we want to agent to do in natural language.

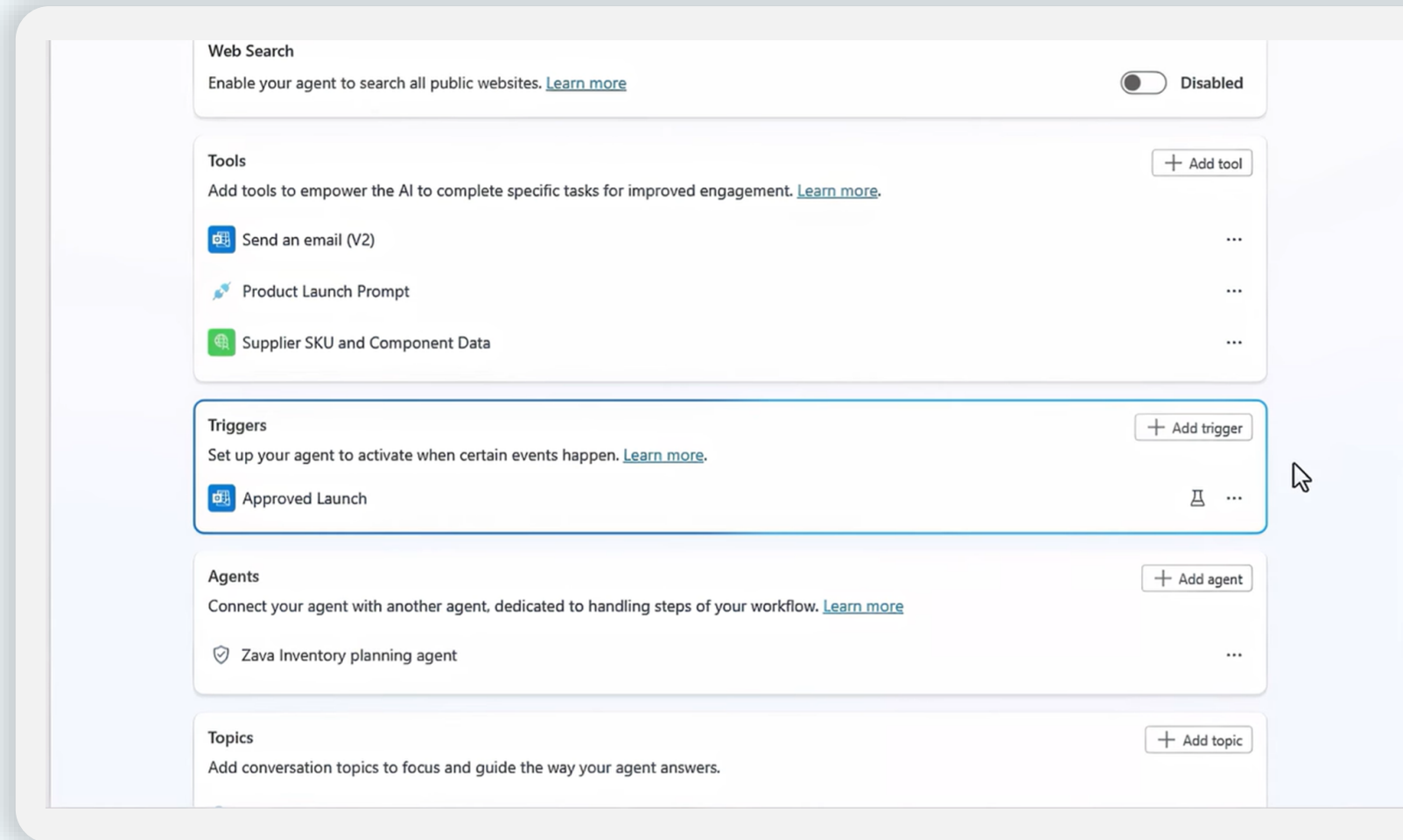
For this scenario, we're directing the agent to monitor our users' email inbox for launch approval, generate a plan, notify task owners, and so on.



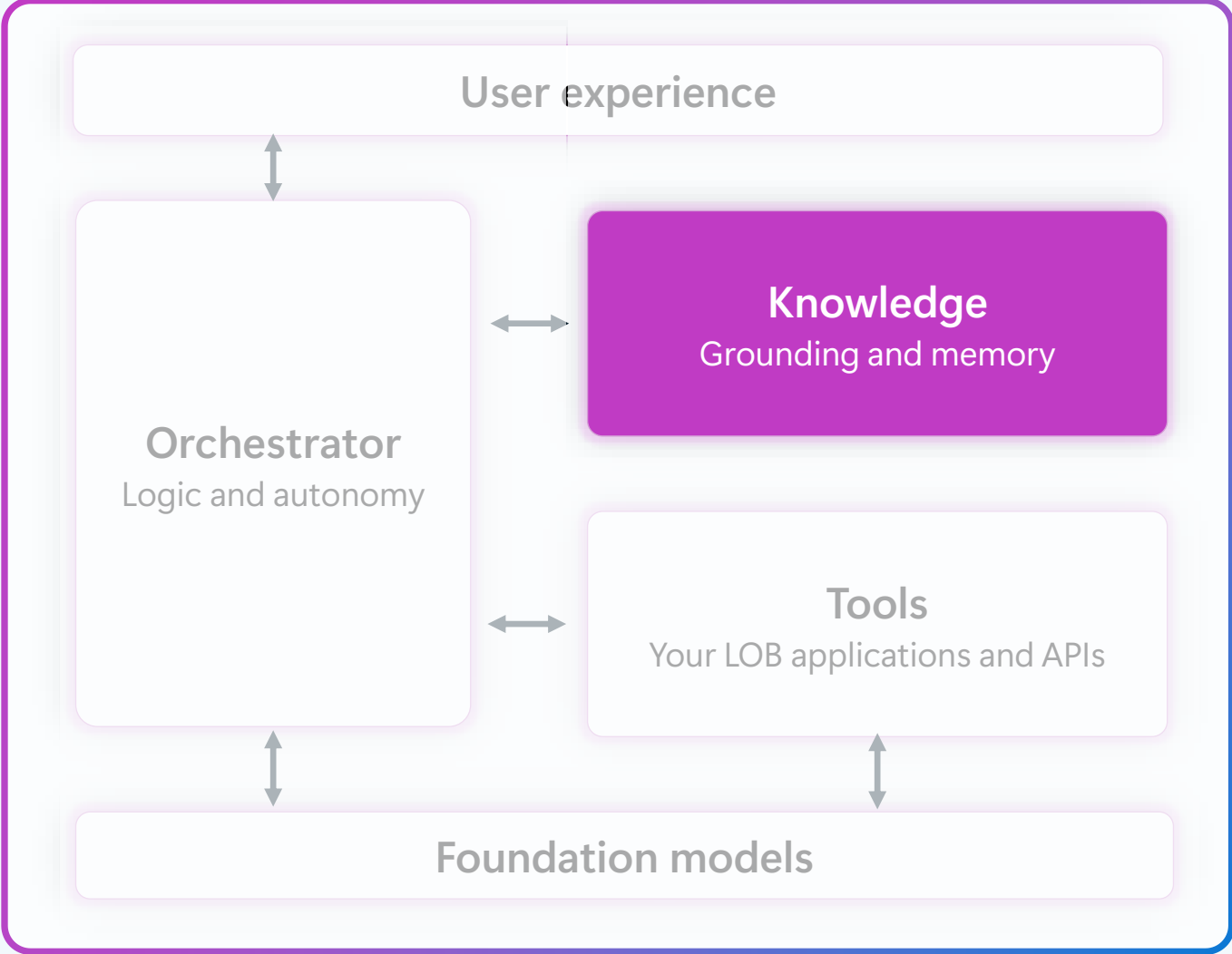
# Add a trigger

Then we'll add a trigger that prompts the agent to autonomously jump into action once our user gets an email approving the product launch.

