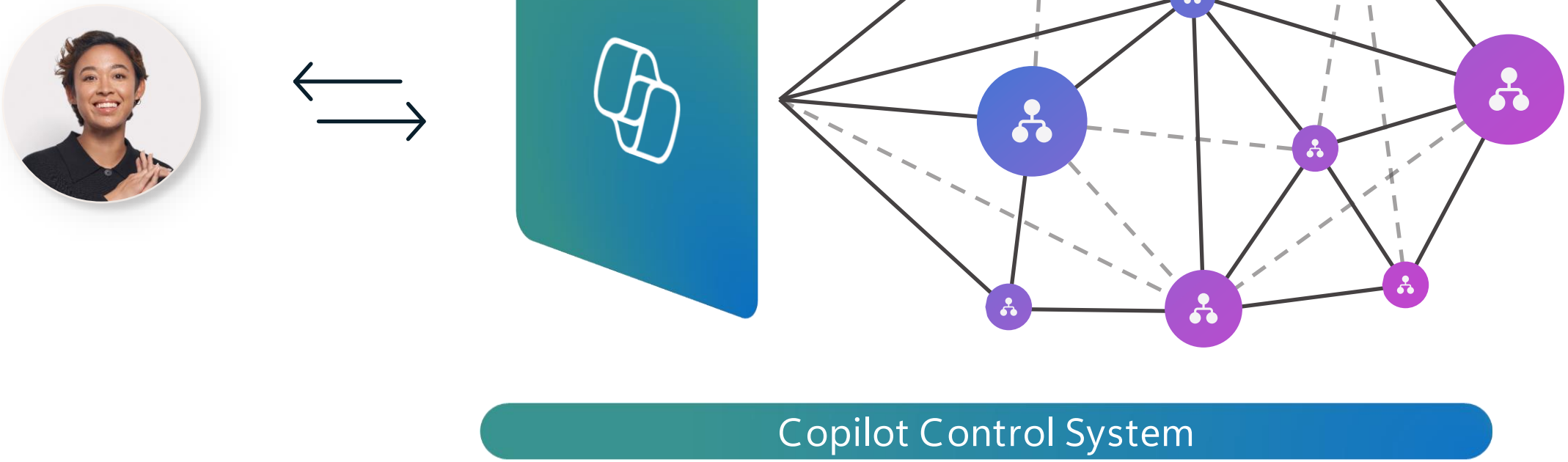
Microsoft Copilot: kas, kaip ir kodėl?

