Announcement email

Send 1-2 weeks before launch

**We recommend you copy the content below into your internal communication template.**

Subject

Improve productivity via **Microsoft 365 Copilot.**

Content

At **<company>** we are always looking for ways to simplify and improve productivity. We are excited to announce we will be introducing **Microsoft 365 Copilot**. Work more productively and boost your creativity with **Microsoft 365 Copilot** - your AI assistant for work.

**There are many ways you can use Copilot to enhance efficiency:**

* Catching up on meetings
* Writing an email
* Getting a work question answered
* Drafting a document
* Transforming a document into a presentation
* Finding a file

**What you need to do to be ready:**

Familiarise yourself with **Microsoft 365 Copilot** by referring to the [BT Adoption Hub](https://business.bt.com/user-adoption/microsoft/microsoft-365-copilot/).

**Next steps**

You will soon receive more details including, how to get started with **Microsoft 365 Copilot**.

Please look out for emails with **Microsoft 365 Copilot** in the title for further information.

Kind regards  
**Internal Endorser**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**