This frees up our employees for higher value tasks and ensures the launch planning workstreams are initiated promptly and consistently.



# Knowledge



# Add knowledge sources

In the Knowledge tab, we're going to add a few important knowledge sources the agent will need to get its work done.

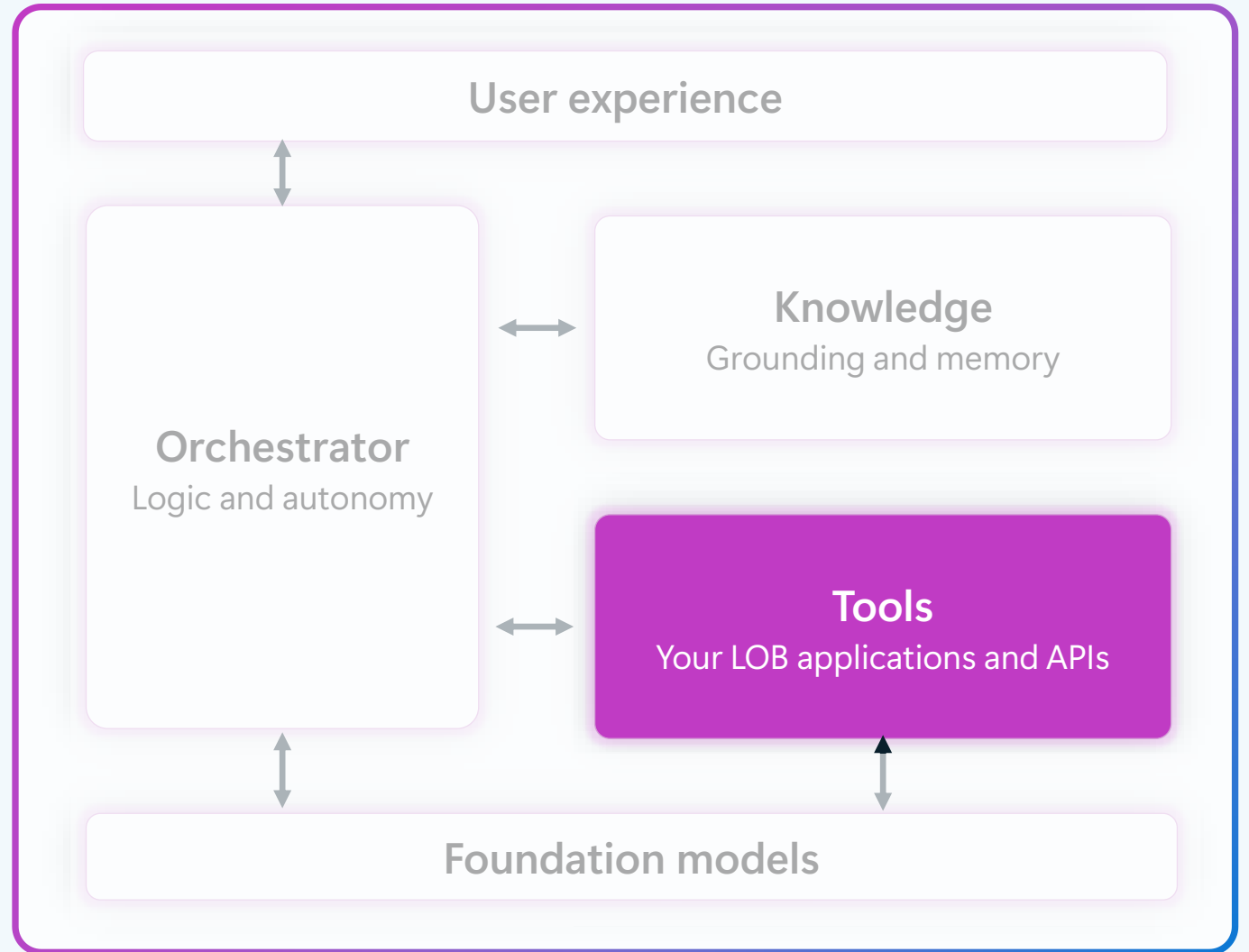
This includes the competitive analysis of previous launches, product specs, best practices in SharePoint and more.

The screenshot shows the Copilot Studio interface for the 'Zava Launch Planning Agent'. The 'Knowledge' tab is active, displaying a table of knowledge sources. The table has the following data:

Name	Type	Available to	Last modified	Status
Competitor analysis	Public website	Zava Inventory planning agent	Mona Kane Just now	Ready
Product documentation	SharePoint	Zava Inventory planning agent	Mona Kane Just now	Ready
Best practices repository	SharePoint	Zava Inventory planning agent	Mona Kane Just now	Ready
Zava Marketing Collateral...	Files	Zava Inventory planning agent	Mona Kane Just now	Unknown
Zava Launch Process Libr...	Files	Zava Inventory planning agent	Mona Kane Just now	Unknown
Schedule	Dataverse	Zava Inventory planning agent	Mona Kane Just now	Ready

On the right side, the 'Test agent' chat window is open, showing a greeting: 'Hello. I'm Zava Launch Planning Agent, a virtual assistant. Just so you are aware. I sometimes use AI to answer your questions. If you provided a website during creation, try asking me about it! Next try giving me some more knowledge by setting up generative AI.'

