



Microsoft Scenario Library

Discover industry and role-based use cases



"Effort" level for each scenario



Start

1

Your first step into generative AI
(Included in Microsoft 365)

- Microsoft 365 Copilot Chat
- Web-grounded agents

Buy

2

Unlock productivity out of the box
(Licensed AI products)

- Microsoft 365 Copilot
- Security Copilot
- Dynamics 365
- Microsoft agents

Extend

3

Tailor your data, systems, and
workflows via agents
(Low-code agents or purchased AI
apps and agents)

- SharePoint agents
- Copilot Studio
- Third-party agents

Build

4

Build AI-driven applications
(Pro-code agents and apps)

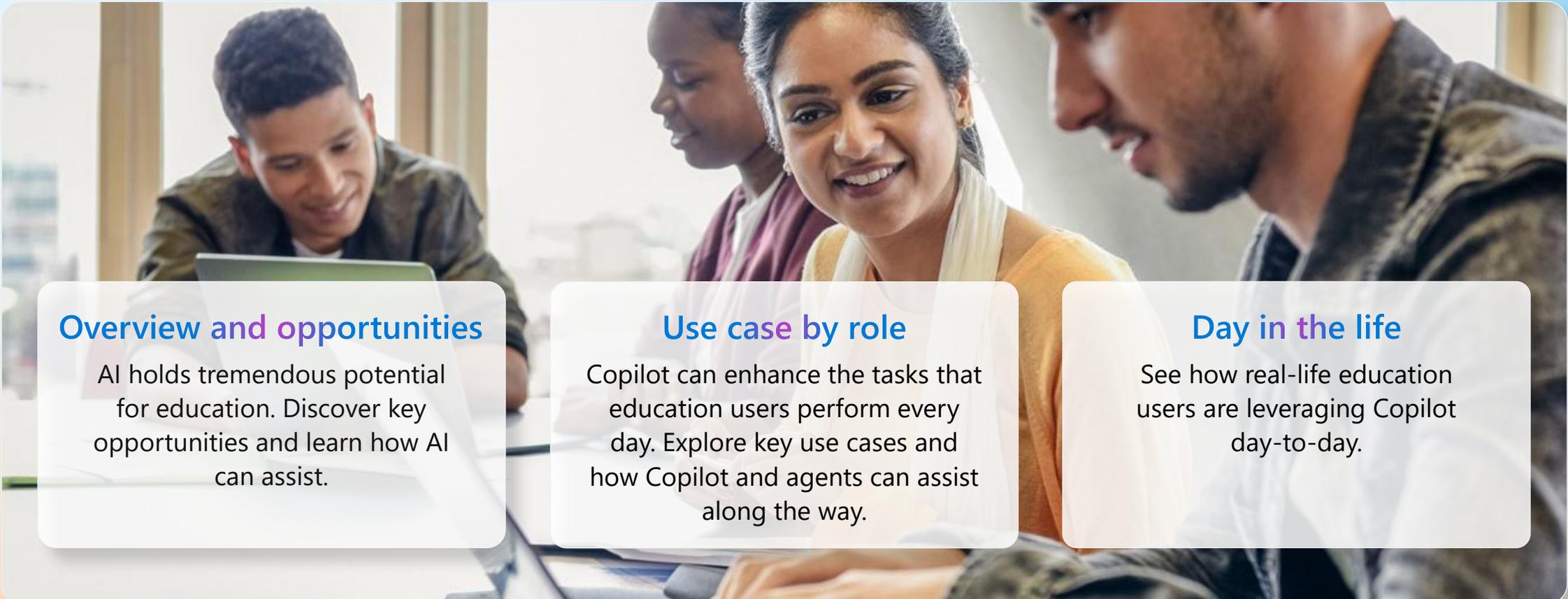
- Copilot Studio
- Azure AI Foundry



AI use cases for Education



AI Education use cases



Overview and opportunities

AI holds tremendous potential for education. Discover key opportunities and learn how AI can assist.

Use case by role

Copilot can enhance the tasks that education users perform every day. Explore key use cases and how Copilot and agents can assist along the way.

Day in the life

See how real-life education users are leveraging Copilot day-to-day.

AI use cases for Education



Goals and challenges

AI can boost productivity, amplify creativity, and securely empower everyone in the organization. It can save time and energy for faculty, enable seamless content creation, enhance collaboration experiences, and support student learning outcomes and success.



Education roles using AI



Administrator



Educator



Researcher



Student

Opportunity to impact Education KPIs

Increase staff, educator, and student satisfaction

Amplify your creativity by bringing your ideas to life with custom-generated images, presentations, and an agent for productivity. Copilot also takes collaboration to the next level to help you stay connected and able to achieve more together.

Enhance student outcomes and experiences

Copilot can help personalize learning by easily adapting content, simplifying complex topics, and helping students fully participate. Students can benefit from personalized 24/7 support, initial feedback on their work, and assistance getting started.

Improve operational efficiency

Copilot provides an opportunity to identify areas for improvement and makes the most of your data. Discover and dig into new insights such as budget management, enrollment trends, survey data interpretation, and more.

Save time and boost productivity

Copilot can empower everyone to free up their time and energy to focus on what matters most. Easily adjust, summarize, and create new content using natural language.



AI can assist with...

AI can assist educators with numerous tasks that impact critical areas such as developing materials, planning, and budget management.

Use Case	Start	Buy	Extend	Build
Student success and experience	<ul style="list-style-type: none"> Quickly draft multiple versions of an aptitude quiz 	<ul style="list-style-type: none"> Assessment formulation 	<ul style="list-style-type: none"> 24/7 personalized learning experiences 	<ul style="list-style-type: none"> Analyze student performance data
Teaching and research	<ul style="list-style-type: none"> Design engaging, in-class activities 	<ul style="list-style-type: none"> Workforce planning Dynamic course orchestration 	<ul style="list-style-type: none"> Collaborate on curriculum design 	<ul style="list-style-type: none"> Automate coursework sent to absent students
Operational efficiency	<ul style="list-style-type: none"> Streamline creating schoolwide memos 	<ul style="list-style-type: none"> Efficient policy drafting Augmented meeting management Agile budget management District-wide reporting and communication Monthly board meeting management 	<ul style="list-style-type: none"> Budget modeling and forecasting 	<ul style="list-style-type: none"> Improve resource management

Student success and experience

Description

AI can transform education by enabling personalized learning at scale, automating routine academic tasks, and delivering real-time insights to improve student outcomes. It helps educators tailor instruction, provide instant feedback, and create adaptive pathways for foundational, technical, and social-emotional skills. AI-driven tools prepare learners for an AI-powered future with skills-based certifications and continuous support, enhancing success for students.

Customer stories



[With Microsoft 365 Copilot, teachers at the Primary School of Aš Czechia prepare for classes 3x faster](#)



[Microsoft Copilot and Azure AI helps guide Babson College's AI-driven journey](#)

KPIs impacted

- Student engagement rate
- Assessment turnaround time
- Assignment completion rate
- Personalized learning adoption
- Student outcomes
- Staff satisfaction

Roles impacted

- Educators
- Students
- Administrators
- Parents and guardians
- Instructional tech specialist
- Student support advisor

Use Cases

Start	Buy	Extend	Build
<p>Use Copilot Chat to search for information, generate ideas, and summarize documents and analyze data.</p> <ul style="list-style-type: none"> • Quickly draft multiple versions of an aptitude quiz 	<p>Use Microsoft 365 Copilot in the flow of work as a meeting assistant, to draft documents and emails, perform complex data analysis and provide guidance on completing tasks.</p> <ul style="list-style-type: none"> • Assessment formulation 	<p>Create agents that can serve as knowledge experts, both internally and with customers, and perform automated tasks. Interact with line of business applications through standard connectors and APIs.</p> <ul style="list-style-type: none"> • 24/7 personalized learning experiences 	<p>Create agents and apps that use AI and purpose-built LLMs to support automated process flows using custom integrations with line of business applications and databases.</p> <ul style="list-style-type: none"> • Analyze student performance data

Teaching and research

Description

AI is revolutionizing teaching and research in education by enabling educators and researchers to efficiently design engaging learning activities, automate routine academic tasks, and analyze complex data. AI-driven solutions streamline the creation and distribution of assessments, facilitate real-time feedback, and support adaptive learning pathways for diverse student needs. By integrating AI into daily workflows, education professionals can focus more on innovation and student outcomes, while operational processes become faster, more accurate, and more collaborative.

