

VIRTUAL TRAINING

MICROSOFT 365

WHAT'S NEW & WHAT'S COMING IN 2025



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ALDRIDGE



Introducing
**Microsoft 365
Copilot Chat**

Microsoft Ignite 2024

- Microsoft Ignite 2024, held Nov. 19 – 22 in Chicago, featured nearly 100 announcements and software updates
- The main heading of the biggest announcement at Microsoft Ignite 2024 was the introduction of Microsoft Fabric. This unified platform handles various data workloads, integrates Azure Databases, and aims to streamline business operations and reduce costs.

<https://ignite.microsoft.com/en-US/home>

Microsoft Ignite Nov 2024

Microsoft is accelerating its ambition to empower every employee with Copilot as a personal assistant and to transform every business process with agents built in Microsoft Copilot Studio.

Announcements include:

- **Copilot Actions** in Microsoft 365 Copilot to help you automate everyday repetitive tasks.
- New **agents in Microsoft 365** to unlock SharePoint knowledge, provide real-time language interpretation in Microsoft Teams meetings, and automate employee self-service.
- The **Copilot Control System** to help IT professionals confidently manage Copilot and agents securely.

Public Preview and GA

. **Public Preview**

- Public preview is a term used by Microsoft to describe a feature that is being actively developed and is not yet complete. It is made available on a “Preview” basis, and the public can test and use these features in production environments and scenarios and provide feedback.

GA

- **In the context of Microsoft**, "General Availability" (GA) means: The service or feature is officially released for production use by all customers in Microsoft Azure.
- It is fully developed, stable, and operational for enterprise use, having been tested across multiple scenarios.
- It has left the Alpha and Beta stages and is stable, fully-functional, and widely available in development.
- It marks the official public release of a software or hardware product after successful completion of beta testing and resolving critical issues.

Microsoft 365 roadmap

Get the latest updates on our best-in-class productivity apps and intelligent cloud services. Rethink productivity, streamline business processes, and protect your business with Microsoft 365.

<https://www.microsoft.com> › en-us ›
roadmap

As we dive into 2025, Microsoft 365 continues to evolve, bringing transformative changes to information management. Here are some developments to watch out for:

The classic Teams desktop app will be phased out by July 1, 2025, pushing users to adopt the new Teams app.

Goodbye to any support and updates for Office 2016 and Office 2019 - Support for Office 2016 and 2019 will end on October 14, 2025 and there will be no extension and no extended security updates.



Microsoft 365 Copilot

After so many years, Microsoft has now rebranded its productivity suite. Microsoft 365 will now be known as Microsoft 365 Copilot. The company had first hinted about this transition back in December 2024. The rebranding is also a part of the company's larger push towards AI, keeping in sync with the industry trends at large.

Microsoft Rebranding



These changes are set to roll out in **mid-January 2025**, making this the latest evolution in what many perceive as Microsoft's convoluted and inconsistent approach to branding.

- Microsoft is ditching URLs like microsoft365.com and office.com, redirecting traffic to **m365.cloud.microsoft.com**.
- The **Microsoft 365 app**, which serves as a comprehensive management tool for Microsoft's productivity suite including Word, Excel, PowerPoint, and Teams, will be renamed to **Microsoft 365 Copilot**.

Microsoft Rebranding



- The app will no longer have a top header. Instead, tools like user profile, settings, and feedback will move to the bottom left toolbar. The feedback button will be available under the “Settings and more” section in the bottom left toolbar.
- The search box will now be presented on the Homepage for users to find all their content across multiple file types and storage locations. Note: There is no change to the search experience—only the placement of the feature.
- All the apps on the left toolbar are aligned to the top and the AI-rich experiences like Microsoft 365 Copilot Chat and Copilot Pages will be presented together to establish correlation.
- The organization logo, previously displayed in the top header under the Organization theme, will no longer be visible in the app. Note: This change does not affect other Microsoft 365 apps where the organization logo will still appear in the header.
- The “Back” button on the Windows Microsoft 365 Copilot app will not be available. Users will still be able to use the left AppBar to navigate between pages.
- The “My Day” feature is being removed from the app experience, and users will no longer see the button to launch the calendar and to-do on the Microsoft 365 Copilot app. Note: This change does not affect other Microsoft 365 apps where My Day feature is available.
- The “Help me create” feature will be retired from the Microsoft 365 Copilot app. Launched in February 2024, “Help me create” was focused on helping users go from their stated intent to document creation using an LLM. With Microsoft 365 Copilot app becoming the destination for Copilot, we will be bringing AI-powered document creation into Copilot tab. Users will be able to brainstorm ideas and draft new content based on a storyboard or a script to an agenda or an executive summary from Copilot Chat.

