Launch email

Send on Launch Day

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

Subject

Your **Microsoft 365 Copilot** is now live

Content

Microsoft 365 Copilotis here. Let’s get started

Microsoft Copilot can make your work and daily life easier. Effortlessly draft emails, catch up on meetings, and organize your week with intuitive prompts, all designed to help you achieve more every day.

Microsoft Copilot integrates seamlessly with various apps within the Microsoft 365 suite.

**Here are some of the key applications you can use Copilot with:**

1. **Word:** Enhance your writing with suggestions, formatting, and content generation.
2. **Excel:** Analyse data, create formulas, and generate insights.
3. **PowerPoint:** Design slides, create presentations, and suggest layouts.
4. **Outlook:** Manage emails, schedule meetings, and organize tasks.
5. Teams: Facilitate meetings, summarize discussions, and manage collaboration.
6. **OneDrive**: Assist with file management and restoration.
7. **SharePoint:** Help with content management and collaboration.
8. **Visio:** Create diagrams and flowcharts with ease.

**<** **Please remove any points that are not applicable >**

**Learn about Microsoft Copilot** by visiting the [BT Adoption Hub](https://business.bt.com/user-adoption/microsoft/microsoft-365-copilot/) which includes quick start guides, training videos, top tips and more.

If you have any questions, please contact **<name>**.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**