Customer stories



[Tecnológico de Monterrey university pioneers ambitious AI-powered learning ecosystem](#)

KPIs impacted

- Lesson preparation time
- Assessment creation and grading speed
- Student engagement rate
- Quality of feedback
- Research productivity
- Collaboration efficiency
- Student outcomes

Roles impacted

- Educators
- Students
- Administrators
- Parents and guardians
- Instructional tech specialist
- Student support advisor

Use Cases

Start	Buy	Extend	Build
Use Copilot Chat to search for information, generate ideas, and summarize documents and analyze data.	Use Microsoft 365 Copilot in the flow of work as a meeting assistant, to draft documents and emails, perform complex data analysis and provide guidance on completing tasks.	Create agents that can serve as knowledge experts, both internally and with customers, and perform automated tasks. Interact with line of business applications through standard connectors and APIs.	Create agents and apps that use AI and purpose-built LLMs to support automated process flows using custom integrations with line of business applications and databases.
<ul style="list-style-type: none">• Design engaging, in-class activities	<ul style="list-style-type: none">• Workforce planning• Dynamic course orchestration	<ul style="list-style-type: none">• Collaborate on curriculum design	<ul style="list-style-type: none">• Automate coursework sent to absent students

Operational efficiency

Description

By leveraging AI, educators can find new avenues to optimize the use of limited resources while maximizing productivity and reduce operational costs. AI helps automate routine administrative tasks to allow staff to focus on more strategic priorities. Other efficiencies provided through AI include predictive insights for resource allocation, helping institutions maximize productivity while maintaining quality services. Additionally, by simplifying reporting, scheduling, and compliance processes, AI minimizes operational overhead and accelerates decision-making—freeing up time and budget to reinvest in teaching and learning, ensuring institutions remain agile and cost-effective in a rapidly changing environment.

Customer stories



[Torrens University leverages generative AI to uplift its online learning experience, saving 20,000 hours and \\$2.4 million in time and resources](#)



[Coquitlam School District partners with Microsoft to build secure infrastructure and enhance data insights with PowerApps and Copilot](#)

KPIs impacted

- Time savings
- Cost savings
- Staff satisfaction
- Reporting accuracy
- Policy compliance rate
- Budget utilization rate

Roles impacted

- Educators
- Students
- Administrators
- Parents and guardians
- Instructional tech specialist
- Student support advisor

Use Cases

Start	Buy	Extend	Build
Use Copilot Chat to search for information, generate ideas, and summarize documents and analyze data.	Use Microsoft 365 Copilot in the flow of work as a meeting assistant, to draft documents and emails, perform complex data analysis and provide guidance on completing tasks.	Create agents that can serve as knowledge experts, both internally and with customers, and perform automated tasks. Interact with line of business applications through standard connectors and APIs.	Create agents and apps that use AI and purpose-built LLMs to support automated process flows using custom integrations with line of business applications and databases.
<ul style="list-style-type: none"> • Streamline creating schoolwide memos 	<ul style="list-style-type: none"> • Efficient policy drafting • Agile budget management • District-wide reporting and communication • Monthly board meeting management • Augmented meeting management 	<ul style="list-style-type: none"> • Budget modeling and forecasting 	<ul style="list-style-type: none"> • Improve resource management

KPI – Increase staff, educator, and student satisfaction



High satisfaction across staff, educators, and students is essential for creating thriving learning environments, reducing burnout, and improving overall academic success. Schools that prioritize satisfaction foster stronger engagement, higher retention, and a more connected, supportive community.

How AI can help increase satisfaction

Empower creativity and reduce workload

- Reduce lesson prep time
- Create differentiated learning resources quickly
- Save time drafting emails, newsletter
- Provide ready-to-use templates for assignments and rubrics

Strengthen connection and enhance learning experiences

- Support multilingual families with translations
- Offer 24/7 support through agents
- Surface insights on student progress
- Improve clarity and consistency in school-wide communications

Value Calculation

There are many ways to measure satisfaction, but it is most common to use some type of survey or feedback mechanism. Following these steps:

- 1. Determine the satisfaction inputs:** Collect survey responses from staff, educators, and students using a consistent scale (e.g., 1-5 or 1-10).
- 2. Determine the maximum possible score:** Multiply the number of respondents by the highest rating on the scale.
- 3. Calculate the satisfaction score:** Add all individual scores, divide by the maximum possible score, and multiply by 100 to determine the satisfaction percentage.

Example

A school surveys 200 participants using a 1-10 scale. The total of all responses is 1,580:

$$\text{Satisfaction Score} = (1,580 \div 2,000) \times 100 = 79\%$$

KPI – Enhance student outcomes and experiences



Improving student outcomes and experiences is essential for supporting academic growth, fostering engagement, and ensuring equity across diverse learners. Schools that prioritize personalized learning help students gain confidence, master concepts more effectively, and remain actively connected to their educational journey.

How AI can help enhance student outcomes and experiences

Personalize learning and support engagement

- Adapt lesson content for different reading levels, languages, learning style
- Provide instant feedback on work
- Offer 24/7 support through AI agents
- Generate differentiated practice materials

Improve accessibility and increase participation

- Help students get started with personalized prompts
- Translate assignments into multilingual
- Create multimodal resources (visuals, summaries, audio) for diverse needs
- Support continuous participation

Value Calculation

1. **Determine key student outcome metrics:** Choose the measures most aligned to your institutions goals (e.g., assignment completion, assessment scores, participation rates, or engagement indicators).
2. **Determine the maximum possible score:** For each metric, determine either the highest attainable value (e.g., 100% completion) or the target benchmark (e.g., proficiency level).
3. **Calculate the outcome achievement score:** Divide actual student performance by the maximum or target value, and multiply by 100 to get a percentage representing outcome achievement.

Example

A school sets a target of 90% assignment completion.
If the actual completion rate is 76%:

$$\text{Outcome achievement} = (76 \div 90) \times 100 = 84\%$$

KPI – Improve operational efficiency



Enable schools to reduce administrative burden, optimize resources, and streamline day-to-day processes. Institutions that leverage data-driven insights can make faster, more informed decisions that strengthen both academic operations and overall school performance.

How AI can help improve operational efficiency

Enhance data-driven decision making

- Analyze enrollment trends, attendance patterns, or staffing needs
- Identify cost savings opportunities
- Get help interpreting survey data
- Forecast future resource demands

Reduce manual effort and streamline administrative work

- Surface insights from scattered documents, reports, and emails
- Automate routine data collection, schedule preparation, or reporting
- Create clear dashboards
- Support cross-department alignment

Value Calculation

Operational efficiency in education can be measured by evaluating how effectively time, budget, and administrative workflows are being used to support teaching and learning. A list of measurable operational activities are below. You will also need to define what the optimal performance looks like for your institution for each input.

- **Administrative hours** spent on reporting, communications, data entry, or scheduling.
- **Cost of operations**, including budget processing, policy updates, and district-wide reporting.
- **Process complexity**, measured by the number of steps required to complete a workflow.
- **Turnaround time** for delivering reports, communications or analysis.
- **Accuracy and consistency** of data used for decisions (reducing work).

Example

Use the ratio of actual performance to target performance to determine efficiency. This formula applies to hours (time), cost, number of steps, turnaround spend, and accuracy.

$$\text{Operational Efficiency} = (\text{Target Performance} \div \text{Actual Performance}) \times 100$$

KPI – Save time and boost productivity



Saving time and boosting productivity allows educators, staff, and students to focus on high-value learning and collaboration instead of repetitive tasks. Schools that streamline workflows and reduce manual effort free up capacity for instruction, planning, support, and meaningful engagement.

How AI can help save time and boost productivity

Reduce administrative workload

- Summarize long documents, reports, or policies instantly
- Draft emails, memos, announcements, or newsletters in seconds
- Automatically create lesson plans, worksheets, and classroom materials

Accelerate content creation

- Convert raw content into structured formats—agendas, outlines, guides
- Adjust tone, reading level, or language
- Provide first drafts for complex tasks like grant proposals, program plans, or syllabus updates

Value Calculation

Productivity gains in education can be measured by understanding how much time is saved, how workflows improve, and how efficiently staff and educators can produce high-quality work. These inputs define the baseline effort:

- Time spent creating materials (lessons, presentations, assessments)
- Time spent drafting communications (emails, newsletters, parent updates)
- Time spent summarizing meetings, documents, or research
- Time spent preparing reports or administrative documents
- Time lost to manual data gathering, formatting, or re-work

Then, establish what improved performance should look like:

- Reduced task time (e.g., lesson prep from 3 hours to 1 hour)
- Higher throughput (e.g., number of materials produced per week)
- Fewer revisions needed thanks to better first drafts
- Faster communication cycles (e.g., daily updates prepared in minutes)
- Better alignment across teams through standardized outputs

Example

Educators usually spend 2.5 hours preparing a daily lesson. With Copilot, the school targets reducing that to 1 hour, after adoption the actual time is 1.2 hours.

$$\text{Productivity Score} = (1 \div 1.2) \times 100 = 83\%$$

With Copilot Chat educators can quickly draft, refine, and personalize multiple versions of a quiz. This approach empowers teachers to tailor assessments for students with various learning differences or language barriers, creating a more personalized and effective education track

1. Rapidly start a first draft

To support a mid-term curriculum assessment, an educator instantly produces differentiated quiz drafts, saving time and ensuring every student receives an assessment tailored to their needs from the outset



Sample prompt: Create a 10-question math quiz based on /chapterreview.pdf. Make three versions: standard, simplified for English learners, and one with visual aids for students with learning differences.



2. Instantly compare the drafts

After generating multiple versions of a quiz—the educator usus Copilot Chat to summarize the differences across each version, highlighting how each quiz addresses the same learning objectives while adapting content, language, and format to meet diverse student needs.



Sample prompt: Summarize the differences across each version to help ensure each is testing the same level of material understanding.



3. Personalize for individual students

Now the educator can ask Copilot Chat to personalize a quiz for a specific student's needs; real-time conversational editing allows for rapid, targeted improvements, ensuring quizzes are accessible and engaging for all students.