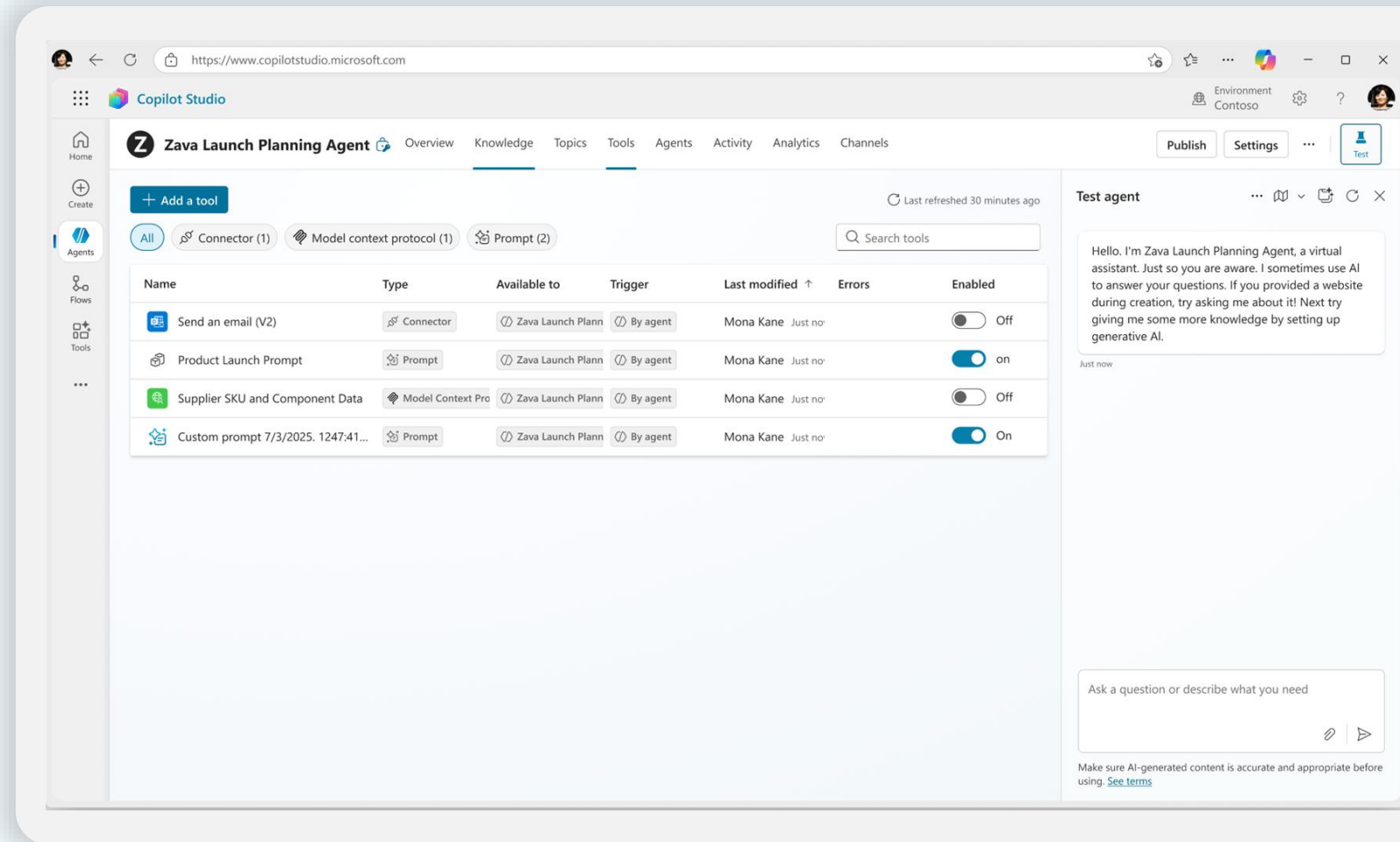
# Tools



# Add tools

In the Tools tab, we can specify the exact actions we want the agent to take, such as creating and assigning tasks.

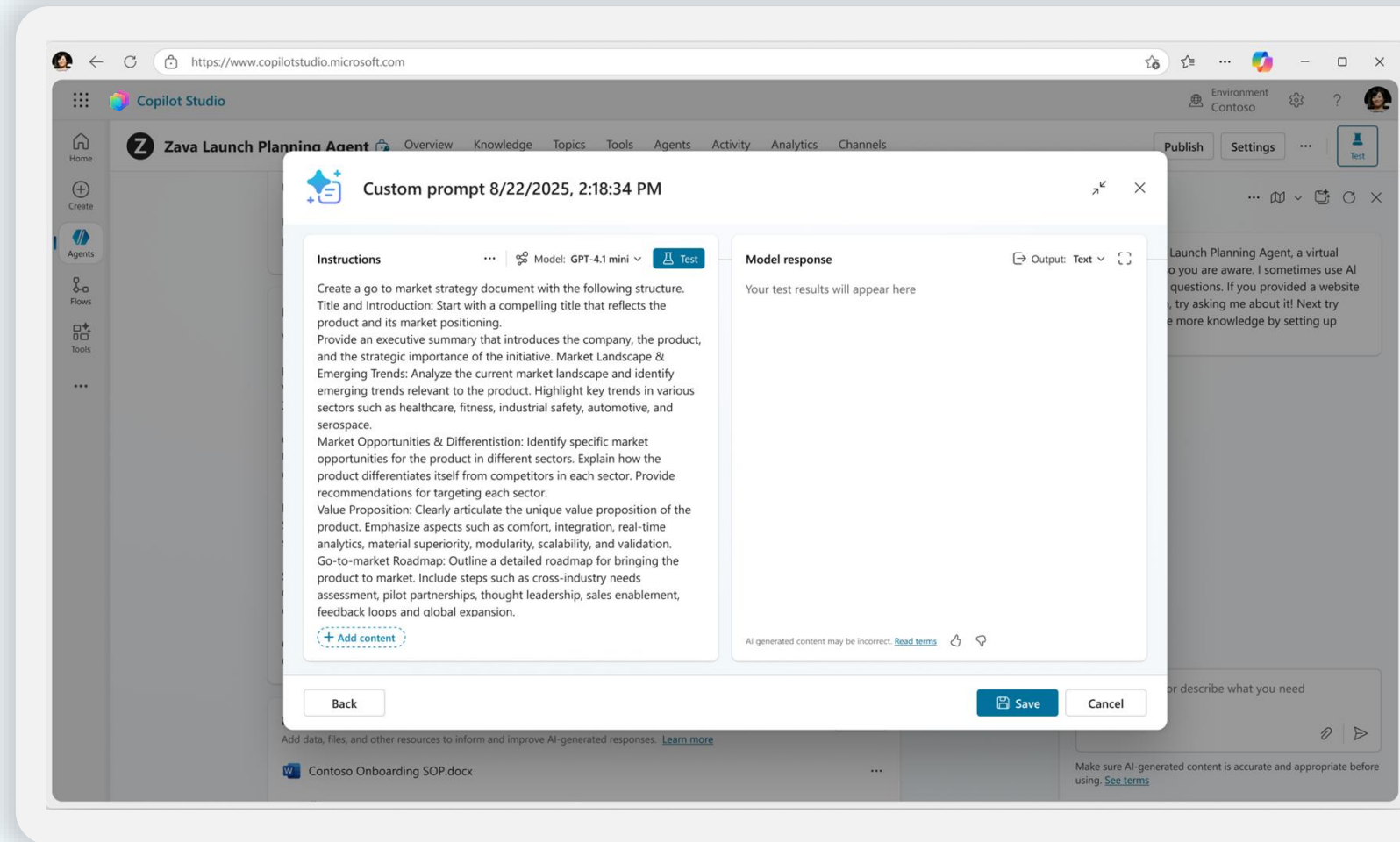
We'll start by adding a custom MCP server to help the agent use dynamic skew and component data, enhancing its ability to access contextual information from other apps without us needing to provide extra explanation.



# Create a custom prompt

Then we'll create a custom prompt that outlines exactly how to structure the marketing strategy document based on our organization's guidelines.