Rimas Kareiva

Skaitmeninių darbo vietų kompetencijų centras

Grupės vadovas

Copilot - UI for AI

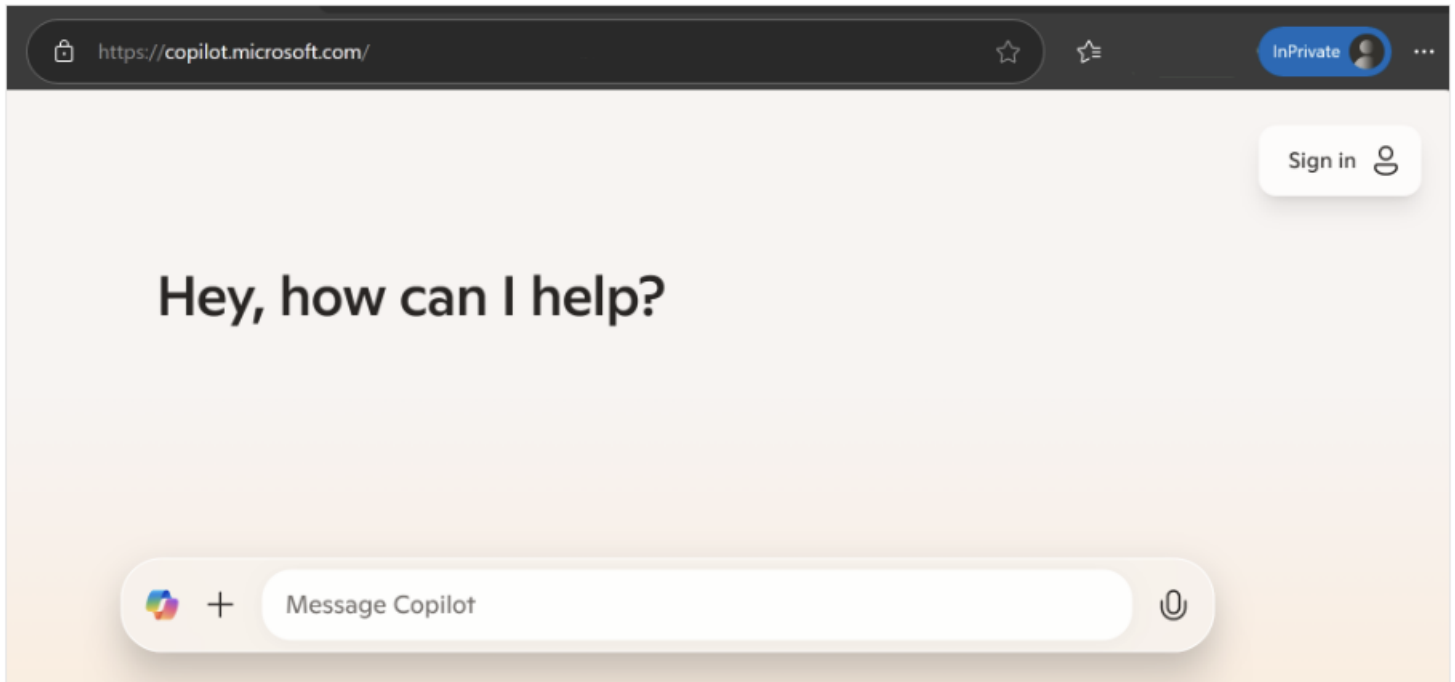


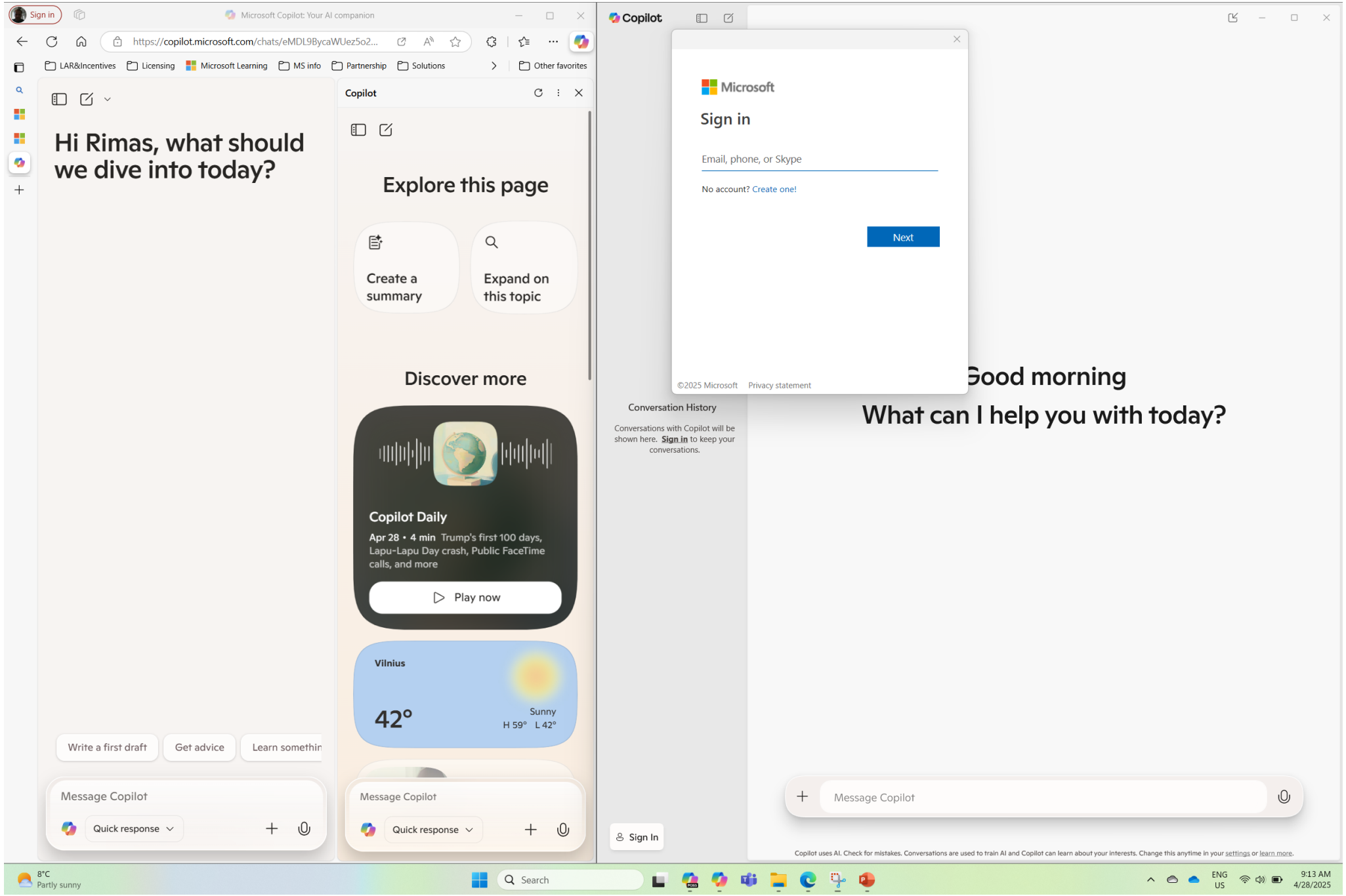
Microsoft Copilot

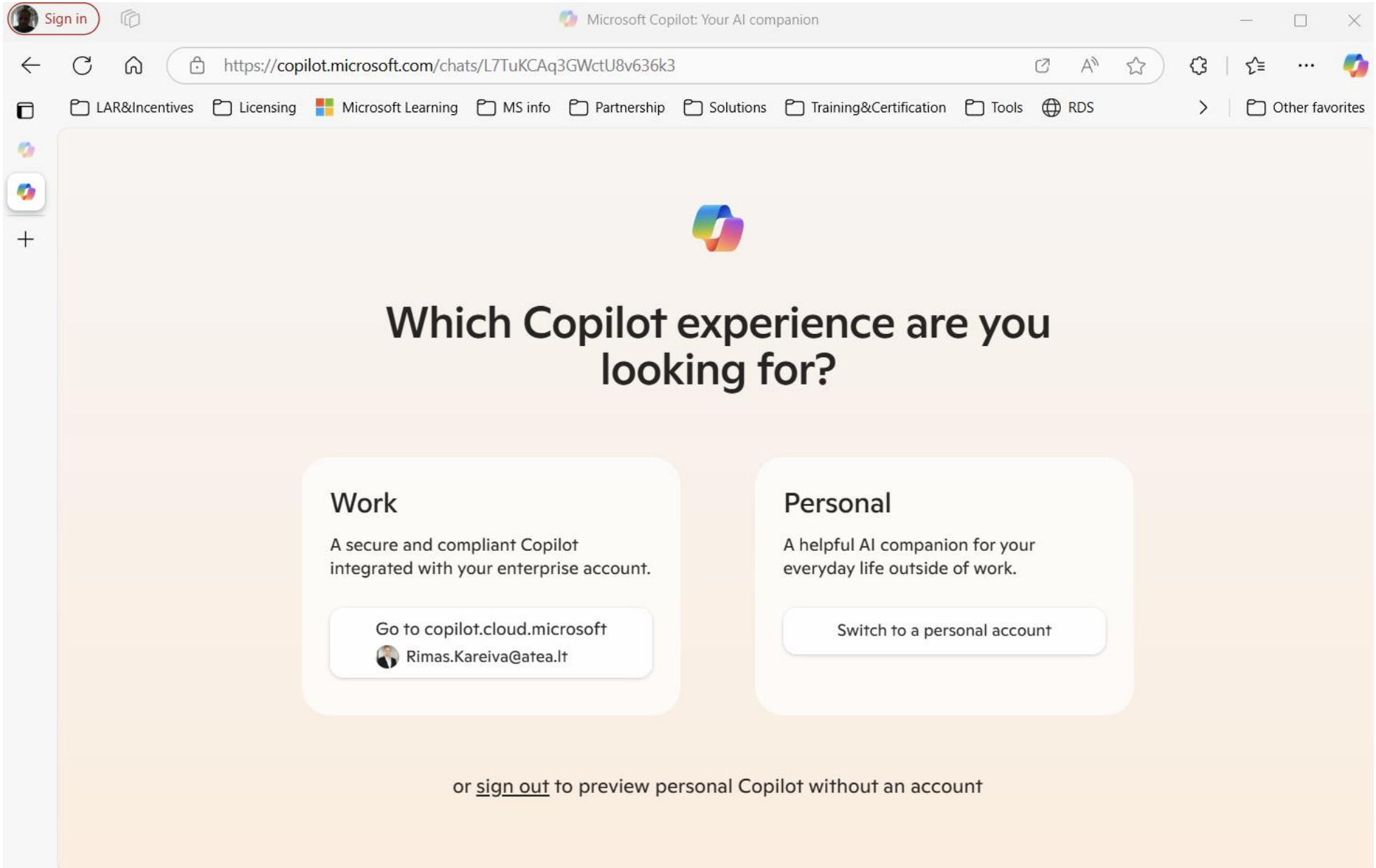
✅ Use for personal tasks
✅ Free consumer version