Sample prompt: *Adapt version 3 for a student with dyslexia—use clear fonts and shorter sentences.*



5. Copy and deploy quizzes

The educator copies the finalized quiz versions directly from Copilot Chat and pastes them into their preferred platform (email, LMS, or print), saving time and delivering a more equitable learning experience .



Sample prompt: Copy the finalized versions of the quiz and also prepare files for upload to our LMS.



4. Refine content with follow-up prompts

The educator uses Copilot Chat to turn the quiz drafts into printable worksheets—ensuring quizzes are ready



Sample prompt: Create a printable PDF version with the three versions on separate sheets and space for work. Include all visuals.

KPIs impacted

✓ Staff satisfaction

✓ Student outcomes

Value benefit

✓ Cost savings

✓ Time savings

✓ Personalized learning

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Copilot Chat in web supports educators as they rapidly brainstorm, adapt, and communicate hands-on learning experiences.

1. Brainstorm age-appropriate ideas

Copilot Chat helps instantly generate creative, age-appropriate experiment ideas, saving the educator time and helping ensure activities are engaging and safe for the intended age group.



Sample prompt: Suggest three hands-on science experiments suitable for 2nd graders that use common classroom materials.



2. Refine and adapt for diverse learners

Next, the educator asks Copilot Chat to adapt the experiments for students with different learning needs. This quickly incorporates practical modifications, ensuring all students can participate fully and the lesson is inclusive.



Sample prompt: Modify experiment #2 for students with limited fine motor skills.



3. Draft a step-by-step lesson plan

With a final experiment selected, the educator uses Copilot Chat to quickly produce a structured, ready-to-use lesson plan, freeing up time for the educator to focus on classroom delivery and student engagement.



Sample prompt: Write a step-by-step lesson plan for experiment #1, including objectives, materials, instructions, and safety tips.



5. Translate into multiple languages

As a final step, Copilot Chat helps instantly translate the final communication, ensuring all families—regardless of primary language spoken at home—can engage with and support their child's learning.



Sample prompt: Translate the informational sheet into Spanish, Mandarin, and Arabic.



4. Create an informational sheet for caregivers

Next, the educator generates clear, accessible communication, helping caregivers understand and reinforce classroom learning.



Sample prompt: Draft a one-page informational sheet for caregivers explaining the experiment, its learning goals, and how families can support at home.

KPIs impacted

✓ Staff satisfaction

✓ Student outcomes

Value benefit

✓ Cost savings

✓ Time savings

✓ Personalized learning

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With Copilot Chat in web, a school administrator can efficiently research, draft, refine, and communicate memos and announcements—saving time, improving accuracy, and ensuring broad stakeholder engagement

1. Research district and national policies

To summarize relevant district and national policies, an administrator uses Copilot Chat as a research assistant. Copilot helps gather and summarize relevant policies, enabling the administrator to ensure the memo is accurate, compliant, and aligned with best practices.



Sample prompt: Summarize current device usage policies in our district and compare them to national recommendations.

2. Rapidly start a first draft

The administrator asks Copilot Chat to generate a clear, professional memo about upcoming changes, quickly producing a clear, professional message ready for review—saving time on initial writing and ensuring consistent messaging.



Sample prompt: Draft a memo about upcoming changes to the student device usage policy.

3. Customize for stakeholder groups

Next, the administrator adapts the memo for different audiences—such as staff and parents—ensuring each group receives relevant information. These targeted communications increase engagement and understanding across the school community.



Sample prompt: Adapt the memo for different audiences—one version for teachers, one for parents

6. Prepare distribution communications

To ensure the memo reaches everyone and is acted upon, Copilot helps draft a concise email that can be used to share the finalized memo.



Sample prompt: Draft a follow-up reminder email to staff about the memo and its key dates.

5. Translate to support accessibility

The administrator asks Copilot Chat to translate the memo for multilingual families, instantly providing accessible versions and supporting inclusivity.



Sample prompt: Translate the memo into Spanish and Mandarin for our multilingual families.

4. Incorporate feedback and updates

Copilot Chat is now used to rapidly revise the memo, allowing the administrator to iterate and improve the memo in real time. This step ensures the final communication reflects leadership input and covers all necessary topics.



Sample prompt: Revise the memo to add a section on digital citizenship.

KPIs impacted

Staff satisfaction

Operational efficiency

Value benefit

Cost savings

Time savings

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AI can help administrators coordinate policy research and input. Then assist with drafting and communication.

1. Stakeholder management

Summarize insights from meeting notes and input from stakeholders, saving time and increasing collaboration.



Copilot in Teams

Sample prompt: Compile stakeholder input from recent meetings and highlight key concerns.

2. Research and analysis

Quickly elicit any relevant legal precedents or best practices from legal databases and university consortium repositories to support policy development. Research and collate information and policies at peer institutions, along with potential implications.



Copilot Chat²

Sample prompt: Summarize relevant legal precedents from university consortium repositories.

3. Policy development

Develop a comprehensive first draft by articulating policy rationale, boundaries, and desired outcomes. It provides a solid foundation for further review, ensuring all relevant perspectives and compliance requirements are addressed.



Copilot in Word

Sample prompt: Draft the initial policy document outlining purpose, scope, objectives, and intended impact.

6. Socialization

Easily create a presentation to summarize the implementation plan by communicating the policy to all relevant stakeholders, relaying its overall implications to relevant departments.



Copilot in PowerPoint

Sample prompt: Draft a presentation to explain the new policy and its benefits.

5. Approval and implementation plan

Finalize the policy and develop a detailed implementation plan including communication strategies, training & resourcing needs, R&Rs, and timelines.



Copilot in Word

Sample prompt: Draft a detailed checklist for policy rollout and approval steps.

4. Review and revision

Capture feedback and get support on suggested terminologies and compliance checks efficiently using Copilot in Teams and Outlook.



Copilot in Teams

Sample prompt: Circulate the draft policy for stakeholder feedback and track suggested revisions.

KPIs impacted

Staff satisfaction

Operational efficiency

Value benefit

Cost savings

Time savings

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AI can assist administrators developing and implementing workforce strategies to efficiently ensure adequate coverage.

1. Issue identification

Draft a proactive workforce strategy & plan to future proof academic programs and research success at your university.



Benefit: **Identify** current research goals and academic objectives across the university to save time and avoid the need to review manually.

2. Current state assessment

Assess departmental staffing needs and skills gaps, weighing-in data from HR records, budget reports, faculty profiles, feedback and enrollment projections to create a central repository.



Benefit: **Avoid manually reviewing relevant resources** by using Copilot to retrieve relevant data from identified records, reports, and discussions, and summarize key insights.

3. Future state and gap analysis

Scan existing market reports such as retirement and research funding trends toward future workforce scenario modeling.



Benefit: **Quickly create** customized 'What-if' scenarios with the identified data to expedite informed decision-making.

6. Continuous improvement and refinement

Revise the faculty recruitment strategy as needed to incorporate feedback and modify to enhance its effectiveness.



Benefit: **Document** improvement areas for further refinement (e.g., performance data, faculty feedback). Have Copilot generate recommended content and reference feedback to incorporate.

5. Share recommendations

Communicate the plan and proposed recommendations with the administration team and Deans.



Benefit: **Let Copilot draft** communication with faculty to share the future faculty recruitment strategy so you can focus on developing an action plan.

4. Action plan development

Create a comprehensive plan that outlines a dynamic faculty recruitment strategy with evidence to addresses the identified gaps.



Benefit: **Copilot can help author early drafts** of a faculty recruitment strategy report in Word, and help create an accompanying presentation, saving you time.

KPIs impacted

✓ Educator satisfaction

✓ Operational efficiency

Value benefit

✓ Cost savings

✓ Time savings

✓ Employee Experience

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Use AI to help create learning content and assessments to improve student outcomes and free up educator time.

1. Clarify learning objectives

Use Copilot to review opportunities to move beyond traditional multiple-choice exams to create more engaging and practical assessments for his statistics course.



Benefit: **Collate** relevant data from a curated data set library and real-world case studies (e.g., lecture recaps, syllabus, and course curriculum), saving you the time of reviewing one-by-one.

2. Determine design

Design specific tasks or questions that assess students' understanding and mastery of the material (e.g., quizzes, case studies, drag-drop exercises).



Benefit: **Explore** interactive assessments that emphasize real-world application, and let Copilot amplify your creativity.

3. Assessment rubric

Create assessment rubric to evaluate student performance on the assessment and set expectations for level of achievement.



Benefit: **Quickly and easily develop** a first draft of assessment rubric based on established preset criteria.

6. Provide feedback

Provide constructive and personalized feedback to students on their performance highlighting strengths and areas for improvement.



Benefit: **Draft** communication that encompasses the personalized feedback quickly using Copilot.

5. Analyze results

Analyze results of the assessment to measure student learning outcomes, identify patterns, and inform instructional decisions.



Benefit: **Quickly and easily summarize assessment** results with customized visuals to help identify trends.

4. Administer assessment

Administer the assessment to students while following procedures and guideline. Provide any resources or material to support student success.



Benefit: **Draft** communication and reminders for exam reviews and exam delivery method, date and time with Copilot.

KPIs impacted

✓ Student outcomes

✓ Educator satisfaction

Value benefit

✓ Cost savings

✓ Employee experience

✓ Student experience

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Use AI to evaluate course materials for effectiveness to improve content and delivery.

