



MICROSOFT 365 | WHAT'S NEW & WHAT'S COMING



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Microsoft 365 - What's New and What's Next

In 2025, Microsoft is making significant changes and improvements to its apps to enhance user experience, security, and functionality.

In the fourth quarter of 2024, Microsoft 365 saw several major changes:

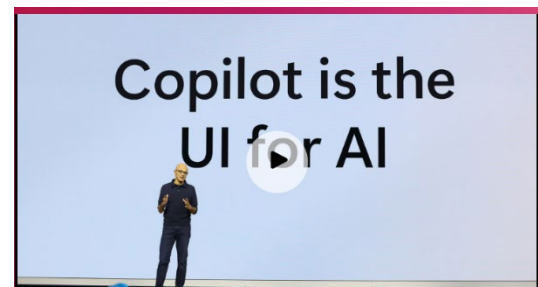
1. **Enhanced AI Capabilities:** Microsoft 365 Copilot received significant updates, including new features like Copilot Pages, which allows users to create and share dynamic, editable pages from Copilot chat responses
2. **Publisher Retirement:** Microsoft confirmed the retirement date for Microsoft Publisher, shifting focus to Microsoft Designer, an AI-powered graphic design and image editing app
3. **New Outlook Release:** A new version of Outlook was released, although it received mixed reviews from users
4. **Security Enhancements:** Advanced security features were added to Defender for Office 365 to better protect against phishing and ransomware attacks
5. **User Experience Redesign:** The interface across Microsoft 365 apps was streamlined to improve navigation and workflow efficiency
6. **Sustainability Tools:** New tools were introduced to help businesses measure and reduce their carbon footprint directly within the Microsoft 365 suite

These updates reflect Microsoft's ongoing commitment to innovation, security, and user experience.

Microsoft Ignite 2024

[Your home for Microsoft Ignite](#)

Microsoft Ignite is an annual conference hosted by Microsoft, bringing together IT professionals, developers, and business leaders to explore the latest innovations in technology. The event features keynotes, breakout sessions, hands-on labs, and networking opportunities, focusing on advancements in cloud computing, AI, security, and productivity tools like Microsoft 365. It's a platform for Microsoft to showcase new products, updates, and strategies, helping attendees stay ahead in the rapidly evolving tech landscape.





At Ignite 2024, Microsoft announced several exciting updates for Microsoft 365:

1. **Microsoft 365 Copilot Enhancements:** New AI capabilities were introduced, including out-of-the-box agents that can perform specialized tasks and streamline workflows
2. **AI Administrator Role:** A new AI administrator role was created to manage Microsoft 365 Copilot and enterprise AI services, ensuring secure and efficient administration
3. **Copilot in Admin Centers:** Copilot will be available in Microsoft 365, Teams, and SharePoint admin centers, helping IT professionals optimize tasks and generate insights
4. **Security Innovations:** Continued focus on security with new measures rooted in the Secure Future Initiative (SFI), emphasizing secure by design, secure by default, and secure operations

These updates highlight Microsoft's commitment to leveraging AI to enhance productivity, security, and user experience in Microsoft 365.

Here are some key changes coming to Microsoft apps in 2025 that you can write about:



1. **Phasing Out Classic Teams Desktop App:** The classic Teams desktop app will be retired by July 1, 2025. Users will need to transition to the new Teams app, which offers a more streamlined and integrated experience
2. **End of Support for Office 2016 and 2019:** Support for Office 2016 and Office 2019 will end on October 14, 2025. While these apps will continue to function, using them after this date
3. **Retirement of Viva Topics and Viva Goals:** Viva Topics will be retired in February 2025, and Viva Goals will follow in December 2025. Microsoft is shifting its focus to new AI-powered knowledge management experiences within Microsoft Copilot and other parts of Microsoft 365
4. **Retirement of OneNote for Windows 10:** OneNote for Windows 10 will be retired in October 2025. Users are encouraged to switch to the OneNote app available in Microsoft 365
5. **Enhanced Security Measures:** Microsoft 365 will continue to enhance its security measures, including advanced threat protection and zero-trust architecture
6. **Increased Focus on Accessibility:** Microsoft 365 will enhance accessibility features to ensure all users can fully utilize the platform