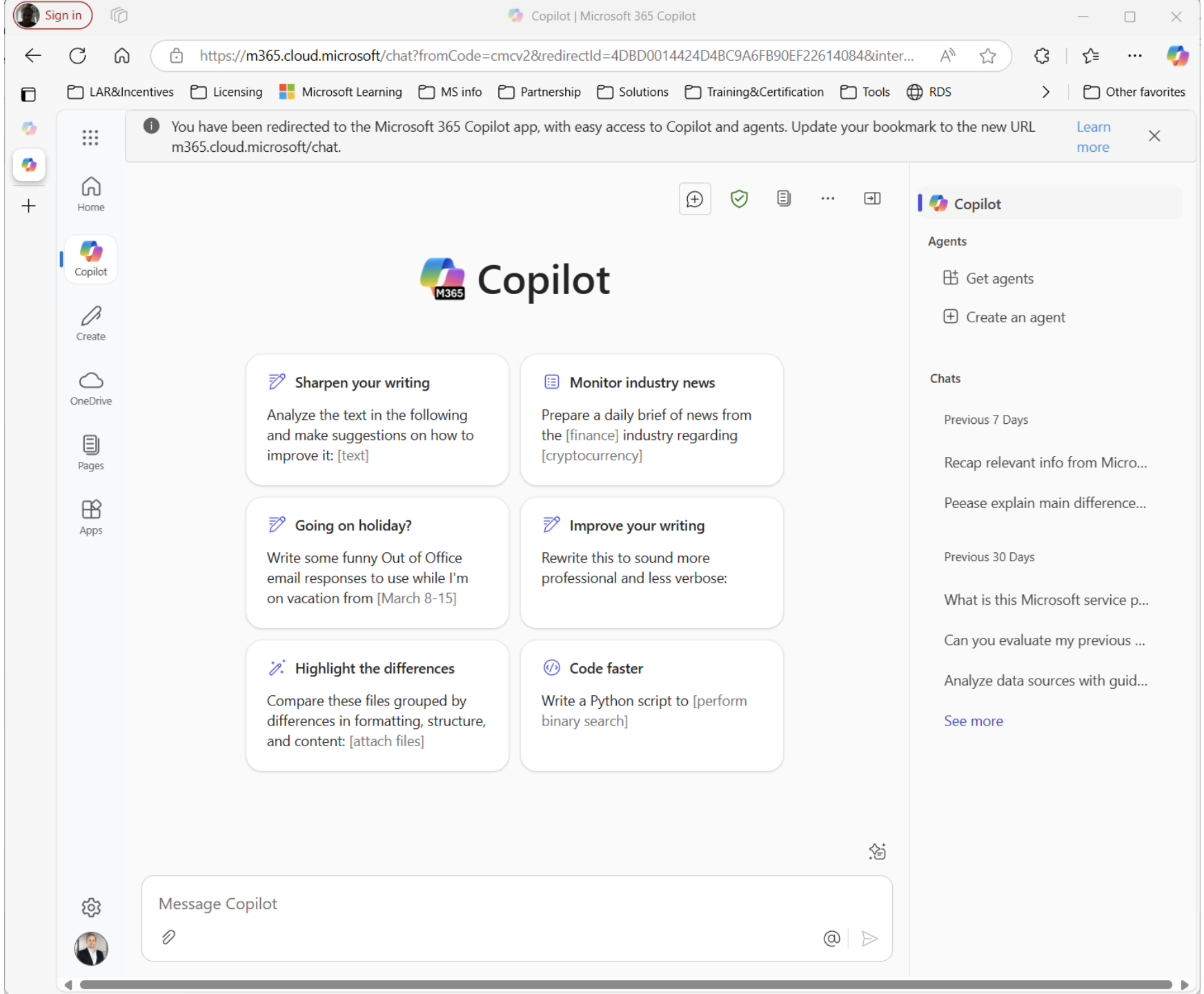
Microsoft Copilot is a consumer version and is available for free. It can help you with personal tasks and uses information from the internet. You can use it for nonsensitive work tasks, but be cautious. Never add sensitive or proprietary work information in a prompt.