1. Identify learning objectives

Use Copilot to create an inclusive learning environment for all students.



Benefit: **Extract** information from course curriculum, syllabus, diverse audience needs, disability support services, and other pre-determined resources in minutes, using Copilot.

2. Content selection

Select appropriate content such as course materials, literature, multimedia resources, and other education materials based on identified learning objectives.



Benefit: **Use Copilot to identify and get suggestions** on diverse course content and learning styles (visual and auditory) to ensure all students have multiple pathways to understanding.

3. Content alignment

Evaluate the selected content's alignment to Institution and state requirements/standards.



Benefit: **Easily extrapolate** direct links between selected course materials and the required learning objectives to ensure adequate adherence to the identified standards using Copilot.

6. Reflect and evaluate

Recap the lesson highlights, share templates, materials, and reflect on areas for improvement.



Benefit: **Use Copilot to create** a feedback request form or polls, draft relevant communications with recap, and analyze results for you.

5. Delivery

Deliver lesson lectures, activities, and presentations through in-person or online learning.



Benefit: **Utilize chat** to quickly explore and answer additional queries related to the presentation – saving time and enabling you to respond quickly.

4. Collaborative content creation

Partner with the University's disability services support to create interactive and accessible content (e.g., captioning services, speech functionality, inclusive discussion forums).



Benefit: **Generate** first drafts of lecture slides, handouts, alternative presentation formats, and translations to foster an inclusive, accessible, and respectful learning environment quickly and easy with Copilot.

KPIs impacted

✓ Student outcomes

✓ Improve materials

Value benefit

✓ Employee experience

✓ Student experience

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District-wide reporting and communication

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Administrators can get assistance with reporting and communication to improve operations efficiency and improve the quality of outreach.

1. Data assimilation

Use Copilot to improve its performance reports (e.g., faster, visually appealing reports) and unify stakeholder communication across school boards and parents.



Benefit: **Let Copilot help collate** data for you from various organizational sources such as student information systems, financial databases, and more.

2. Report definition

Analyze the district-wide data and identify the specific KPIs and reporting needs for each audience group.



Benefit: **Quickly extrapolate specific** needs of different audiences such as school boards, parents, and the community (e.g., graduation rates for the board, student progress for parents, teacher effectiveness).

3. Report generation

Prepare customized reports tailored to different stakeholders' needs, highlighting district performance, challenges, and proposed strategies for improvement.



Benefit: **Generate custom visuals** to present data in an easily digestible and accessible manner to all using Copilot (e.g., a graduation rate graph over time for the board, student progress chart by grade level for parents).

6. Continuous improvement

Gather feedback and engagement data to continuously refine the report format, content, and communication channels used for socialization.



Benefit: **Save time by having Copilot draft** improvement areas for you to optimize engagement effectiveness.

5. Insights dissemination

Organize discussion forums to disseminate key findings, best practices, and address key concerns/clarifications real-time.



Benefit: **Document** key discussion points, decisions made, follow-ups, and next steps to share with a wider audience quickly and easily.

4. Communication plan development

Develop a comprehensive communication strategy to determine communication channels, timelines, and messaging for effective engagement.



Benefit: **Draft** district-wide communication rollout plan in record time using Copilot.

KPIs impacted

Operational efficiency

Improve materials

Value benefit

Time savings

Reduce costs

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School board meetings require extensive preparation. Copilot can assist with researching topics and creating an agenda. It can then help to prepare a meeting summary and create action plans.

1. Meeting preparation

Use Copilot to effectively manage the next board meeting on curriculum and budget updates.



Benefit: **Quickly and easily analyze** previous meeting notes and discussions, referencing relevant talking points on curriculum updates or budget proposals or specific follow-ups.



2. Agenda creation and meeting reminders

Create and refine meeting agendas with reminders and summary of email threads to recommend pertinent topics to the monthly board meeting and stakeholders.



Benefit: **Save time** and ensure you've capture board recommendations by using Copilot to generate and refine meeting agendas and documentation.



3. Interactive meeting experience

Capture important notes and feedback relevant to the updates while staying highly engaged in the meeting.

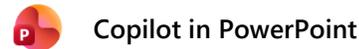


Benefit: **Stay engaged** by using Copilot to accurately summarize key points, action items for each participant, and upcoming deadlines.



5. Formalize an evidence-based process

Socialize the curriculum and budget plans to promote active refinement and transparency of information between Board members, and Superintendent office.



Benefit: **Easily create** what you need and apply branding guidelines, adjust layouts, and reformat text to socialize plans effectively.



4. Collaborative communication

Organize meeting key takeaways, gather survey insights, highlight themes, and emphasize action items into a recap communication.



Benefit: **Document next steps** by using Copilot to create a meeting recap encompassing all to-dos and key points to help track progress over time.

KPIs impacted

Operational efficiency

Value benefit

Reduce costs

Time savings

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Managing school budgets requires extensive data analysis and modeling. Copilot can help with suggestions in Excel and then make meetings easier can even create presentations.

1. Data preparation

Use Copilot to support agile budget management and maintain flexibility in a dynamic educational environment.



Benefit: **Save time by using Copilot to identify** relevant data sources, historical spend data, economic trends, and financial records (e.g., fund balances) quickly and accurately.

2. Scenario modeling

Examine historical data, economic indicators, and current needs to predict potential revenue streams and expenses (e.g., key financial metrics such as allocations, expenditures, and available funds).



Benefit: **Let Copilot build** multiple budget models, 'What if scenarios' for funding that factor in fixed costs, variable costs, and potential funding fluctuations.

3. Iterative scenario refinement

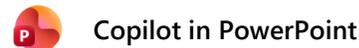
Ensure continuous adjustments to the budget models, reflecting the most recent financial figures and areas for cost optimization.



Benefit: **Refine** scenarios quickly and easily using the latest information on revised spending plans, funding requests, and budget shortfalls.

5. Transparent appraisal

Socialize the most appropriate budget plans with metrics such as budget variance, funding utilization rate, and allocation efficiency, to promote active refinement and transparency.



Benefit: **Apply branding guidelines, adjust layouts, and reformat text and create customized visuals** for leadership presentations using Copilot.

4. Collaborative communication

Evaluate budget scenarios with a larger group such as school boards and department heads to discuss monthly budget needs.



Benefit: **Quickly and accurately summarize** key discussion points, decisions, and updated data for alignment.

KPIs impacted

Operational efficiency

Value benefit

Reduce costs

Time savings

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An administrator can automate meeting management by preparing agendas, capturing notes and action items, sending personalized follow-ups—all in one streamlined, data-driven workflow that saves time and improves operational efficiency.

1. Get organized for the day

An administrator starts the day by asking Copilot Chat to help prepare for the day's meetings, pulling in calendar events, recent emails, and chat threads. This helps instantly highlight priorities, avoid manual review, and identify meetings needing extra prep.



Copilot Chat²

Sample prompt: Prepare me for today's meetings. Summarize my calendar events, recent emails, and chat threads, and highlight any meetings that need extra preparation.



2. Create engaging agendas

To quickly draft tailored meeting agendas, Copilot in Teams can help review previous meeting notes, stakeholder feedback, and policy updates. The agenda is comprehensive and curated for each audience—like staff, board, and parents.



Copilot in Word

Sample prompt: Draft a tailored meeting agenda for today's staff meeting. Include previous meeting notes, stakeholder feedback, and recent policy updates.



3. Receive real-time meeting support

Facilitator in Teams removes the need for manual note-taking by keeping meetings focused, organized, and action-oriented as it surfaces agendas, tracks progress, and captures key highlights in real time.



Facilitator in Teams

Sample prompt: @Facilitator, add additional topics to the agenda [BoardMeeting.docx].



KPIs impacted

✓ Time savings

✓ Workflow automation

Value benefit

✓ Improved collaboration

✓ Continuous innovation

5. Task tracking and reporting

An administrator can better track meeting action items and report on task progress by automatically assigning follow-ups in Planner.



Project Manager in Teams³

Sample prompt: From today's meeting, assign action items to each participant in Planner.



4. Automated follow-up

After the meeting, Copilot helps the administrator to draft and send follow-up emails summarizing decisions, next steps, and deadlines.



Facilitator in Teams

Sample prompt: @Facilitator Draft an email summarizing decisions, next steps, and deadlines from today's meeting.

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By engaging with Microsoft 365 Copilot, educators can streamline communications, research, and data analysis to deliver 24/7 personalized learning experience for the entire school community.

1. Identify student needs

A teacher uses Copilot to scan emails for student requests, quickly surfacing students who need extra support or resources.



Copilot in Outlook

Benefit: **Instantly identifies learning gaps** and urgent needs, enabling proactive support.



2. Analyze data for tailored interventions

The teacher uses Copilot in Excel to ask questions about student performance, attendance, and engagement data, pinpointing students who would benefit from personalized interventions.



Copilot Chat in Excel

Benefit: **Ensures learning experiences are informed** by current best practices and compliance standards.



3. Research best practices for personalization

The teacher uses Researcher agent to generate a report on the latest district, national, and global trends in personalized learning.



Researcher

Benefit: **Ensures learning experiences are informed** by current best practices and compliance standards.



4. Create and share personalized resources

Copilot helps the educator quickly generate differentiated lesson templates, resource guides, and presentations tailored to various learning styles and needs.



