Copilot for Microsoft 365: Optimize communications and collaboration with Teams and other applications

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Microsoft users with a Copilot license

Training objectives

- Write and respond to emails and messages faster
- Get clear and instant summaries of conversations and meetings
- Arrive better prepared for your meetings
- Structure your ideas and improve the quality of your communications
- Automate and simplify your recurring tasks

Summary

Are you already using Teams, Outlook or Planner, but want to get a lot more value from them while saving time? Copilot for Microsoft 365: Optimizing Communications and Collaboration enables you to use artificial intelligence to transform the way you work every day. Focusing on real-world and immediately applicable cases, this course shows you how to use Copilot as a true intelligent assistant to simplify your tasks, structure your ideas and improve your communications.

To go further: take the full program "Master Microsoft 365 Copilot: AI at the Service of Your Productivity and Ambition" (17.5 hours).

Course outline

1. Understand Copilot (simple basics)

- Quickly understand what Copilot is for

Copyright © 2026 AFI by Edgenda inc.

- Know how it fits into your tools
- Discover the effective way to dialogue with Copilot

2. Save time in Teams

You'll learn how Copilot in Teams helps you

- Quickly find information scattered in multiple places
- Make your messages clear effortlessly
- Summarize team conversations, meetings or in chats
- Receive personalized suggestions for your meetings

3. Better manage your Teams meetings

- Get an automatic summary at the end of the meeting
- Take your meeting notes in real time with Facilitator
- Highlight the points that are important to you
- Find the actions you need to do

4.Organize your tasks with Planner Premium

- Create a plan quickly using Copilot
- Ask Copilot to review assignments and track tasks
- Review your tasks that Copilot can organize by objectives

5. Create and improve your surveys in Forms

- Create a survey based on your specific needs rather than static templates
- Get suggestions for relevant questions to add
- See how Copilot can suggest improvements to your surveys

6. Better manage your emails in Outlook

- Quickly write a new message or a reply to a received message
- Summarize one or more messages instantly
-

Copyright © 2026 AFI by Edgenda inc.

Let Copilot coach you on the content of your messages

- Receive personalized suggestions related to the message you are viewing
- Create meetings quickly proposed by Copilot

Approach and methodology

- Short and focused lectures
- Real-time demonstrations
- Tutorials and individual exercises, based on professional cases
- Tips that can be directly reused at work

Prerequisites

Have a Copilot license (paid)

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommend-

ed.

Copyright © 2026 AFI by Edgenda inc.