When you open Microsoft Copilot, it looks similar to the following image:

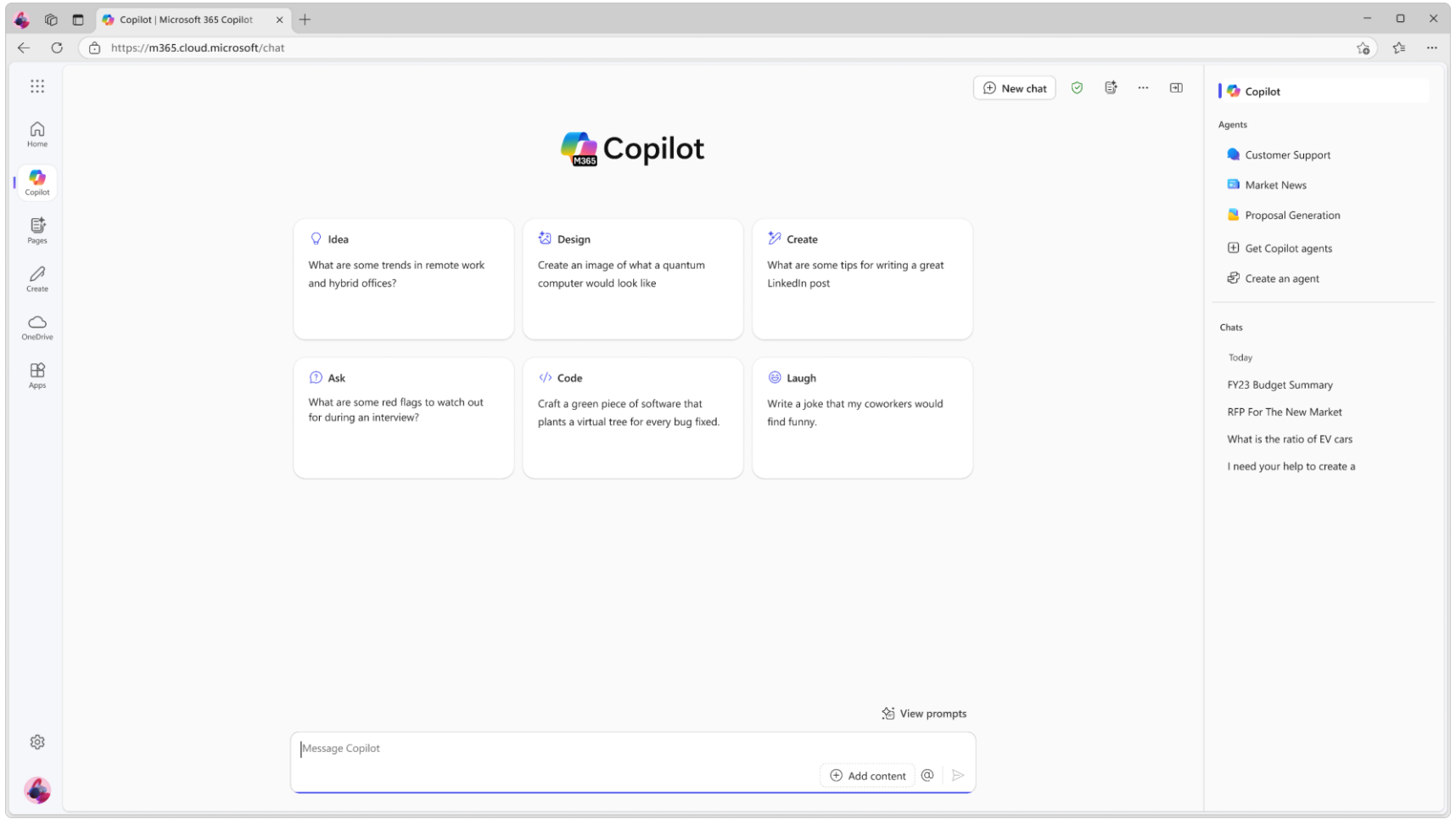



Sign in
Microsoft Copilot: Your AI companion
https://copilot.microsoft.com/chats/eMDL9BycaWUez5o2...
LAR&Incentives
Licensing
Microsoft Learning
MS info
Partnership
Solutions
Other favorites
Hi Rimas, what should we dive into today?
Write a first draft
Get advice
Learn somethin
Message Copilot
Quick response
Copilot
Explore this page
Create a summary
Expand on this topic
Discover more
Copilot Daily
Apr 28 • 4 min Trump's first 100 days, Lapu-Lapu Day crash, Public FaceTime calls, and more
Play now
Vilnius
42°
Sunny
H 59° L 42°
Message Copilot
Quick response
Copilot
Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Next
©2025 Microsoft
Privacy statement
Conversation History
Conversations with Copilot will be shown here. Sign in to keep your conversations.
Sign In
Good morning
What can I help you with today?
Message Copilot
Copilot uses AI. Check for mistakes. Conversations are used to train AI and Copilot can learn about your interests. Change this anytime in your settings or learn more.
8°C
Partly sunny
Search
ENG
US
9:13 AM
4/28/2025


Sign in
Microsoft Copilot: Your AI companion
https://copilot.microsoft.com/chats/L7TuKCAq3GWctU8v636k3
LAR&Incentives
Licensing
Microsoft Learning
MS info
Partnership
Solutions
Training&Certification
Tools
RDS
Other favorites
Which Copilot experience are you looking for?
Work
A secure and compliant Copilot integrated with your enterprise account.
Go to copilot.cloud.microsoft
Rimas.Kareiva@atea.lt
Personal
A helpful AI companion for your everyday life outside of work.
Switch to a personal account
or sign out to preview personal Copilot without an account


Sign in
Copilot | Microsoft 365 Copilot
https://m365.cloud.microsoft/chat?fromCode=cmcv2&redirectId=4DBD0014424D4BC9A6FB90EF22614084&inter...
LAR&Incentives
Licensing
Microsoft Learning
MS info
Partnership
Solutions
Training&Certification
Tools
RDS
Other favorites
You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.
Learn more
Home
Copilot
Create
OneDrive
Pages
Apps
Copilot
Sharpen your writing
Analyze the text in the following and make suggestions on how to improve it: [text]
Monitor industry news
Prepare a daily brief of news from the [finance] industry regarding [cryptocurrency]
Going on holiday?
Write some funny Out of Office email responses to use while I'm on vacation from [March 8-15]
Improve your writing
Rewrite this to sound more professional and less verbose:
Highlight the differences
Compare these files grouped by differences in formatting, structure, and content: [attach files]
Code faster
Write a Python script to [perform binary search]
Message Copilot
Copilot
Agents
Get agents
Create an agent
Chats
Previous 7 Days
Recap relevant info from Micro...
Peease explain main difference...
Previous 30 Days
What is this Microsoft service p...
Can you evaluate my previous ...
Analyze data sources with guid...
See more