Your users
and devices



Apps on
your devices





Your Microsoft 365 tenant


Microsoft Graph


Your customer data

Files, mailboxes, chat data, videos, etc.

 Exchange
mailboxes

 OneDrive files

 Microsoft
Teams data

 SharePoint
files, lists, etc.



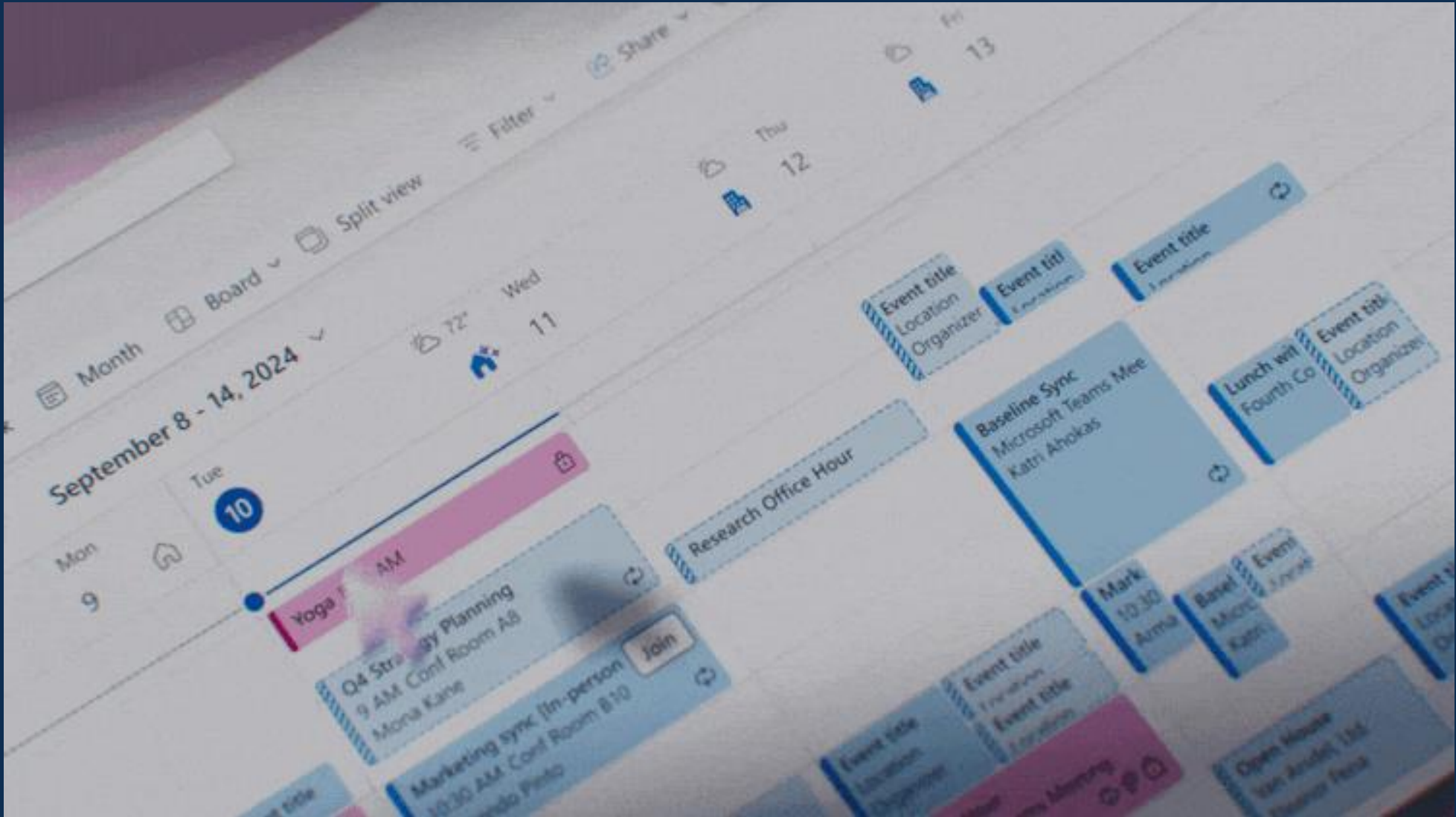
Microsoft 365
Copilot

Azure OpenAI
service subscription
for Microsoft 365

Large Language Model
(LLM)

Microsoft 365 service boundary

Places card



Places Finder





What's New

Copilot Actions in Microsoft 365 Copilot to help you automate everyday repetitive tasks.