Copilot in Word

Benefit: **Provide teachers and students** with ready-to-use, personalized materials that support diverse learners



5. Deploy 24/7 support agent

A Copilot Studio agent that connects to the teacher's SharePoint and the school's resources can offer students and families around-the-clock access to learning support and answers to common questions.



Virtual TA Agent³

Benefit: **Deliver continuous, personalized assistance** outside school hours, increasing accessibility and engagement.

6. Refine strategies

Next, the administrator uses Copilot in Forms to collect feedback from students, families, and staff about the personalized learning experience.



Copilot in Forms

Benefit: **Collect feedback in real time and quickly categorize responses** to optimize future program initiatives and changes.

KPIs impacted

✓ Staff satisfaction

✓ Operational efficiency

Value benefit

✓ Cost savings

✓ Time savings

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By engaging with Microsoft 365 Copilot, an educator improves collaboration, integrates best practices, and continuously improves curriculum design for the benefit of students and colleagues.

1. Brainstorm curriculum ideas

During a free period, an educator uses Copilot Chat to brainstorm new curriculum themes and lesson objectives, quickly generating creative ideas that are age- and grade-appropriate to ensure curriculum relevant.



Copilot Chat¹

Sample prompt: Help me brainstorm curriculum themes and lesson objectives for 4th grade science. Please suggest creative, age-appropriate ideas that align with current standards.



2. Co-author curriculum documents

An educator uses Copilot to draft unit plans, lesson outlines, and assessment rubrics. Copilot streamlines document creation, suggests improvements, and organizes content.



Copilot in Word

Sample prompt: based on this document /lessonplanoutline.docx help me draft an introduction and first lesson plan.



3. Integrate research and best practices

The educator now leverages the Researcher agent to pull in the latest data, district guidelines, and instructional strategies so that evidence-based best practices are used to update curriculum drafts before they become formal classroom materials.



Researcher

Sample prompt: Find the latest district guidelines and instructional strategies for science curriculum. Summarize evidence-based best practices I should include in my classroom presentation.



5. Automatically gather feedback and refine

An agent that has been trained on past curriculums helps analyze submitted curriculum drafts, providing feedback based on predefined criteria for the grade level. For example, the agent can flag missing sections, suggest improvements for lesson clarity, and highlight the strong elements.



Feedback agent

Sample prompt: Analyze this curriculum draft for 4th grade science. Provide feedback on missing sections, lesson clarity, and highlight strong elements based on grade-level criteria



4. Visualize and present curriculum

Power Point Agent helps the educator create engaging presentations to share curriculum updates including professional visuals without needing graphic design expertise.



Power Point Agent

Sample prompt: Create a presentation to share curriculum updates for the new science unit. Include professional visuals and diagrams to make the content engaging for a 4th grade classroom.

KPIs impacted

✓ Time savings

✓ Quality and consistency

Value benefit

✓ Improved collaboration

✓ Continuous innovation

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Empower education administrators to automate budget updates, variance analysis, and reporting by connecting Copilot agents to ERP systems and Excel files. This streamlines financial management, supports collaborative approvals, and delivers actionable insights for agile decision-making.

1. Gather financial data

Using Excel, an admin gets help quickly updating budget figures to get ready to analyze variances and prepare summaries.



Sample prompt: *Update the Q4 budget with the latest actuals from /spending.xlsx.*



2. Automate data processing and analysis

Once a quarter, the agent performs automated variance analysis (actual vs. forecast), applies conditional formatting to flag overspending, and aggregates totals by department or cost center in Excel.



Benefit: Automated, accurate financial analysis and instant visual insights, supporting data-driven decisions.



3. Analyze variance

The agent summarizes the top drivers of non-compliance against district thresholds and recommends actionable changes (e.g., deferrals, re-allocations, or reductions) to realign the budget.



Benefit: Save time and improve accuracy with automated detection and clear recommendations.



5. Generate ad hoc reports for faster feedback

The agent can help produce on-demand report summaries when they are needed in Word or PowerPoint.



Sample prompt: *Generate the most useful charts and visualizations that will show budget changes and new budget demands so we can improve executive level approvals and requests.*



4. Streamline approvals automatically

Next, the agent initiates approval workflows for budget adjustments and logs all actions in the budget database for compliance.



Benefit: Effortless creation and sharing of professional reports and actionable insights, tailored for different audiences.

KPIs impacted

✓ Budget accuracy

✓ Forecasting reliability

Value benefit

✓ Agile decision making

✓ Improved collaboration

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By leveraging Microsoft 365 Copilot, educators can deliver actionable student performance tracking and analysis—empowering proactive support, targeted interventions, and continuous improvement for every learner.

1. Schedule regular data analysis

Schedule a weekly data pull from the Student Information System. The agent retrieves grades, attendance, test scores, etc. It detects trends and uses predictive analysis to forecast academic issues.

 **Student Performance Agent³**
+ Connection to Student Information System

Benefit: Perform data analysis on a regular basis for consistent updates and reporting.

2. Teacher notifications

The agent posts notifications in Teams to flag students who may need an intervention or performance plan.

 **Student Performance Agent³**
+ Connection to Teams

Benefit: Ensure timely updates for teachers in the applications they use everyday.

3. Parent communications

The agent drafts progress reports for parents and sends using Outlook. The reports can include personalized messages about progress or new issues.

 **Student Performance Agent³**
+ Connection to Outlook

Benefit: Reduce the workload on teachers and administrators with automated parent communications.

6. Refine interventions and track impact

Teachers can quickly identify patterns, measure the effectiveness of interventions, and adjust support strategies—all through simple, conversational requests with the agent.

 **Student Performance Agent³**
+ Connection to Excel Agent

Sample prompt: *Summarize attendance trends for my 3rd period Algebra class.*

5. Share insights and recommendations

The administrator can use the agent to create clear, actionable presentations of performance insights and recommended next steps to facilitate transparent, effective sharing of complex data and action plans..

 **Student Performance Agent³**
+ Connection to Power Point Agent

Sample prompt: Create a PowerPoint presentation summarizing key performance trends and recommended next steps for our staff meeting.

4. Support additional queries

Administrators can query the agent to generated additional insights.

 **Student Performance Agent³**
+ Connection to Student Information System

Sample prompt: Generate a report of students at academic risk across all grades.

KPIs impacted

✓ Student outcomes

✓ Educator satisfaction

Value benefit

✓ Cost savings

✓ Employee experience

✓ Student experience

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Automate coursework sent to absent students

Available with: **Microsoft 365 Copilot and Azure AI Foundry**

Scenario level: **Build**

By leveraging Microsoft 365 Copilot, an educator can automate coursework delivery, provide real-time support, and monitor progress for students absent due to travel or illness—ensuring equitable access to learning and minimizing disruption.

1. Student is reported absent from class

When a student is marked absent, Copilot is triggered to begin the support workflow. This helps ensure all absent students will still have assignments accounted for.

 **Custom Student Support Agent³**
+ Connection to attendance system

Benefit: This agent helps ensure all absent students will still have assignments accounted for.



2. Aggregate coursework and assignments

As a part of the support for absent students, Copilot gathers relevant assignments, lesson materials, and resources for the missed class, pulling from the lesson plans or LMS.

 **Custom Student Support Agent³**
+ Connection to LMS

Benefit: Save educator time by automatically gathering all lesson materials and assignments into a single organized packet—reducing missed resources and rework.



3. Prepare personalized coursework

Once the lesson materials and assignments are gathered from the posted lesson plans, the agent helps organize these resources into a personalized coursework packet for the absent student.

 **Custom Student Support Agent³**
+ Connection to LMS

Benefit: Improve clarity and usability with standardized templates, embedded instructions, and optional translation so students know what to do, how to submit, and when work is due.



5. Track completion and follow-up

Educators can continue to proactively support their students by tracking assignment completion and engagement. The system monitors whether the student has accessed the materials and submitted assignments, and it can automatically notify the educator if follow-up is needed.

 **Custom Student Support Agent³**
+ Connection to LMS

Benefit: Proactively surface who needs help via status dashboards and automatic reminders, reducing manual chasing and accelerating interventions for more timely outreach and higher assignment completion rates.



4. Email coursework packet to the student

The materials are sent by email—including a summary of what was missed, instructions for completing assignments, and guidance on how to seek help. This direct communication ensures timely deliver, minimizes disruption to the student's learning, and provides a clear channel for support.

 **Custom Student Support Agent³**
+ Connection to Outlook

Benefit: This direct communication ensures timely deliver, minimizes disruption to the student's learning, and provides a clear channel for support.

KPIs impacted

✓ Assignment completion rate

✓ Educator time savings

Value benefit

✓ Equitable access to learning

✓ Proactive support

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Help ensure classrooms and labs are efficiently used. Optimize utilization of key campus resources while also reducing administrative overhead with an agent that can help to automatically manage facilities.

1. Trigger building adjustments

At the start of the semester, a school operations manager can log upcoming construction plans that will impact available labs and classrooms. Then the manager can manually trigger the agent to revise room seating capacities to update schedules for classrooms and labs.



Benefit: Ensure comprehensive and up-to-date scheduling inputs that reflect actual availability.

2. Optimize resource allocation

Next, the agent analyzes room capacities, equipment needs, accessibility requirements, and historical usage patterns. It matches courses and events to the best-fit spaces, resolving conflicts and ensuring equitable access for all students and staff. Results are visualized in Excel for review.