Microsoft 365 Copilot Chat



M365copilot.com

Microsoft 365 Copilot Chat

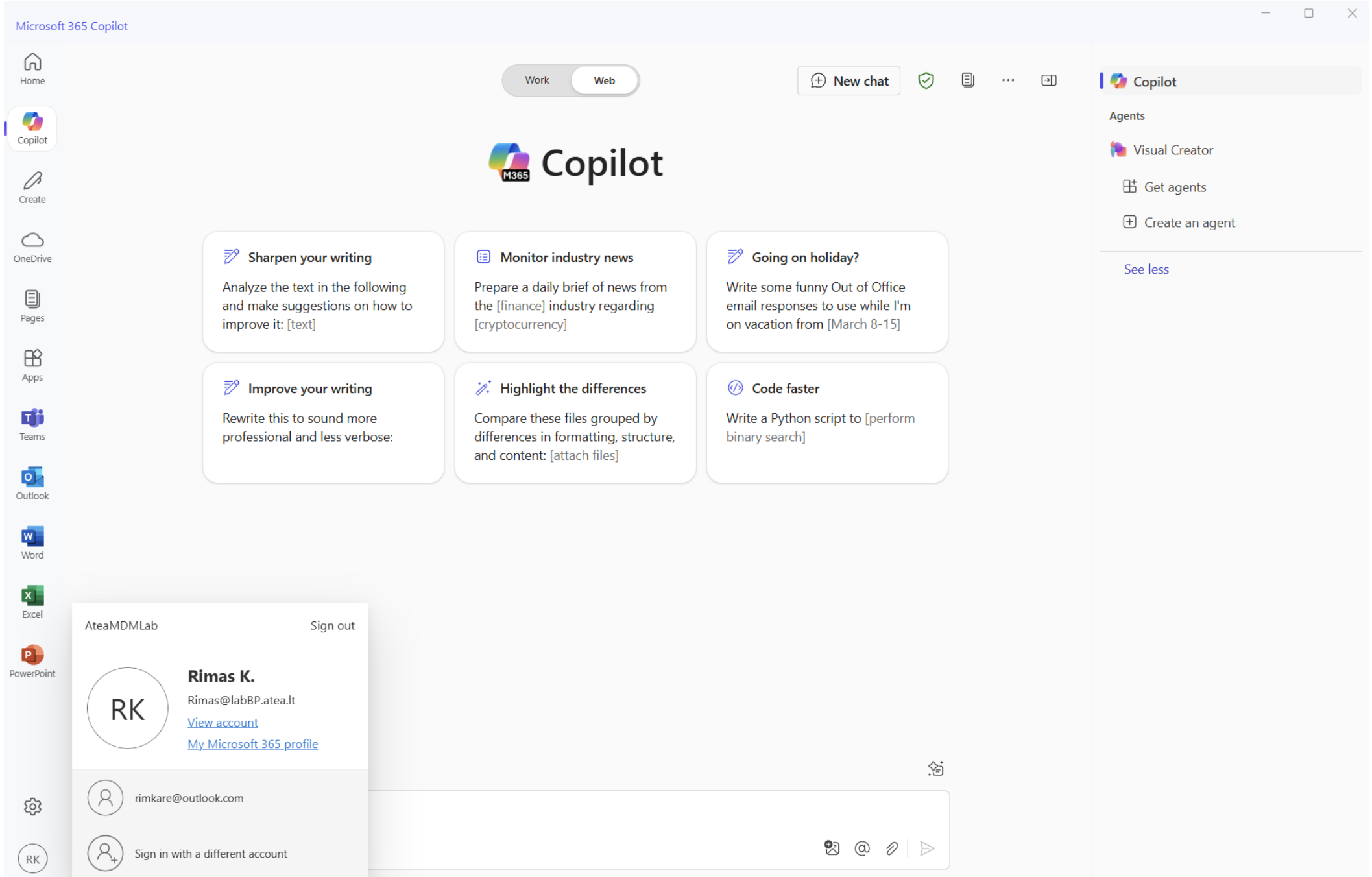
✅ Secure with enterprise data protection
✅ Scalable with pay-as-you-go
✅ Free to organizations with a Microsoft 365 license

Microsoft 365 Copilot Chat is an AI prompt and response experience that's grounded in the web and powered by large language models (LLMs).

It's free to organizations that have a Microsoft 365 license. With Copilot Chat:

- You can also create images and use Copilot Pages to save, edit, and share AI-generated content.
- You can use for work and education, and know that you're protected with enterprise data protection.
- You can manage it using IT controls for admins.

Microsoft 365 Copilot Chat is available on the web at https://m365copilot.com, in the Microsoft 365 Copilot app, and in Teams, Outlook, & Microsoft Edge.


Microsoft 365 Copilot
Home
Copilot
Create
OneDrive
Pages
Apps
Teams
Outlook
Word
Excel
PowerPoint
RK
Work
Web
New chat
Copilot
M365
Sharpen your writing
Analyze the text in the following and make suggestions on how to improve it: [text]
Monitor industry news
Prepare a daily brief of news from the [finance] industry regarding [cryptocurrency]
Going on holiday?
Write some funny Out of Office email responses to use while I'm on vacation from [March 8-15]
Improve your writing
Rewrite this to sound more professional and less verbose:
Highlight the differences
Compare these files grouped by differences in formatting, structure, and content: [attach files]
Code faster
Write a Python script to [perform binary search]
AteaMDMLab
Sign out
RK
Rimas K.
Rimas@labBP.atea.lt
View account
My Microsoft 365 profile
rimkare@outlook.com
Sign in with a different account
Copilot
Agents
Visual Creator
Get agents
Create an agent
See less