New **agents in Microsoft 365** to unlock SharePoint knowledge, provide real-time language interpretation in Microsoft Teams meetings, and automate employee self-service.



Agents

- Copilot agents are specialized AI assistants designed to enhance the capabilities of Microsoft 365 Copilot by connecting to your organization's knowledge and data sources.
 - These AI-driven agents assist users in performing a variety of tasks, working alongside you to offer suggestions, automate repetitive tasks, and provide insights to help you make informed decisions.
 - Copilot agents are now available in both the Web and Work tabs of Microsoft 365 Copilot, expanding their reach and functionality.
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Agents

- **Agents.** Using natural language, now anyone can easily create agents to automate repetitive tasks and business processes—directly in Copilot Chat.
 - A customer service representative can ask a customer relationship management (CRM) agent for account details before a customer meeting, while field service agents can access step-by-step instructions and real-time product knowledge stored in SharePoint.
 - Agents are priced on a metered basis, and IT stays in control. IT admins can also build organization-wide agents and manage agent deployment, all powered by Microsoft Copilot Studio.
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Copilot Agents

Microsoft 365

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graph TD; A[Microsoft 365] --> B[Copilot]; B --> C[Agents]
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Copilot


Agents



Copilot Actions

- New **Copilot Actions** automate everyday tasks with simple, fill-in-the-blank prompts that you can set and forget.
 - For example, you can automatically receive a summary of your most important action items at the end of each workday, create an action to gather inputs from your team for a weekly newsletter you send each Thursday, or automate customer meeting prep with a recurring action that summarizes your last few interactions ahead of your next sync. *In private preview.*
 - **Introduction of Actions and Agents:** Actions are likened to Outlook rules for the AI age, automating tasks like status updates and scheduling emails, while new Agents assist in specific roles like meeting facilitation and project management.
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Jared Spataro - Corporate Vice President, Microsoft 365



“Copilot will empower every employee to do their best work in less time, and focus on more meaningful tasks,” Spataro says. “And agents created in Copilot Studio will transform every business process, helping companies streamline operations, enhance collaboration and drive innovation at scale.”

Interpreter Agent

- Imagine being able to sound just like you in a different language.
- The Interpreter agent in Teams provides real-time speech-to-speech interpretation during meetings, and you can opt to have it simulate your speaking voice for a more personal and engaging experience.
- The Interpreter agent in Microsoft Teams is a new feature that enables real-time speech-to-speech interpretation during meetings, allowing users to communicate in their preferred languages. This agent can simulate a user's voice for a more personal experience, enhancing engagement.
- The feature is set to enter public preview in early 2025, making it easier for multilingual teams to collaborate seamlessly.
- Additionally, it utilizes AI to facilitate real-time translation, breaking down language barriers in global communication.

New agents in Microsoft 365



Agents in SharePoint



Microsoft Copilot Studio

Copilot is where you interact with agents, and Copilot Studio is where you can easily create, manage, and connect agents to Copilot.

Copilot Studio is a graphical, low-code tool for both creating an agent—including building automation with Power Automate—and extending a Microsoft 365 Copilot with your own enterprise data and scenarios.

You can easily create agents in Copilot Studio without the need for data scientists or developers.

Some of the ways you might use agents include:

- Sales help and support issues.
- Opening hours and store information.
- Employee health and vacation benefits.
- Public health tracking information.
- Common employee questions for businesses.

Copilot Pages

- With **Copilot Pages**, you can collaborate on content with people and AI in real time—adding content from Copilot, your files, and now from the web as well. And you can quickly create **AI-generated images** for campaigns, product launches, and social media posts.
- They are adding new value to Copilot Pages—a dynamic, persistent canvas designed for multiplayer AI collaboration—with **rich artifacts**.
- Now, you can prompt Copilot to create everything from interactive flow charts to blocks of code—drawing from data across Microsoft Graph—then share them in durable Pages your team can build upon.
- *Generally available in early 2025.*

Continuous Innovation

- Microsoft 365 will continue to innovate, regularly introducing new features and updates to keep the platform at the cutting edge of technology and improving information management and protection capabilities.



**For Microsoft,
2025 could be
a game-
changing year**



UPCOMING VIRTUAL TRAINING

February 27 | 11 AM – 12 PM

MICROSOFT EXCEL BEYOND THE BASICS



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