Benefit: Maximize resource utilization, reduce scheduling conflicts, and supports inclusive access.

3. Automate notifications and approvals

Once room assignments are finalized, the agent sends automated notifications via Outlook to faculty and staff with their rooms and time assignments.



Benefit: Streamlines communication, speeds up approvals, and ensures all stakeholders are informed.

5. Reporting and continuous improvement

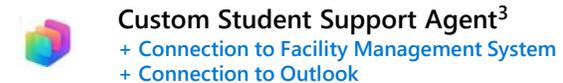
At the end of the term, the operations manager reviews a Power BI dashboard summarizing that semester's scheduling data. Copilot can help the manager to update the agent's instructions to improve next semester's scheduling by improving on variables that caused dissatisfaction like travel times between classrooms.



Sample prompt: *Please review this [Spring_Survey_Results_Dashboard]. Specifically summarize long-form responses and the top issues students reported that caused the highest dissatisfaction. Provide recommendations to include in future agent instructions that counteract these negative points in order to improve next semesters' schedules.*

4. Real-time monitoring and adjustment

Once a week throughout the semester, the agent monitors room usage via integrated facility management systems (e.g., smart sensors, check-in apps).



Benefit: Enable agile response to changes, reduce wasted space, and keep schedules current.

KPIs impacted

✓ Resource allocation

✓ Educator satisfaction

Value benefit

✓ Agile decision making

✓ Proactive support

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A day in the life of a K-12 Educator

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 Save 25 minutes per day

🔄 More time to grade papers

★ Increased communication

7:00 am – Catch up on emails

Cassandra needs to catch up parent emails and critical messages from school administration, so she has Copilot summarize her emails and chats from the past week with key actions.



Copilot Chat²

Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:15 am – Reply to emails

Cassandra asks Copilot to create a general message that outlines the plan tonight's parent and guardian meeting.



Copilot in Outlook

Benefit: **Get started** with a draft and spend more time working on the details based on recent community feedback.

9:00 am – Get planning feedback

Cassandra uses Copilot in Word to review her lesson plan, add differentiated learning activities, and adjust the reading level for the formative assessment questions.



Copilot in Word

Benefit: **Personalize learning** for students to ensure the class materials are provided in the way that works best for them.

4:00 pm – Create a presentation

Cassandra is making the final touches for tonight's meeting. She uses PowerPoint Agent to quickly build a PowerPoint presentation based on the class syllabus.



PowerPoint Agent

Benefit: **Bring your files to life** and focus on your ideas and final touches for the meeting.

[Get started with Word, Excel, and PowerPoint Agents](#)

2:00 pm – Recap a meeting

Cassandra missed the curriculum meeting while taking students to the library. She uses Copilot to review the meeting summary and next steps.



Copilot in Teams

Benefit: **Avoid feeling behind** and stay connected while prioritizing time with students.

11:00 am – Analyze data

Cassandra uses Agent Mode in Excel to get insights from the data that help her understand where and which students might be struggling ahead of their next exam.



Agent Mode in Excel

Benefit: **Effortlessly identify insights** and use them to build a plan for a review session that focuses where they might need more support.

Cassandra
is a K-12
Educator.



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A day in the life of an Education Leader

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

⌚ Less time spent on administrative tasks

🔄 Less time in meetings

★ More time spent with students

8:00 am – Summarize the day

Megan starts the day by using Copilot to summarize her calendar for that day with details to help her prepare for each meeting.



Copilot Chat²

Benefit: **Start the day with confidence** and identify where more preparation is needed.

8:15 am – Summarize email thread

Megan summarizes her email threads about grants and curriculum reviews and uses Copilot in Outlook to draft responses.



Copilot in Outlook

Benefit: **Transform long conversations** into short summaries and save time with a drafting partner.

9:00 am – Recap a meeting

Megan joins late for a meeting with her leadership team to discuss progress. She uses Copilot in Teams to catch up and suggest next steps.



Copilot in Teams

Benefit: **Get up to speed** and have more effective conversations in real-time and for follow-ups.

4:00 pm – Get writing assistance

Megan is asked to prepare a speech for graduation. To get started, she prompts Copilot in Word to draft ideas and potential outlines.



Copilot in Word

Benefit: **Quickly inspire more ideas** and build on your expertise, receive immediate feedback and support as you iterate.

2:00 pm – Create a presentation

Megan is scheduled to present new department programs and initiatives at tonight's Alumni Donor event. She uses PowerPoint Agent to quickly build a PowerPoint presentation.



PowerPoint Agent

Benefit: **Spend less time building presentations** and more time on making sure messages are clear.
[Get started with Word, Excel, and PowerPoint Agents](#)

11:00 am – Update a budget

Megan needs to work on the budget for her school. She asks Copilot to add a column for budget variance.



Copilot in Excel

Benefit: **Go deeper with data** and easily visualize insights to share them with the rest of the team.

Megan
is an Education
Leader.



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A day in the life of a Researcher

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 More research completed

🔄 More time for grant applications

★ Increased interdepartmental collaboration

8:00 am – Recap a meeting

Lilly uses Copilot in Teams to easily recap a meeting she missed about research plans and review the questions and action items assigned to her.



Copilot in Teams

Benefit: **Avoid listening to meeting recordings** and spend that time working on action items to improve and finalize the plan.

8:15 am – Respond to an email

Lilly summarizes feedback from colleagues about her grant proposal and asks Copilot to generate a response that outlines the next steps.



Copilot in Outlook

Benefit: **Easily document and share next steps** that reflect multiple perspectives from a long thread.

9:00 am – Get writing assistance

Lilly uses Researcher to pull together a first draft of the grant proposal based on feedback and other relevant files. She limits Researcher to internal sources and has the output go directly into a Word document.



Researcher

Benefit: **Expand on your ideas** and transform your document with helpful assistance at every stage.
[Get started with Researcher](#)

4:00 pm – Create an agenda

Lilly gets back into grant work with her colleagues by using Copilot in Loop to draft a meeting agenda and sort their actions into a table where everyone can provide updates.



Copilot in Loop

Benefit: **Co-create and stay in sync** no matter where the group works and build on suggestions to quickly make progress.

2:00 pm – Draft a presentation

With her insights and paper ready in Word, she asks PowerPoint Agent to create a PowerPoint presentation for her conference next week.



PowerPoint Agent

Benefit: **Focus on your content** instead of the design with help drafting the slides and help restructuring or making edits.
[Get started with Word, Excel, and PowerPoint Agents](#)

11:00 am – Analyze data

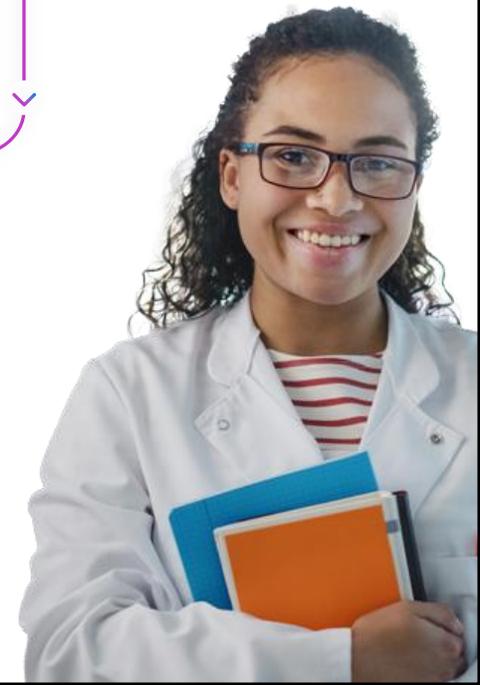
Lilly reviews the latest data from her sustainability study with Copilot in Excel, which helps her generate insights and visualize the data.



Copilot in Excel

Benefit: **Discover and explore insights** with ease and effortlessly highlight, filter, and sort the data.

Lilly
is a Researcher.



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A day in the life of a Higher Education Student

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 Time management

🔄 More time to study

★ Improved note taking and efficient studying

8:00 am – Summarize communications

Alex has a busy day ahead and gets started by having Copilot summarize the latest information from professors and the schedule for the week.



Copilot Chat²

Benefit: **Stay connected and prepared** across classes, extracurriculars, work, and more.

8:15 am – Create a presentation

The summary reminds her of her upcoming presentation, and she uses PowerPoint Agent to quickly create a PowerPoint presentation based on her notes and bring her written thoughts to life.



PowerPoint Agent

Benefit: **Boost creativity** and spend the time saved rehearsing the presentation with Speaker Coach.

[Get started with Word, Excel, and PowerPoint Agents](#)

9:00 am – Analyze data

In economics class, Alex uses Copilot in Excel to analyze financial data and create visually appealing charts for a report.



Copilot in Excel

Benefit: **Get data analysis support**, converse to increase understanding of the insights, and easily convey them to others.

8:00 pm – Summarize notes

Alex needs to do one last exam review to boost her confidence, so she turns to Copilot in OneNote to summarize class notes and create a quiz.



Copilot in OneNote

Benefit: **Easily summarize notes** and use them in a way that increases understanding by openly chatting with notes or transforming them.

2:00 pm – Get creative ideas

Alex is on student council where they're using Copilot in Whiteboard to collaboratively brainstorm ideas and Copilot in Loop to iterate on their proposal and outline next steps. Get initial feedback.