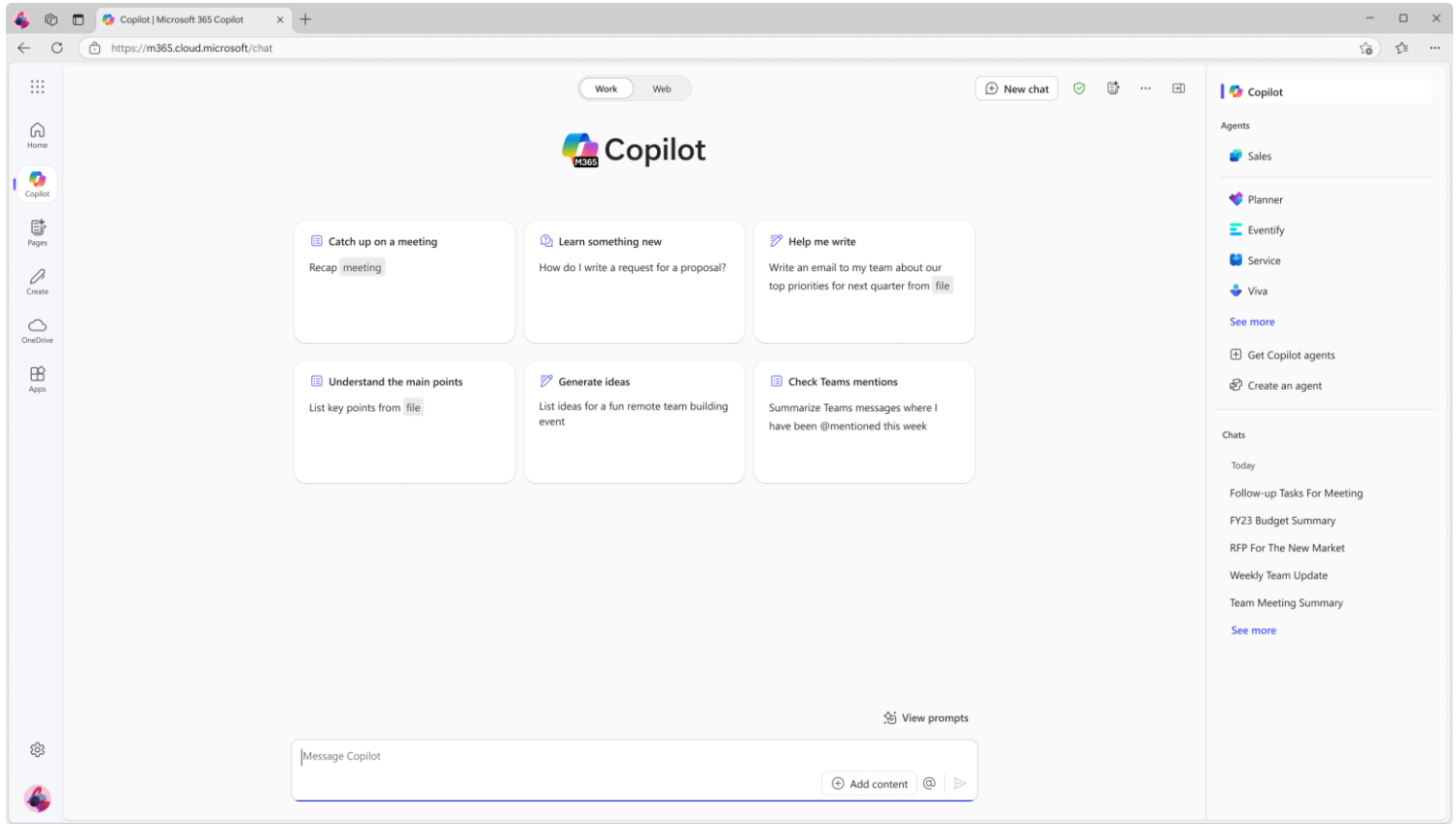
Microsoft 365 Copilot

✅ Use for work tasks
✅ Licensed by your work organization
✅ Use for personal tasks, with caution. This Copilot accesses work data.
✅ Personally licensed by end users

Microsoft 365 Copilot is licensed by your work organization. It includes features that can help end users and admins with work tasks, like:

- Use Microsoft 365 Copilot Chat for web-based (internet) and work-based (Microsoft Graph) chat.
- Get in-app experiences in your Microsoft 365 apps, like Teams, Word, Excel, PowerPoint, and Outlook.
- Create Copilot Agents.
- Measure insights with Copilot Analytics.

One chat experience across all Copilot users



Web

M365copilot.com

App

Windows

iOS

Android

Microsoft 365 Copilot

1. Consistent UI for AI
2. Integrated in the tools millions use every day
3. Platform for agents and extensibility
4. Enterprise-grade security, privacy, and compliance

Microsoft commitments and controls

We secure your data at rest and in transit

You control your data

Your data is not used to train or enrich foundation models

You're protected against AI security and copyright risks[1]

Microsoft 365 Copilot is built on trust

[1] Learn more about the Customer Copyright Commitment

Top 10 to "Try First"

with Copilot for Microsoft 365

Foundational skills for new users

1

Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

- Draft an email with notes and action items from meeting

2

Summarize an email thread

– get quickly caught up to a long, complex email thread.

- Click on the Summarize icon

3

Draft email

– personalize the tone and length.

- Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

4

Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

- Give me a bulleted list of key points from file

5

Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

- Tell me what's new about topic organized by emails, chats, and files?

6

Give me some ideas for …

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

- Suggest 10 compelling taglines based on file

7

Help me write …

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

- Generate three ways to say [x]

8

What did they say …

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

- What did person say about topic

9

Revise this content

– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

- Rewrite with Copilot

10

Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

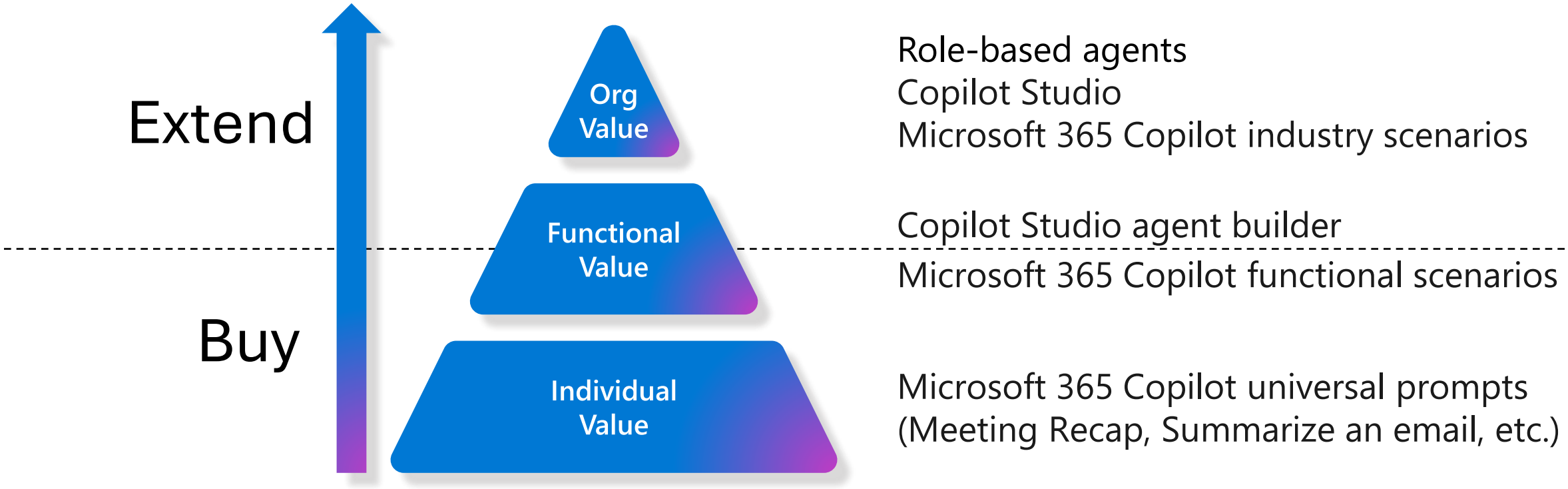
- Translate the following text into French:

Feature	Description
Copilot in Word	Copilot in Word transforms your writing with efficiency and creativity – create, summarize, comprehend, refine, and elevate your documents. Now you can use enhanced capabilities like visualizing and transforming text into a table. Some other capabilities also include drafting a document by referencing documents and discovering information about your document.
Copilot in PowerPoint	Copilot in PowerPoint helps you turn your ideas into stunning presentations. As your storytelling partner, Copilot can transform existing written documents into decks complete with speaker notes, and sources or start a new presentation from a simple prompt or outline. Summarize lengthy presentations with the click of a button and use Copilot to organize your presentation.
Copilot in Excel	Copilot in Excel unlocks Excel's full capabilities so you can achieve your goal - from creating a simple spreadsheet to conducting advanced data analysis. Create and prepare data easily with Copilot as it helps you build a tailored spreadsheet. Extract key insights and trends so you can act on your data more effectively. And share insights easily with others including visualizations to communicate your data.
Copilot in Outlook	Copilot in Outlook helps you stay on top of your inbox and facilitate impactful communication. Now you can ask Copilot to draft and summarize emails and can quickly jump to the source of the summarized content and use chat to answer questions and complete tasks.
Copilot in Teams	Copilot in Teams enables AI-based communication and collaboration, helping you focus on what matters most. Copilot can recap conversations, organize key discussion points, and summarize key actions – or answer any questions you have about the chat, meeting, or call. Copilot can also act as your personal writing assistant, drafting messages in the tone that best suits your needs. Whatever your collaboration needs, Copilot can help save time and unlock your creativity.
Copilot Prompt Gallery	Copilot Prompt Gallery helps users start their AI journey with confidence and take greater advantage of Copilot in their daily work. Explore the curated selection of Copilot prompts, save and share your favorite ones, and find prompting inspiration from others.
Copilot in Microsoft Stream	Copilot in Microsoft Stream helps you get the information you need from any video with a transcript within seconds. You can use Copilot in Stream to provide a summary of the video, answer specific questions, quickly jump to specific topics or points of discussion, and identify calls to action.
Copilot Whiteboard	Copilot in Whiteboard helps you kickstart and accelerate your ideation process to generate, categorize, and summarize your ideas.
Copilot OneNote	Copilot in OneNote helps you create, capture, organize, and recall information with confidence. As your note taking partner, Copilot uses your prompts to draft plans, generate ideas, create lists, organize information, and more.
Microsoft Copilot Dashboard	The Copilot Dashboard provides visibility into Copilot usage, adoption, and impact.
Agents in SharePoint	Turn SharePoint sites and documents into scoped agents for specific needs, projects, or tasks. Every site includes a ready-made agent, or users can create their own customized agents based on files, folders, or sites they choose. They can also share the agent to a Teams chat or meeting.
Copilot in SharePoint	Build new SharePoint pages in minutes using pre-built templates or custom prompts with Copilot. Use documents as data sources to help Copilot create a site tied to your content and information. Use Copilot to auto-rewrite text on the page to quickly create engaging content.
Copilot in OneDrive	Copilot in OneDrive allows you to gain quick insights on content within your File Explorer. Easily hover over a single file or choose multiple (up to 5) to summarize, compare, or ask questions-all without having to open them.
Microsoft 365 Copilot Usage Report	Microsoft 365 Copilot usage reports allow administrators to view a summary of how users adoption, retention, and engagement are with Microsoft 365 Copilot.
Microsoft 365 Copilot Chat	Copilot Chat is a secure, enterprise-ready AI chat powered by broad web knowledge and the latest LLM models. It includes access to web-grounded agents at no additional cost for commercial users with a Microsoft 365 license. Agents grounded in shared tenant work data are available on a consumption basis. The Microsoft 365 Copilot app serves as the starting point to chat with Copilot in the flow of work. Additionally, Copilot Chat is accessible in Microsoft Teams, Outlook, and the Edge sidebar. Agents are coming soon to both the Web and Work tabs of Microsoft 365 Copilot Chat in Outlook for the Web and the new Outlook for Windows.

https://learn.microsoft.com/en-us/office365/servicedescriptions/office-365-platform-service-description/microsoft-365-copilot?toc=%2Fcopilot%2Fmicrosoft-365%2Ftoc.json&bc=%2Fcopilot%2Fmicrosoft-365%2Fbreadcrumb%2Ftoc.json

Copilot value journey

Grow value from a base of solid usage and individual productivity and then extend through agents to impact organizational KPIs.