7. **Expansion of Cloud Services:** Microsoft 365 will expand its cloud services, offering more storage, computing power, and scalability
8. **Personalized User Experience:** AI and machine learning will be used to create a more personalized user experience, tailoring the platform to individual user needs and preferences
9. **Continuous Innovation:** Microsoft 365 will regularly introduce new features and updates to keep the platform at the cutting edge of technology
10. **Price Increases and Limited Copilot AI Service:** Microsoft 365 Family and Personal plans will see a price increase of 23% to 30%. Additionally, a limited Copilot AI service will be introduced, with users receiving a set number of AI credits each month



Microsoft Rebranding

- 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**.
- **Enterprise Users See "Microsoft 365 Copilot Chat"**:
- For enterprise users managing organizational accounts through **Microsoft Entra**, there's now an extra twist: the app's AI-driven assistant will be branded as **Microsoft 365 Copilot Chat**.



New URL and Iconography:

- Microsoft is ditching URLs like microsoft365.com and office.com, redirecting traffic to **m365.cloud.microsoft.com**.
- There will also be an updated app icon featuring the same Copilot branding, now with a "M365" label.

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.

AI-Powered Workplace

A new category of technology solutions – the AI-Powered Workplace – is emerging to bridge this physical and digital divide, anchored in solutions like Microsoft 365 Copilot and Microsoft Teams.

The AI-powered workplace ushers in a new era of flexible work: one that's defined by friction-free coordination, more modern workplace experiences, and data-driven optimization.

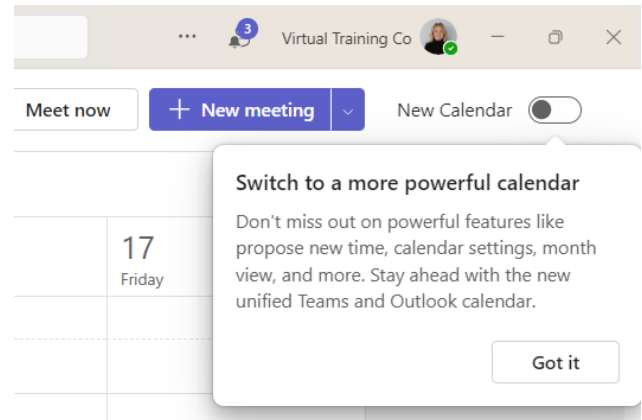
Every organization is at a different stage in their AI evolution. No matter where your organization starts from, **Places, now generally available**, is a valuable addition to your AI-powered workplace strategy. You'll leverage the power of AI to transform your approach to flexible work, making it easier to coordinate, collaborate and – ultimately – create an optimal workplace experience.



Recent Changes in Microsoft 365 Apps

There have been several new features added or enhanced in the Microsoft 365 Apps over the past few months.

- New Outlook
- New Teams
- Teams chat and channels
- New Features in Excel
- New Copilot options

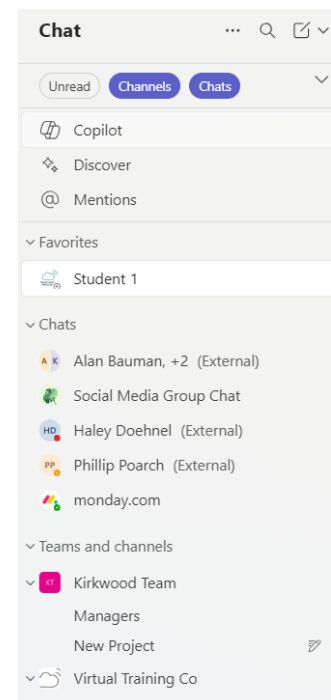


Teams

Teams chat and channels experience

Stay on top of your chats and channels, all in one place

The pace of work has increased exponentially, making it more challenging to keep up with the high volume of conversations, manage messages scattered across different locations, and find information. We've redesigned the chat and channels experience to simplify your digital workspace by bringing chats, teams, and channels into one place under Chat. Now, you can easily navigate and prioritize all your conversations without the hassle of switching contexts.



New Calendar

Switch to the new calendar in Microsoft Teams for desktop to experience more streamlined scheduling, customizable calendar views, and much more.

Note: The new Teams calendar is part of the public preview program and might undergo further changes before being released publicly.