Copilot in Loop



Copilot in Whiteboard

Benefit: **Spark and organize new ideas** while staying in sync to kick start group projects.

11:00 am – Recap a meeting

Alex was out sick for an exam prep session and uses Copilot in Teams to easily catch up, ask clarification questions, and replay the sections she needed the most help with.



Copilot in Teams

Benefit: **Keep up and deepen learning experiences** with the opportunity to ask endless questions and adapt content.

Alex
is a Higher
Education Student.



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A day in the life of a HED Educator

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 More time to grade papers

🔄 More personalized instruction

★ Increased communication

7:00 am – Summarize communications

It is Monday morning and Roger wants to prepare for the week ahead, so he has Copilot summarize his emails and teams chats from the past week with a focus on student and faculty emails.



Copilot Chat²

Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:15 am – Draft an email

Roger asks Copilot in Outlook to create an update on the departmental curriculum plan status for the semester.



Copilot in Outlook

Benefit: **Get started** with a draft and spend more time working on the details based on recent community feedback.

9:00 am – Draft an outline

Roger uses Copilot in Word to draft a student led outline for a research paper, citing academic journals, on countries and their government structures which is outlined in the semester plan.



Copilot in Word

Benefit: **Expand on your ideas** and transform your document with helpful assistance at every stage.

4:00 pm – Create a presentation

Roger is making the final touches for next week's lecture. He uses PowerPoint Agent to quickly build a PowerPoint presentation as a key resource based on the lecture content.



PowerPoint Agent

Benefit: **Bring your files to life** and focus on your ideas and final touches for the meeting.

[Get started with Word, Excel, and PowerPoint Agents](#)

2:00 pm – Recap a meeting

Roger missed the department meeting due to a personal appointment. He uses Copilot to review the meeting summary and next steps.



Copilot in Teams

Benefit: **Avoid feeling behind** and stay connected while prioritizing time with students.

11:00 am – Create a survey

Roger uses Copilot in Forms for students to check understanding at the end of the session. The data provides insights that helps both the students and him understand where there are knowledge gaps.



Copilot in Forms

Benefit: **Effortlessly identify insights** and use them to signpost students to where they could get more support if needed.

Roger
is a HED Educator.



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A day in the life of a Head of Student Services

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

⌚ Less time spent on administrative tasks

🔄 More effective planning and communication

★ More time spent with students

8:00 am – Recap a meeting

Megan uses Copilot in Teams to easily recap a meeting she missed about new student portal plans outlining the questions to review and action items assigned to her.



Copilot in Teams

Benefit: **Avoid listening to meeting recordings** and spend that time working on action items to create new ideas and answer questions.

8:15 am – Draft an email

Megan summarizes feedback from colleagues about her recent proposal and asks Copilot to generate a response that outlines the next actionable steps.



Copilot in Outlook

Benefit: **Easily document and share next steps** that reflect multiple perspectives from a long thread.

9:00 am – Get help writing content

Megan uses Copilot in Word to revise and expand the key sections of the events and activities that keep students and faculty engaged based on feedback and other relevant files.



Copilot in Word

Benefit: **Expand on your ideas** and transform your document with helpful assistance at every stage.

4:00 pm – Collaborate on a plan

Megan gets back into student satisfaction work with her colleagues by using Copilot in Loop to work on a project plan that conducts regular reviews of student satisfaction and success and implement changes when necessary.



Copilot in Loop

Benefit: **Co-create and stay in sync** no matter where the group works and build on suggestions to quickly make progress.

2:00 pm – Create a presentation

With her insights from Excel and the proposal in Word, she asks PowerPoint Agent to create a PowerPoint presentation for her committee session next week.



PowerPoint Agent

Benefit: **Quickly create a draft** of your presentation based on other documents, giving you more time to refine the presentation and work on other tasks.

[Get started with Word, Excel, and PowerPoint Agents](#)

11:00 am – Analyze data

Megan reviews the latest data to monitor the services budget ensuring their spend is in line with the objectives. She uses Agent Mode in Excel to generate data for new grants and scholarships that are available to students and visualizes the data.



Agent Mode in Excel

Benefit: **Discover and explore insights** with ease and effortlessly highlight, filter, and sort the data.

Megan
is a Head of
Student Services.



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A day in the life of a K-12 Special Education Assistant

Available with:
Microsoft 365 Copilot

Scenario level:
[Buy](#)

Benefits

⌚ Less time spent prepping

🔄 More time for students

★ More effective planning and communication

7:00 am – Plan your day

Alex asks Copilot to summarize her day ahead, listing any actions that need to be taken and student information to be aware of, providing a concise summary of student support needs.



Copilot Chat²

Benefit: **Easily outline the day ahead** gather information from mail and chats. Use additional time to prepare for the day.

8:15 am – Draft an email

Alex asks Copilot to draft her monthly parent update email that highlights the progress of students she looks after.



Copilot in Outlook

Benefit: **Get started** with a draft and spend more time working on the details based on recent student outcomes.

9:00 am – Get lesson feedback

Alex uses Copilot in Word to review the teacher lesson plans, then uses Copilot to suggest differentiated learning activities, and adjust the reading level for the formative assessment questions.



Copilot in Word

Benefit: **Personalize learning** for students to ensure the class materials are provided in the way that works best for them.

4:00 pm – Create a presentation

Alex is making the final touches for tomorrow's team meeting. She uses PowerPoint Agent to quickly build a PowerPoint presentation based on relevant student data outlining the next steps.



PowerPoint Agent

Benefit: **Bring your data to life** and focus on your ideas for the next meeting.

[Get started with Word, Excel, and PowerPoint Agents](#)

2:00 pm – Recap a meeting

Alex missed a staff meeting while taking students on a school trip. She uses Copilot to review the meeting summary and any actions relating to her and the students she supports.



Copilot in Teams

Benefit: **Easily catch up** and stay in the know while prioritizing time with students.

11:00 am – Analyze data

Alex uses Copilot in Excel to get insights from the data that help her understand where and which students might need more support ahead of their next exam.



Copilot in Excel

Benefit: **Effortlessly identify insights** and use them to build a plan for a review session for the upcoming exam.

Alex
is a K-12 Special
Education Assistant.



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A day in the life of a K-12 Educator using Copilot Chat

Available with:
Microsoft 365 Copilot Chat

Scenario level:
Start

Benefits

🕒 Save 25 minutes per day

🔄 More time to plan lessons

★ Increased communication

7:00 am – Draft an email

Dierdra needs to catch up parent emails and critical messages from school administration, so she has Copilot Chat in Outlook draft a reply email to the head of school addressing her professional development plans.



Copilot Chat in Outlook

Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:15 am – Create a lesson plan

Dierdra asks Copilot Chat in Word to create a lesson plan for each chapter of The Iliad that includes a reading, discussion, and writing assignment for the next unit.



Copilot Chat in Word

Benefit: **Get started** with a draft and spend more time working on the details based on the pacing of your class.

9:00 am – Get creative questions

Dierdra uses Copilot Chat in Word to create various comprehension questions to use with her lesson plan and add differentiated learning activities for her students.



Copilot Chat in Word

Benefit: **Personalize learning** for students to ensure the class materials are provided in the way that works best for them.

4:00 pm – Get presentation feedback

Dierdra is making the final touches for tonight's meeting. She uses Copilot Chat in PowerPoint to quickly check for clarity and completeness in her presentation.



Copilot Chat in PowerPoint

Benefit: **Bring your files to life** and focus on your ideas and final touches for the meeting.

2:00 pm – Catch up on a meeting

Dierdra missed the curriculum meeting while taking students to the library. She uses Copilot Chat to review the meeting summary and research implementation next steps.



Copilot Chat¹

Benefit: **Avoid feeling behind** and stay connected while prioritizing time with students.

11:00 am – Manage grades

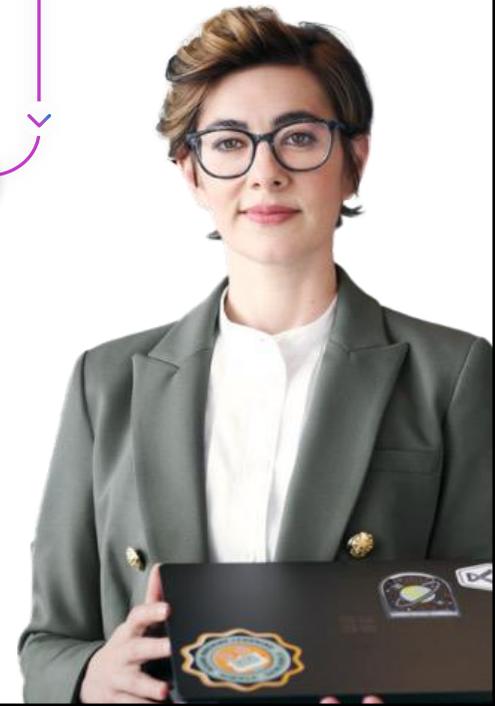
Dierdra uses Copilot Chat in Excel to create a gradebook spreadsheet to track her class participation and homework scores for her next literature unit.



Copilot Chat in Excel

Benefit: **Effortlessly create spreadsheets** and use them to track student progress to gain insights over time to see where they might need more support.

Dierdra
is a K-12 Educator.