Copilot

Human augmentation

Private, Personal Assistant

People 1:1 Copilots

Agents

Connected to Copilot or autonomous

Automates tasks and processes

People 1:N Agents

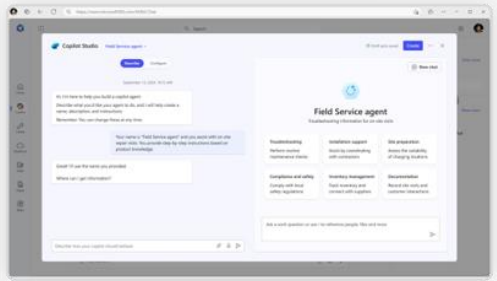
Copilot Studio Used to create or configure agents

Agent tooling

No code

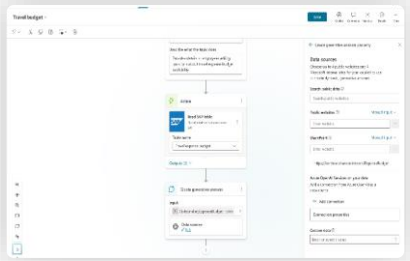
Pro code

For End Users



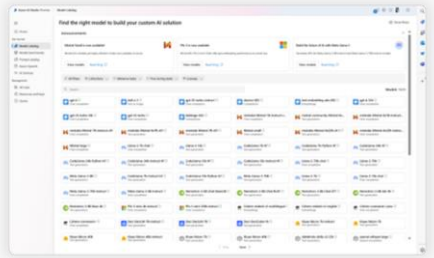
Agent builder

For Makers



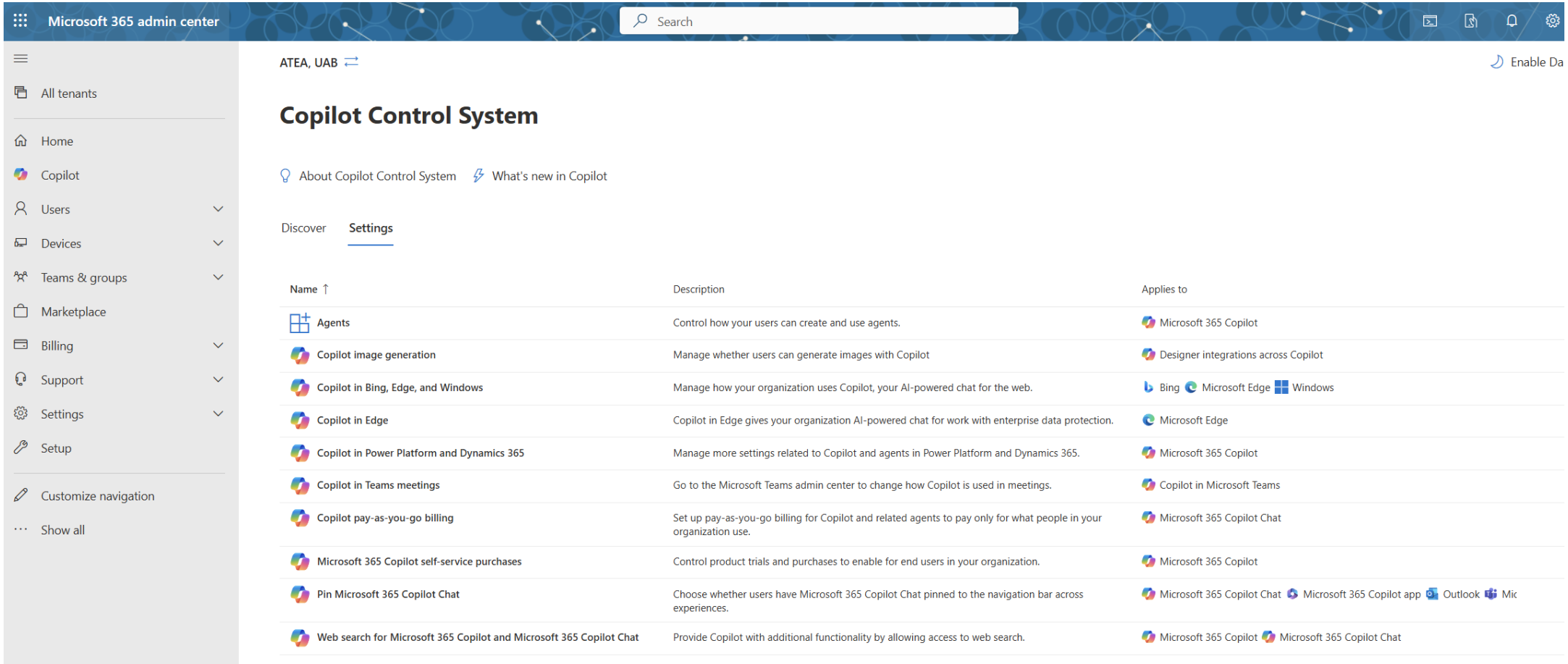
Copilot Studio

For Developers



Copilot Studio + Azure AI

Controls


Microsoft 365 admin center
Search
All tenants
Home
Copilot
Users
Devices
Teams & groups
Marketplace
Billing
Support
Settings
Setup
Customize navigation
Show all
ATEA, UAB
Enable Da
Copilot Control System
About Copilot Control System
What's new in Copilot
Discover
Settings
Name
Description
Applies to
Agents
Control how your users can create and use agents.
Microsoft 365 Copilot
Copilot image generation
Manage whether users can generate images with Copilot
Designer integrations across Copilot
Copilot in Bing, Edge, and Windows
Manage how your organization uses Copilot, your AI-powered chat for the web.
Bing
Microsoft Edge
Windows
Copilot in Edge
Copilot in Edge gives your organization AI-powered chat for work with enterprise data protection.
Microsoft Edge
Copilot in Power Platform and Dynamics 365
Manage more settings related to Copilot and agents in Power Platform and Dynamics 365.
Microsoft 365 Copilot
Copilot in Teams meetings
Go to the Microsoft Teams admin center to change how Copilot is used in meetings.
Copilot in Microsoft Teams
Copilot pay-as-you-go billing
Set up pay-as-you-go billing for Copilot and related agents to pay only for what people in your organization use.
Microsoft 365 Copilot Chat
Microsoft 365 Copilot self-service purchases
Control product trials and purchases to enable for end users in your organization.
Microsoft 365 Copilot
Pin Microsoft 365 Copilot Chat
Choose whether users have Microsoft 365 Copilot Chat pinned to the navigation bar across experiences.
Microsoft 365 Copilot Chat
Microsoft 365 Copilot app
Outlook
Mic
Web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat
Provide Copilot with additional functionality by allowing access to web search.
Microsoft 365 Copilot
Microsoft 365 Copilot Chat