Outlook Calendar

You'll start by setting up your **work plan** – a recurring weekly schedule showing which days you plan to work from the office and when you plan to work remotely - within the



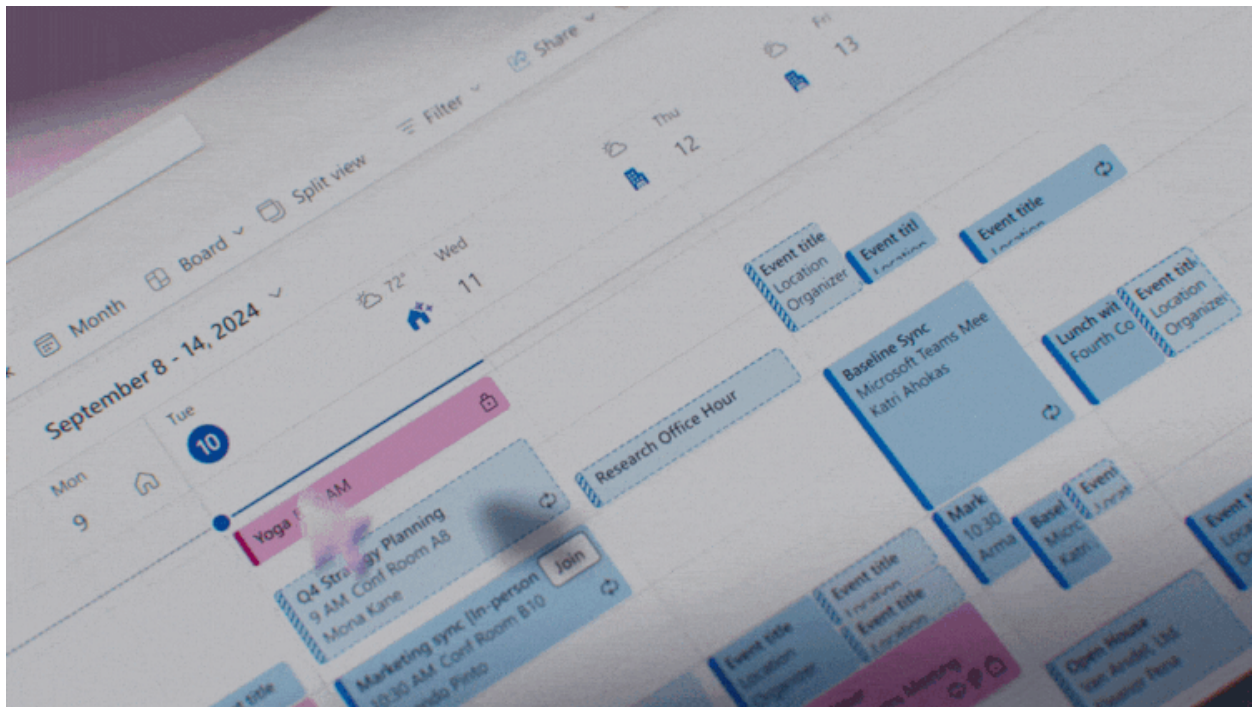
new calendar, which is now unified across Teams and new Outlook. From the unified calendar experience, you can also see **team guidance** from leaders on when to come into the office.

This work plan sets the foundation for **workplace presence** – a cue within the Teams people card that indicates where you're working for the day and makes it easy for colleagues to find you in-office.

As your schedule shifts, you'll want to adjust your work plan. To make real-time changes, navigate to the **Places card** in the unified calendar – your one-stop-shop to see what's happening on a given day and take actions like updating your work plan and quick-booking rooms.

Not sure whether it makes sense to go to the office on a specific day? Copilot can help, reasoning across your calendar, colleagues' schedules, and team guidance to suggest a **recommended in-office day**.

In one click, you can update your planned work location to the office and see which in-person meetings still need a room. Through **quick book**, get recommendations for rooms and book spaces for your entire day with just one click.



From the Places card, you can also:

- Update your work plan and workplace presence – changing your work location to remote, in-office, or even a specific office building or floor



- See an at-a-glance view of colleagues who also plan to be in-office
- View and act upon Copilot-generated recommendations on the best days to go into the office
- Get reminders to book a desk on in-office days
- Identify which meetings on your schedule do not yet have a room booked and quick-book spaces based on your requirements

Accessible through both the unified calendar and in the Places app, **Places finder** makes it easy to book the right spaces – whether meeting rooms or desks – for your in-office experience.