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A day in the life of a Law student using Copilot Chat

Available with:
Microsoft 365 Copilot Chat

Scenario level:
Start

Benefits

🕒 Save 45 minutes per day

🔄 More time to study

★ Enhance experiences

8:15 am – Draft an email

Alex needs to connect with her professor before lecture for the day, so she has Copilot Chat in Outlook draft an email addressing her questions regarding the amicus brief requirements.



Copilot Chat in Outlook

Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:45 am – Create an outline

Alex asks Copilot Chat in Word to create an outline for today's chapter of the criminal law textbook so she can organize her notes accordingly before the lecture begins.



Copilot Chat in Word

Benefit: **Get started** with a draft or outline and spend more time working on the details based on the pacing of your assignments.

11:00 am – Create a study guide

Alex creates a study guide with Copilot Chat as her personal study assistant to test her comprehension as she preps for her midterm exams.



Copilot Chat¹

Benefit: **Personalize learning** for knowledge checks and study assistance to ensure you master the concepts presented in your class materials.

4:30 pm – Research people

Alex preps for tonight's networking event using Copilot Chat to research attendees and prepare introductions based on relationships she hopes to build.



Copilot Chat¹

Benefit: **Effortlessly research** and prepare to give details about yourself efficiently and professionally.

3:00 pm – Get writing feedback

Alex enlists Copilot Chat in Word to provide feedback on her resume with relevant keywords and phrases that highlight her legal skills, qualifications, and professional development.



Copilot Chat in Word

Benefit: **Stand out** against the competition with a detailed resume and personalized cover letter to secure the desired internship or clerkship.

11:30 am – Conduct research

Copilot Chat assists Alex in researching various cases for her criminal law project, enabling her to ask questions to go beyond surface level information.



Copilot Chat¹

Benefit: **Dive deeper into content** with case summaries, and the ability to explore research and ask questions to improve understanding.

Alex
is a Law student.



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A day in the life of an MBA student using Copilot Chat

Available with:
Microsoft 365 Copilot Chat

Scenario level:
Start

Benefits

🕒 Save 45 minutes per day

🔄 More time to study

★ Enhance experiences

7:00 am – Draft notes

Megan needs to plan her day, and with the help of Copilot Chat, she can draft notes to her professor and group partners about the upcoming project.



Copilot Chat¹

Benefit: **Easily manage your time** with content creation to help manage your schedule to complete coursework on time.

8:30 am – Conduct research

Megan asks Copilot Chat in Word to collect market research and cite data from four different sources so she can create an outline for her competitive analysis assignment.



Copilot Chat in Word

Benefit: **Get started** with a draft or outline and spend more time digging into the details.

10:00 am – Create a practice quiz

Megan creates a practice quiz with Copilot Chat to test her comprehension of her lecture notes and homework documents as she preps for her midterm exams.



Copilot Chat¹

Benefit: **Personalize learning** for study assistance to ensure you master the concepts presented in your class materials.

4:15 pm – Research people

Megan preps for tonight's networking event using Copilot Chat to research attendees and prepare introductions based on relationships she hopes to build.



Copilot Chat¹

Benefit: **Effortlessly research** and prepare to give details about yourself efficiently and professionally.

1:30 pm – Update a resume

Megan enlists Copilot Chat in Word to support her in tailoring her work experiences for a resume with relevant keywords and phrases that highlight her business acumen and studies.



Copilot Chat in Word

Benefit: **Stand out** against the competition with a detailed resume and personalized cover letter to secure the desired internship.

11:45am – Analyze reports

Copilot Chat assists Megan in analyzing financial analysis reports online, providing sources to ensure proper citations.



Copilot Chat¹

Benefit: **Bring your essays and reports to life** with effortless varied research support, feedback on your work, and detailed citations.

Megan
is an MBA
student.



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A day in the life of a Law student

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 Save 45 minutes per day

🔄 More time to study

★ Enhance experiences

7:00 am – Catch up on email

Megan needs to connect with her professor before class, so she asks Copilot to summarize the latest from the professor and draft an email addressing her remaining questions.



Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:15 am – Recap a meeting

Megan asks Copilot in Teams to review the deposition from yesterday to review the meeting summary and highlight key pieces of evidence.



Benefit: **Stay connected** and prioritize with a summary of your meeting or study session and spend more time working on the details based on the pacing of your assignments.

9:00 am – Create a study guide

Megan creates a study guide with Copilot Chat as her personal study assistant to test her comprehension of her lecture notes and homework documents as she preps for her midterm exams.



Benefit: **Personalize learning** for knowledge checks and study assistance to ensure you master the concepts presented in your class materials.

4:30 pm – Draft an email

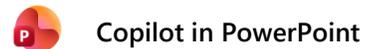
Megan preps for her group's mock trial project using Copilot to draft email introductions based on the individuals they need to attend to act as plaintiff, witnesses, and defense.



Benefit: **Effortlessly create verbiage** with appropriate language and structure to give details about your content efficiently and professionally.

2:00 pm – Update presentations

Megan uses Copilot to tailor her arguments for her mock trial assignment. Copilot helps create her presentation as she outlines her line of questioning with appropriate vocabulary and evidence.



Benefit: **Personalize presentations** for engaging your audience or professor and formally showcase your comprehension in an organized way.

11:30 am – Draft a brief

Copilot in Word assists Megan in drafting an amicus brief for her criminal law project, ensuring the interest, summary, argument, and conclusion are thoroughly represented.



Benefit: **Bring your case briefs to life** efficiently and professionally with templates and research condensed with ease, expediting your workflow.

Megan
is a Law student.



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A day in the life of an MBA student

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 Save 45 minutes per day

🔄 More time to study

★ Enhance experiences

7:00 am – Catch up on email

Alex needs to organize her day, so she asks Copilot to search through her messages and prioritize her academic responsibilities and work commitments in an organized list.



Copilot in Outlook

Benefit: **Easily catch up on mail** and focus on the most important tasks to address. Use additional time to prepare for the day.

8:15 am – Recap a meeting

Alex asks Copilot to review the group collaboration session in Teams from the night before to review the meeting summary and next steps.



Copilot in Teams

Benefit: **Stay connected** and prioritize with a summarized agenda or outline and spend more time working on the details based on the pacing of your assignments.

9:00 am – Create a presentation

Alex creates her career plan and development slides with Copilot in PowerPoint as her personal assistant to showcase her career development and learnings.



Copilot in PowerPoint

Benefit: **Personalize presentations** for engaging in career services and preparing for internships or job interviews focused on post-MBA employment.

8:00 pm – Draft an email

Alex easily drafts thank you and follow-up notes after a networking event and receives coaching from Copilot to ensure a professional tone.



Copilot in Outlook

Benefit: **Effortlessly draft** detailed and polished emails to expand your professional network.

1:30 pm – Draft a cover letter

Alex uses Word Agent to draft a cover letter in Word based on the job description, requirements, company information, and her own resume.



Word Agent

Benefit: **Stand out** against the competition with a detailed resume and personalized cover letter to secure the desired internship or employment.

[Get started with Word, Excel, and PowerPoint Agents](#)

11:45am – Conduct research

Copilot Chat assists Alex in completing case study summaries from her past class coursework and assignments on marketing, operations, and strategy.



Copilot Chat¹

Benefit: **Bring your assignments to life** efficiently and professionally with templates and research condensed with ease, expediting your workflow.

Alex
is an MBA student.



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A day in the life of a Law Professor

Available with:
Microsoft 365 Copilot

Scenario level:
Buy

Benefits

🕒 Save 30 minutes per day

🔄 More time for research

★ Improve preparation

8:30 am – Catch up on email

Cassandra asks Copilot Chat to search through previous messages to find more information regarding the mock trial and draft an outline of the plan.



Copilot Chat¹

Benefit: **Easily catch up on mail** and focus on the most important messages to address. Use additional time to prepare for the day.

9:15 am – Create class materials

Cassandra uses Copilot in Word to review her lesson plan for the trial, add differentiated learning activities, and adjust the comprehension level for first year and second year students.



Copilot in Word

Benefit: **Personalize learning** for students to ensure the class materials are provided in the way that works best for them with a formative assessment structure.

10:30 am – Draft an email

Cassandra asks Copilot to create a general message that outlines the mock trial plan, with requirements for students, to send to the college's law program.



Copilot in Outlook

Benefit: **Get started** with a draft and spend more time working on the details based on recent staff feedback.

4:00 pm – Create a presentation

Cassandra is making the final touches for tomorrow's lecture. She uses PowerPoint Agent to quickly build a PowerPoint presentation based on the case brief the class is studying.



PowerPoint Agent

Benefit: **Bring your ideas to life** and focus on your ideas and final touches for your classes.

[Get started with Word, Excel, and PowerPoint Agents](#)

2:00 pm – Catch up on a meeting

Cassandra missed the leadership meeting while facilitating the mock trial. She uses Copilot to review the meeting summary and next steps.



Copilot in Teams

Benefit: **Avoid feeling behind** and stay connected while prioritizing time with students.

11:00 am – Collaborate on a grant

Cassandra uses Copilot in Loop to start a grant proposal for various research projects, new educational programs, and community initiatives to delegate the research and academic data collection among faculty.



Copilot in Loop

Benefit: **Effortlessly co-author in real-time** and track progress the grant proposal to ensure all university information is captured across departments.

Cassandra
is a Law
Professor.



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