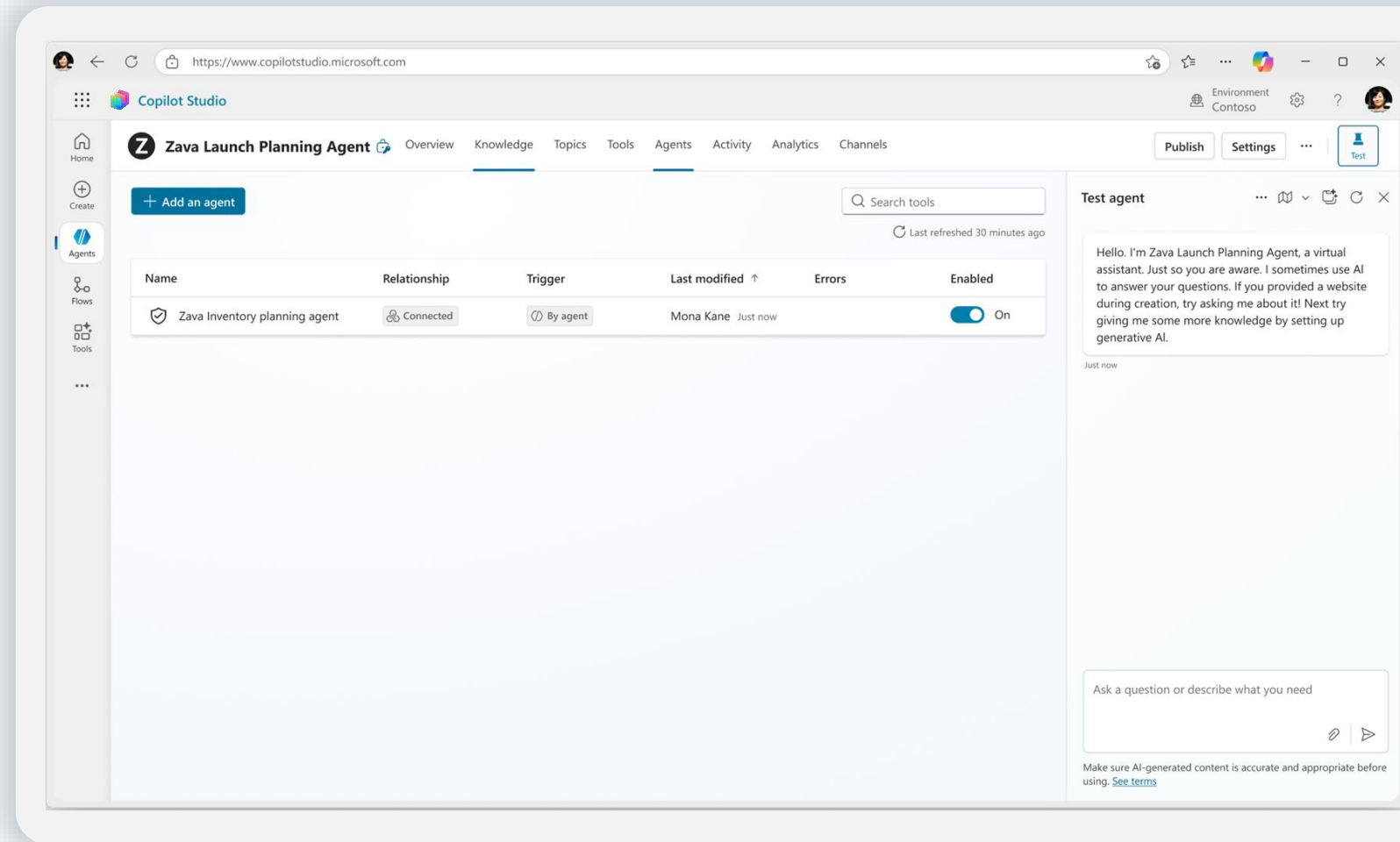
A custom prompt is better for this use case than connecting to an agent like Researcher as it offers flexibility in model choice and more control over structure, format, tone, and costs.



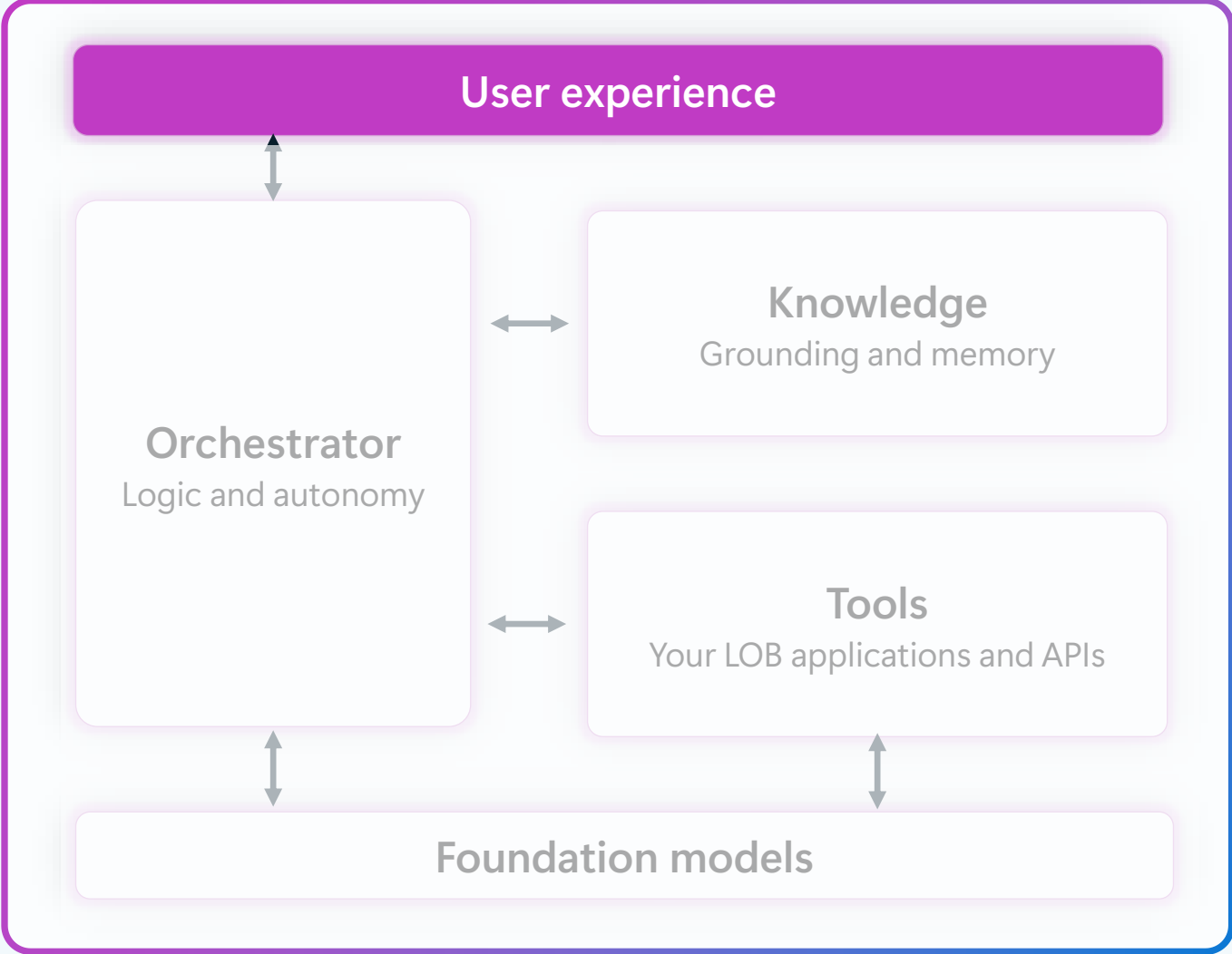
# Connect to other agents

Next, we're going to connect our agent to another one we've already created that can review inventory status and provide accurate estimates for the product launch plan.

By allowing the two agents to collaborate, we'll ensure our agent can most effectively complete its tasks while minimizing development redundancy.