Places finder goes beyond the standard room-booking interface to help you find the right spaces for your unique needs. Whether you're searching for the perfect conference room to accommodate a large group with specific AV requirements or looking to book a desk for more focused work, Places finder can help.



Within Places finder, you're able to:

- Filter available rooms by building, floor, capacity, AV configurations and more
- View detailed photos of available rooms
- Book a desk for the day
- Find and book space using maps and floor plans

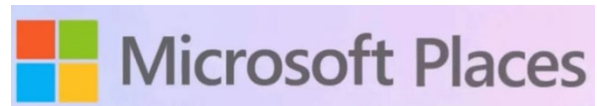


Once you've found and booked the right space for your meeting, Copilot ensures that your booking is continually managed, even as schedules change or room availability shifts. With **managed booking**, Copilot automatically responds to changes in the meeting time or room availability – rebooking you into a similar room.

Places finder makes it easy to book rooms and desks ahead of time – but if you've forgotten to book a desk or your schedule changes at the last minute, you can also use **bookable desks**. To reserve a desk ad-hoc, simply plug your device into an available desk's monitor or docking station to automatically book a seat (and, coming soon, automatically update your workplace presence so colleagues can find you at your desk).

What is Microsoft Places?

At Microsoft Ignite 2024, the tech giant announced the general availability a brand new version of Microsoft Places, defined as an “AI-powered workplace platform”, custom-made to transform the management of hybrid and flexible teams.



The new AI-powered version of Microsoft Places, aligned with both Microsoft Teams and Outlook, is generally available for all Microsoft customers worldwide. However, you will need the proper licenses to access it. First, that means investing in a Microsoft 365 subscription that gives you access to Microsoft Teams, Outlook, and PowerShell.

Microsoft Places is a Connected Workplace platform, or “workforce management solution”, designed by Microsoft, that works alongside your existing Microsoft apps, like Teams and Outlook. From day one, this solution was designed to help unify hybrid teams and improve collaboration.

Now, however, the upgraded version of Microsoft Places is more intelligent than ever before. Microsoft says that the Places app represents a new “category” of technology solutions, built to address the common issues of managing flexible workspaces.

- **In-Office recommendations from Copilot:** Copilot can advise each individual employee on the best days or times to visit the office. It bases suggestions on your scheduled in-person meetings, team guidance policies (set by business leaders), and the planned attendance of colleagues you regularly work with.
- **AI-powered booking:** Booking desks and rooms in the office is now a breeze with Microsoft Places. Copilot can manage room booking for single and recurring meetings. It can even adjust bookings when there are issues or conflicts, suggesting alternative rooms with similar amenities and features.



- **Workplace presence:** The enhanced workplace presence feature allows employees to update and share their location with colleagues wherever they are. You can show team members whether you're in the office or not, which desks or rooms you're using, and more. This makes it easy for other employees to find you in the workplace.
- **Places finder:** The new "Places finder" solution helps team members to intelligently identify the spaces they need with maps and images of available spaces. Companies can even build out comprehensive floorplans, with insights into the technology available in each space.
- **Space analytics:** Optimized by Copilot AI, the Space analytics tools in Microsoft Places allows admins to get an in-depth view of how teams are actually using office environments, comparing actual occupancy to intended occupancy levels.

New in Outlook 365

The **new Outlook** offers several enhancements over the classic version: **Modern and Simplified Design:** A cleaner, more intuitive interface that makes navigation easier.

- **Enhanced Productivity Tools:** Improved calendar integration, task management, and email categorization.
- **Intelligent Assistance:** Features like AI-powered email sorting and smart replies to help you manage your inbox more efficiently.
- **Customization Options:** Tailor the interface to suit your style and workflow with customizable themes and layouts.
- **Schedule Meetings from your Inbox**
 - Copilot can make an agenda based on the email message.
 - Turn an email into a Task in To Do.

New in Excel 365

New Check Box

Checkboxes make our files interactive and easier to use, and they're also a lot of fun! This new way of adding checkboxes is much easier compared to the old Form/ActiveX controls.