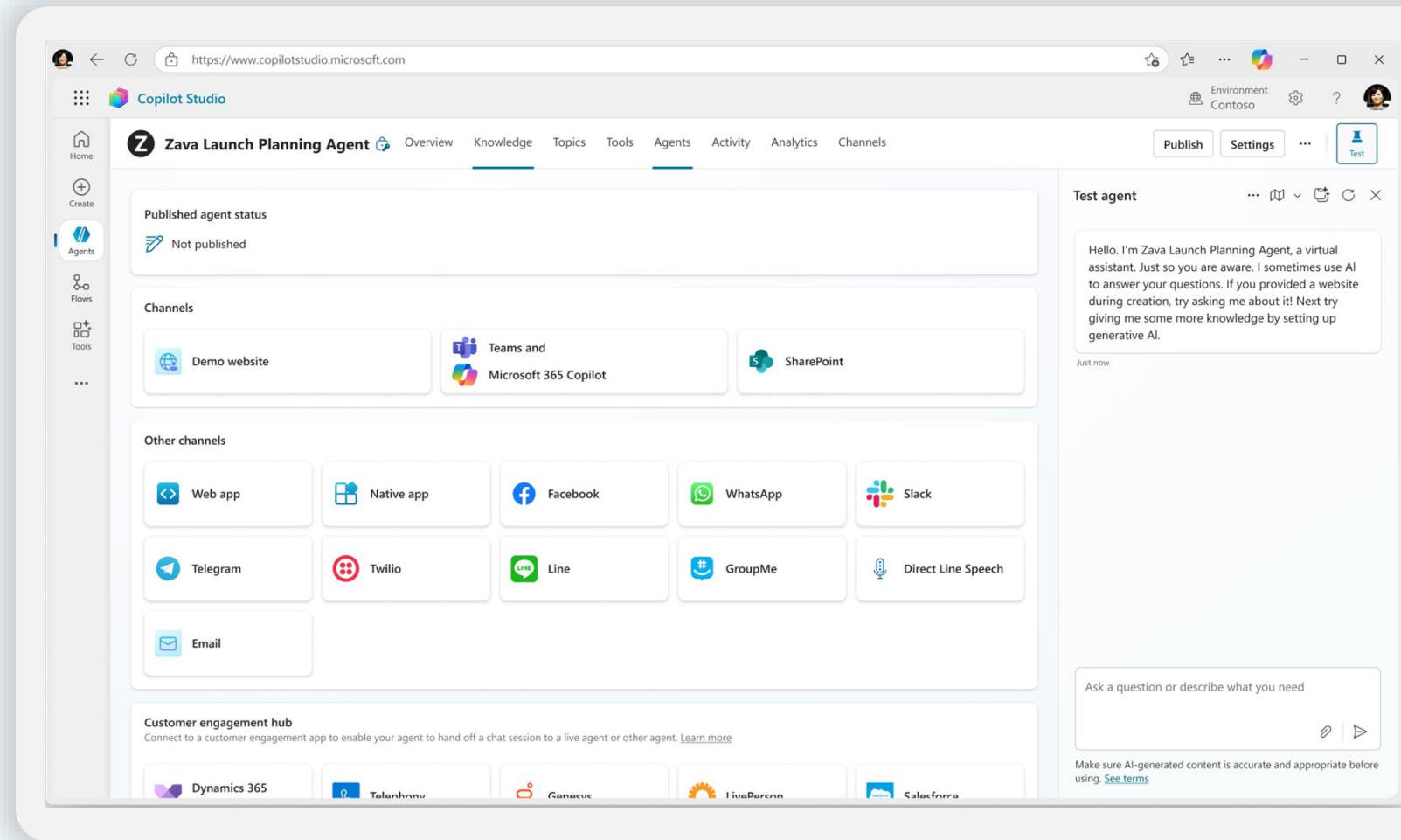


# User experience



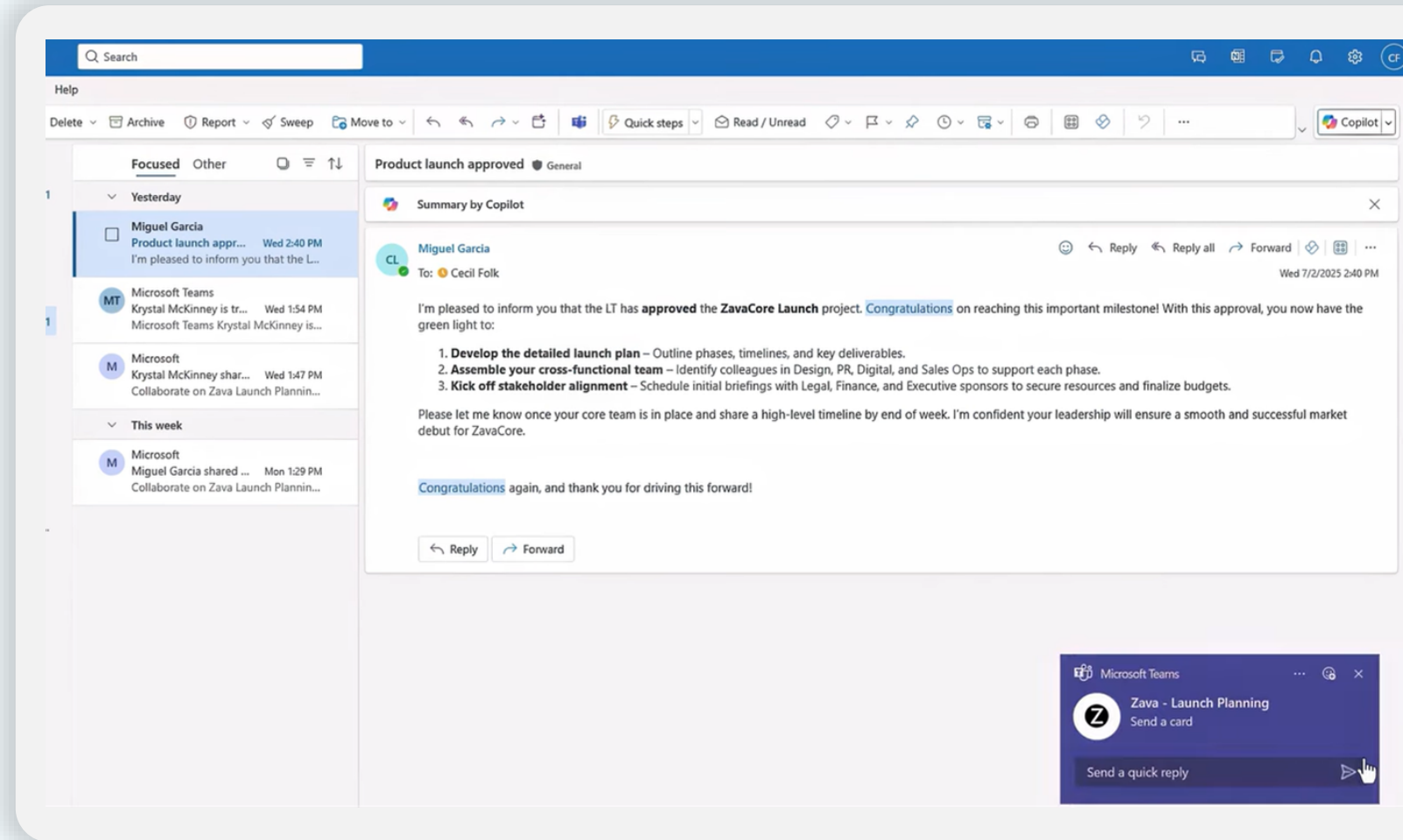
# Choose a channel

Finally, we'll deploy our agent to the Microsoft 365 Copilot + Teams channel so our employees can easily access it where they already work.