When combined with conditional formatting or integrated into formulas, checkboxes can open a lot of possibilities for creating useful spreadsheet-based applications.



Add a Checkbox

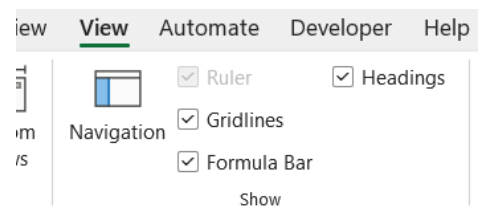
1. Select the cell where you want to insert it.
2. From the Insert tab, click Checkbox.



If you have multiple cells selected, they will each have a checkbox. When you add a checkbox, it is unchecked by default, and the value of the cell is FALSE. When you check the box, the value changes to TRUE.

New Navigation

Microsoft introduced the Navigation pane to provide better Excel experience to those with disabilities, those using an unfamiliar workbook, and those who have tons of sheets in a workbook. The tool offers a way to quickly move to a sheet, chart, table, or object as well as a search to find exactly what you need in a flash.

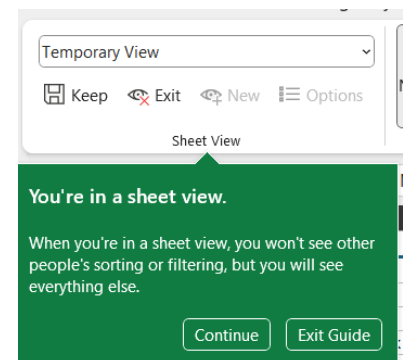


To open the Navigation pane, go to the View tab and click Navigation in the Show section of the ribbon.

You'll then see the pane on the right side of the Excel window.

New Sheet View

Have you ever collaborated with someone else in a worksheet, looking at a large data set, and suddenly the table shrinks and you're unable to finish your work? Often, this happens when someone adds filters to or sorts a column in a table of your worksheet. We love all the benefits of collaboration, but it does mean that when collaborating, everyone's changes are immediately seen in the document by you. We realize that our users want to collaborate in a document, but also accomplish their own tasks while sorting or filtering data in a table.



Sheet View on Excel is a new way of letting you create customized views in an Excel worksheet to sort and filter your data. You can filter to display only the records that are important to you without being affected by others collaborating in the document. All your



cell level edits propagate through the file regardless of your view, so you can make all your in-cell edits in your Sheet View, too.

Sheet Views are temporary initially, so once you're done with your work, you can choose to save the view to reuse later or discard it. To discard, simply exit Sheet View. Views can be accessed again in the document later once saved. All you need to do is click on the View tab and find the Sheet View you saved in the drop-down list on the left side of the ribbon.

Copilot 365

Microsoft 365 Rebrands to Copilot: What to Expect in 2025 | Windows

- **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.



Here are the new updates for Microsoft Copilot in January 2025:

- **General Availability:** Copilot in Microsoft 365 admin centers is targeted for general availability in January 2025, enhancing the IT admin experience with AI.
- **Rebranding:** Microsoft 365 will officially be renamed to Microsoft 365 Copilot, which includes changes to branding and functionality.
- **App Update:** The Microsoft 365 app name and icon will be updated to Microsoft 365 Copilot in mid-January 2025.
- **New Copilot Actions:** New features will automate everyday tasks with simple prompts, improving productivity.
- **AI-Powered Tools:** The app will transform into a smarter companion with AI-powered tools like Copilot Chat and Pages.



Copilot Chat

January 15, 2025, Microsoft introduced Microsoft 365 Copilot Chat, a new offering that adds pay-as-you-go agents to our existing free chat experience for Microsoft 365 commercial customers. Copilot Chat enables your entire workforce—from customer service representatives to marketing leads to frontline technicians—to start using Copilot and agents today. It includes:



- **Free, secure AI chat** powered by GPT-4o.
- **Agents** accessible right in the chat.
- **IT controls**, including enterprise data protection and agent management.

Moving forward, every organization will have a mix of Copilot Chat and Microsoft 365 Copilot—our best-in-class offering—to drive AI transformation at scale. Let's walk through the new product lineup.