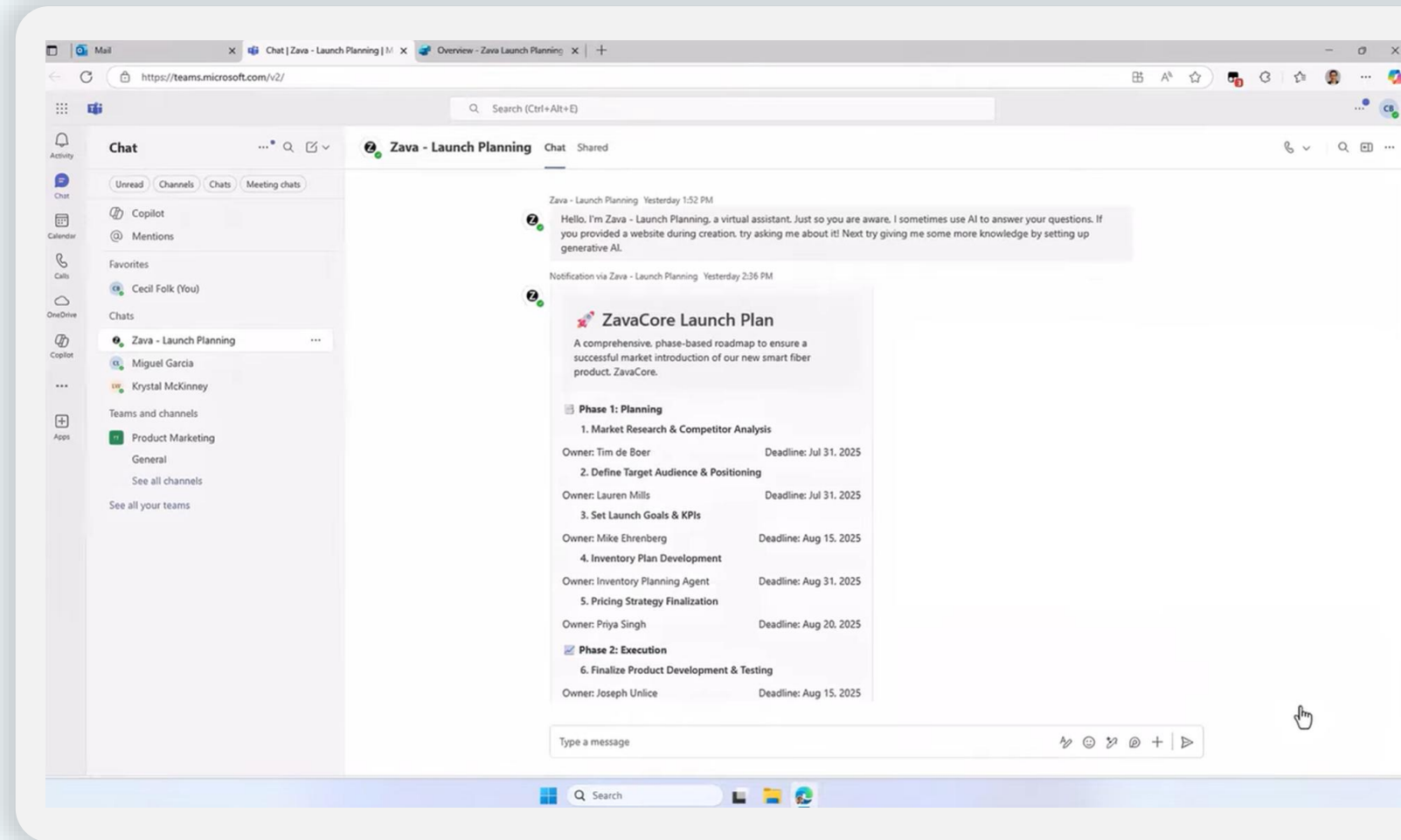
# Choose a channel

Once it's been autonomously triggered, it's going to send our users a notification via our task management tool, Microsoft Planner.



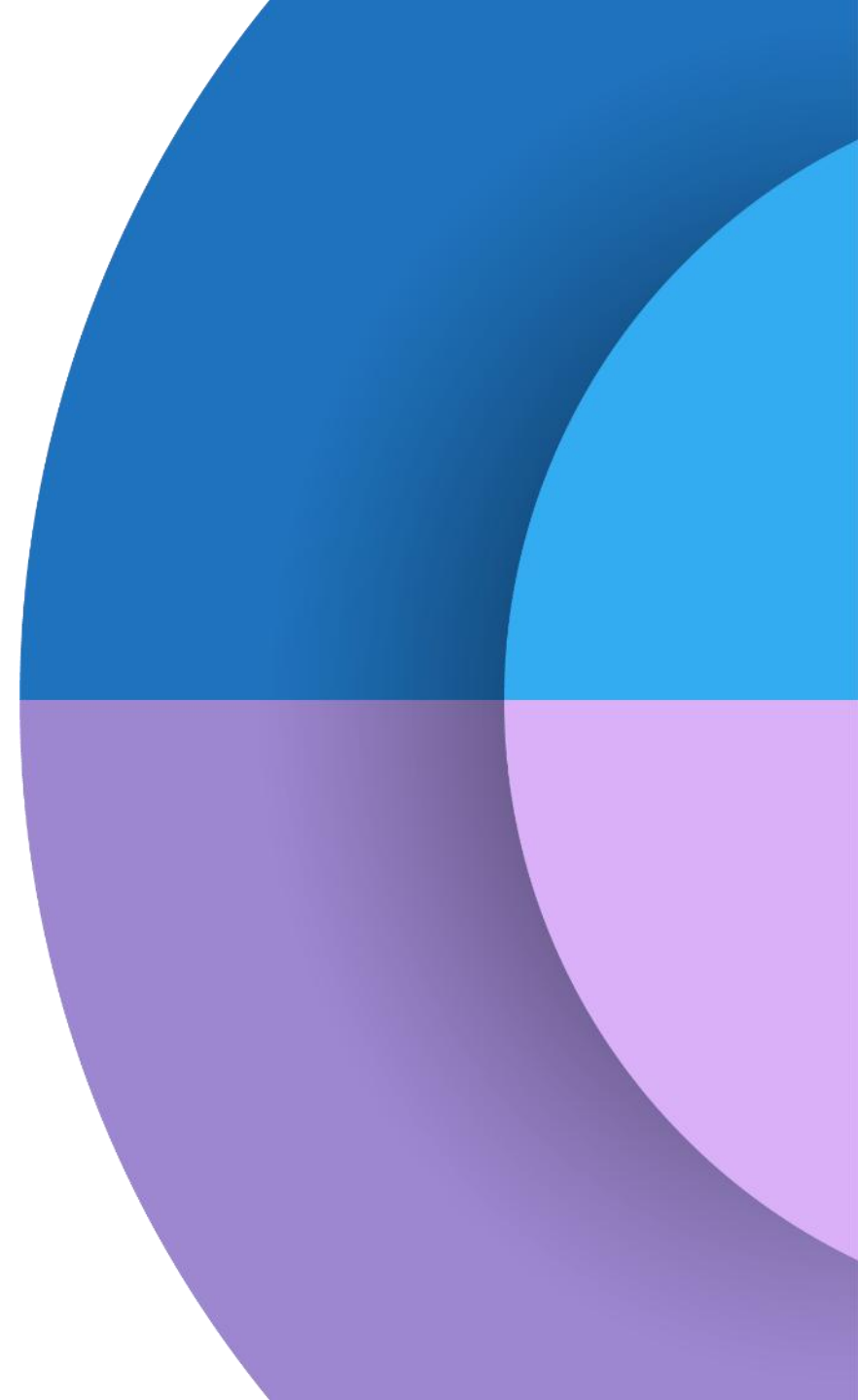
# Choose a channel

They'll be able to review the launch plan, deadlines for each task and who's been assigned - right in Teams.



# Demo

## Building an agent with Copilot Studio



# Take the next step on your AI transformation journey

[Explore how AI agents are changing  
the way we work](#)



[Learn how to build agents  
your way](#)



[Get started with AI agent adoption  
resources](#)



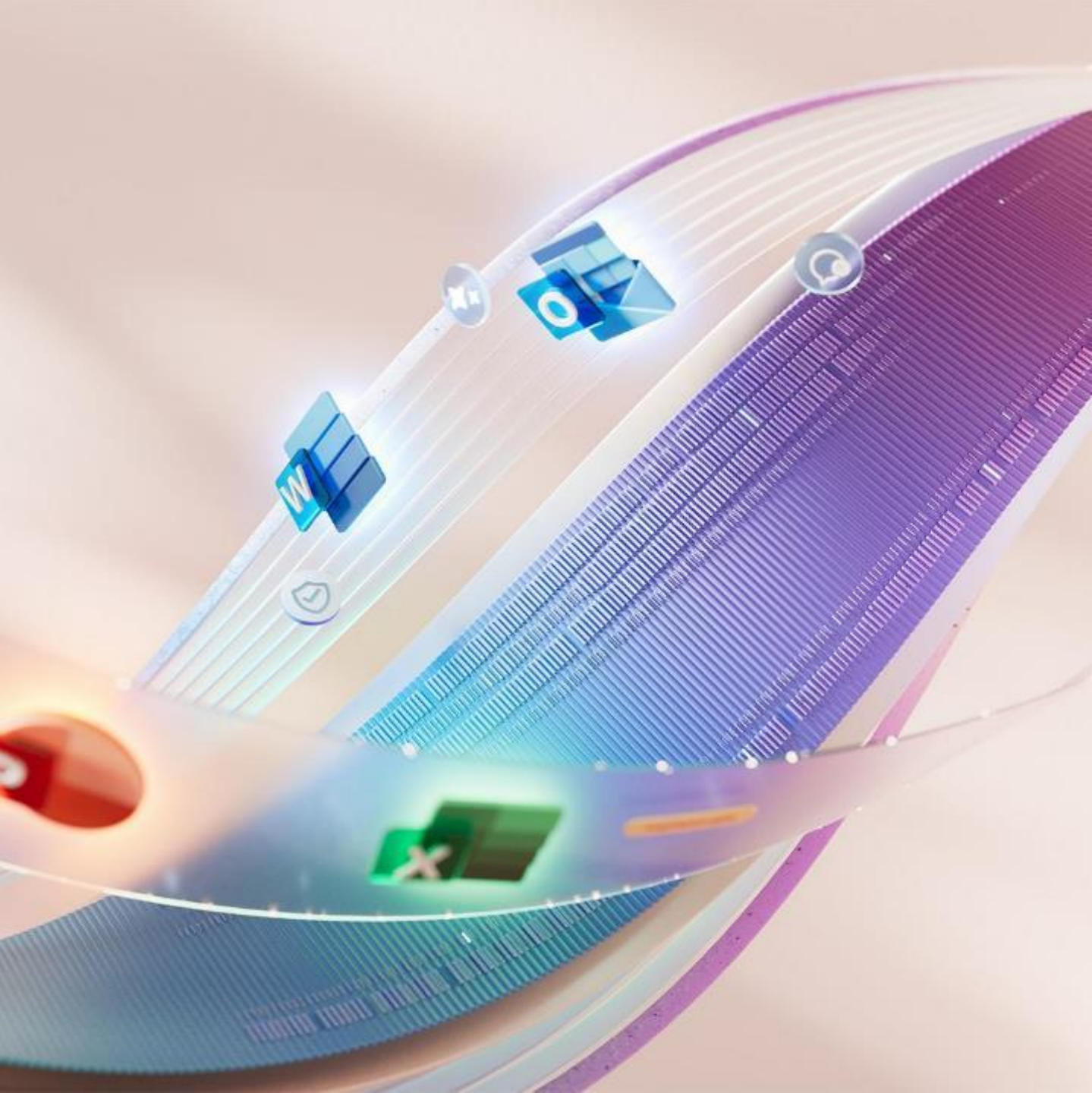
[Try a free trial of Copilot Studio](#)



Thank you



# Detailed licensing placemat



# Microsoft 365 Copilot

● Included ▲ Included — Metered

Microsoft 365 Copilot Chat

Microsoft 365 Copilot

w/o Copilot license

\$30 pupm

		Microsoft 365 Copilot Chat	Microsoft 365 Copilot	
<b>Chat</b>	Access to web data, referenced files, and open files	●	●	1. Microsoft 365 Copilot licensed users offered priority access. Learn more about <a href="#">standard and priority access</a>
	Access to entire inbox, calendar, and meetings in Outlook	<a href="#">Standard*</a>	<a href="#">Priority</a>	
	Access to Work IQ (personal and organizational work data, including implicit memory, SharePoint metadata, LOB data via Copilot connectors)	-	●	
	Voice on mobile, desktop, and web <sup>1</sup>	<a href="#">Standard</a>	<a href="#">Priority</a>	
	Memory and personalization	●	●	
	Copilot Pages (convert AI outputs into durable content designed for dynamic collaboration)	●	●	
<b>Search</b>	Capabilities including file upload, image generation, and models (like GPT-5) <sup>1</sup>	<a href="#">Standard</a>	<a href="#">Priority</a>	2. Available through <a href="#">Frontier Program</a> .
	Natural language understanding + semantic search to interpret context, relationships, and meaning	-	●	3. Combined limit of 25 interactions pu/pm
	100+ connector ecosystem across M365 apps and services and 3P line of business apps, both on-premises and cloud	-	●	
<b>Agents</b>	Admins can curate answers that provide concise, authoritative results	-	●	4. Interpreter: 20 hours per user per month; Survey - GA, Workforce Insights, People, Learning - Frontier; Channels, Communities, Knowledge: Public Preview
	Agent creation	●	●	
	Agent consumption	▲	●	
	Copilot Tuning	▲	●	
	Employee Self-Service Agent	▲	●	
	Word, Excel, and PowerPoint Agents <sup>2</sup>	<a href="#">Standard*</a>	<a href="#">Priority</a>	
	Deep Research Agents (Researcher/Analyst) <sup>3</sup>	-	●	
<b>Create</b>	1P Assistive agents (Facilitator, Interpreter <sup>4</sup> , Surveys, Workforce Insights <sup>2</sup> , People <sup>2</sup> , Learning <sup>2</sup> , Channels <sup>4</sup> , Communities <sup>4</sup> , Knowledge <sup>4</sup> )	-	●	
	Role-based AI solutions (Sales, Service, Finance) <sup>5</sup>	-	●	
	AI-generated images, posters, banners, videos <sup>1</sup>	<a href="#">Standard</a>	<a href="#">Priority</a>	
<b>Notebooks</b>	Create brand kits that include your company's logos, color palettes, fonts, and more	-	●	5. Rollout of Service to GA and Sales and Finance to Public Preview Dec. 2025
	Sora2 for video creation and refinement <sup>2</sup>	-	●	
<b>Copilot in Microsoft 365 apps and Teams</b>	Centralized workspace for content, collaboration and sharing, intelligent suggestions, and audio overviews	-	●	6. Basic reporting in Microsoft Admin Center available for Copilot Chat
	Copilot Chat embedded in Microsoft 365 apps (grounded on open file, referenced files and web)	●	●	
	Copilot Chat embedded in Microsoft 365 apps and Teams (grounded on open file, web, and WorkIQ)	-	●	
	Advanced in-app skills with Copilot, including draft with Copilot in Word and Teams intelligent meeting recap	-	●	
	Teams Mode for Microsoft 365 Copilot	-	●	
<b>Microsoft Edge for Business</b>	Agent Mode in Word, Excel and PowerPoint <sup>2</sup>	<a href="#">Standard*</a>	<a href="#">Priority</a>	* Rollout to Public Preview Q1 CY 2026
	Reason over multiple open tabs, summarize YouTube videos, search browser history with natural language	●	●	
	Copilot Mode: Copilot-inspired new tab page with web chat	●	●	
<b>Copilot Control System</b>	Copilot Mode: Copilot-inspired new tab page with web and work chat, Agent Mode to execute multi-step workflows on your behalf	-	●	
	Enterprise Data Protection (EDP): Help security, governance, and other policies stay intact	●	●	
	IT management controls, license management, settings and configuration	●	●	
	Agent lifecycle management	●	●	
	SharePoint Advanced Management (e.g. Restricted Access Controls and Restricted Content Discovery)	-	●	
Copilot Analytics with pre-built reports and advanced analytics to measure usage, adoption and ROI <sup>6</sup>	-	●		

# Standard and Priority access

Microsoft has moved to a capacity-based model in order to provide more flexible and scalable experience for our users.

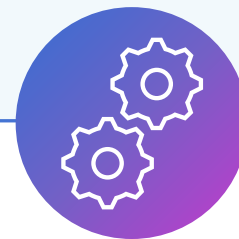


## Microsoft 365 Copilot Chat

users without Microsoft 365 Copilot license

**Standard access:** subject to service capacity, which may vary throughout the day. If capacity isn't available, users are notified in-product, but any task already in progress continues uninterrupted. This standard capacity applies to:

- Image generation
- File upload
- GPT-5



## Microsoft 365 Copilot

users with Microsoft 365 Copilot license

**Priority access:** faster response times and more consistent availability, including peak periods. This priority capacity applies to:

- Image generation
- File upload
- GPT-5

[Learn more on Microsoft Support](#)

# Copilot Chat powered by GPT-5

	Microsoft 365 Copilot Chat w/o Copilot license	Microsoft 365 Copilot \$30 pupm
<b>GPT-5:</b>		
Access	Standard	Priority
Copilot automatically selects high-throughput or deeper reasoning model based on the prompt	●	●
Reasons over web data and uploaded files	●	●
Reasons over tenant organizational data including 3P data via Copilot Connectors		●
Access to Researcher and Analyst advanced reasoning agents		●
Access to other pre-built Microsoft agents		●
Access to custom agents grounded in work data <sup>1</sup>	PAYGO	●

1. Applies to agent automation where agent acts on behalf of a Copilot licensed user, including autonomous actions, built by you on the Microsoft 365 Copilot agent platform deployed on Microsoft 365 surfaces . Web grounded agents included for both licensed and unlicensed users.

# Copilot Chat with GPT-5 vs. Researcher

----- Copilot Chat with GPT-5 chooses which to use -----

	GPT-5 Chat	GPT-5 Reasoning	Researcher
<b>Type of task</b>	<b>Quick and straightforward:</b> Simple Q&A, summaries, or creative brainstorming	<b>Logical analysis and problem-solving:</b> Complex questions that benefit from deliberate thought, reasoning through scenarios	<b>Thorough investigations or reports:</b> Comprehensive tasks requiring gathering and synthesizing information from lots of sources
<b>Depth of reasoning</b>	<b>Direct and rapid answers</b>	<b>Multi-step logical reasoning</b> for “think this through”-type prompts	<b>Recursive, “exhaustive” reasoning</b> for deep inferences and synthesis
<b>Output format</b>	<b>Brief, concise responses</b>	<b>Structured, well-organized responses</b>	<b>Comprehensive, detailed reports</b>
<b>Ideal use case</b>	<b>Everyday queries</b>	<b>Analytical and structured reasoning</b>	<b>In-depth research, cross-source synthesis, deep dives</b>
<b>Example use cases</b>	<p><i>What does this acronym mean?</i></p> <p><i>Draft a 2-sentence reply thanking the team</i></p> <p><i>Summarize this document</i></p>	<p><i>Plan a 5-step project timeline from kickoff to launch</i></p> <p><i>List the decisions made yesterday on Project X and identify open questions</i></p> <p><i>Let’s walk through this problem together</i></p>	<p><i>Compile a competitive analysis on...</i></p> <p><i>Summarize the new research on x and compare it to our internal strategy</i></p> <p><i>Create a detailed brief before a large meeting</i></p>
<b>Sample prompts</b>	<i>“Write a short announcement for [product x].”</i>	<i>“Look back at last week’s activity on [product x], and write a detailed newsletter to share with all stakeholders identifying current status, key decisions, and open items.”</i>	<i>“Build a full go-to-market strategy for [product x]. Include competitive positioning, internal readiness, lessons learned from past launches, and external trends.”</i>

# Copilot Chat in Microsoft 365 apps

		Microsoft 365 Copilot Chat w/o a Copilot license	Microsoft 365 Copilot \$30 pupm
<b>Sources</b>	Web data	•	•
	Work IQ		•
	Content aware across Outlook entire inbox, calendar, and meetings*	Coming in early 2026	Generally available
<b>Functionality in Microsoft 365 apps</b>	Secure AI chat interface	•	•
	Unified chat with global history across select apps	•	•
	Copilot can reason over the currently open file, uploaded files, or files added using "/"*	•	•
	Advanced Copilot features to create, edit, and command your files from chat and in-app		•
	Access to agents for deeper support	Metered	•
	Access to reasoning AI like Researcher and Analyst to handle complex workflows and tasks		•
	Agent Mode in Word, Excel, PowerPoint	Coming in early 2026	Available now through Frontier Program

Starting in Public Preview in early 2026, Copilot Chat in Outlook will be content aware across your entire inbox, calendar, and meetings, instead of only individual email threads. Users will have standard access to file upload and "/" search based on service capacity. Accessible enterprise content via "/" search only includes files, and does not include chats, meetings, or emails.