Copilot Chat is an advanced conversational AI tool designed to assist users with a wide range of tasks. It can help you find information, complete productivity tasks, offer support, and engage in meaningful conversations. Whether you need help with research, organizing your schedule, or just want to chat, Copilot Chat is here to provide



friendly, intelligent, and adaptable assistance.



The main differences between the old Copilot app and the new Copilot Chat include:

- Enhanced Conversational Abilities:** Copilot Chat uses advanced AI to engage in more natural and meaningful conversations, understanding context better and providing more relevant responses.
- Broader Range of Tasks:** While the old Copilot app had limited functionality, Copilot Chat can assist with a wider variety of tasks, including information retrieval, productivity management, and offering support.
- Improved Information Retrieval:** Copilot Chat can access up-to-date information from the web, providing accurate and current answers to your questions.
- Better Integration:** Copilot Chat integrates more seamlessly with other tools and services, making it easier to manage your schedule, set reminders, and complete tasks.
- User-Friendly Interface:** The new interface is designed to be more intuitive and user-friendly, enhancing the overall user experience.

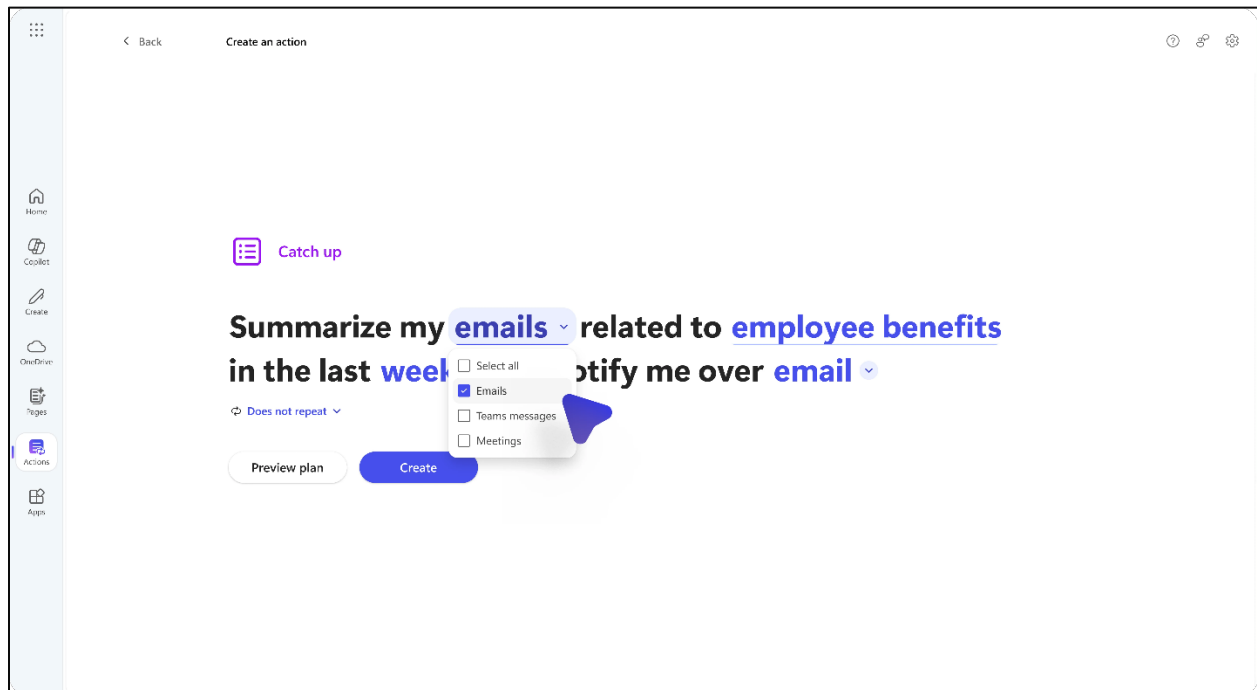
		● Included	▲ Included — Metered		
				Microsoft 365 Copilot Chat Free + Consumption	Microsoft 365 Copilot \$30 pupm
Chat	Copilot Chat – Web grounded (powered by GPT-4o)	●		●	●
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)			●	●
	Copilot Pages	●		●	●
	File upload ¹	●		●	●
	Code Interpreter ¹	●		●	●
	Image generation ¹	●		●	●
Agents²	Create agents using Copilot Studio ³ , including SharePoint agents	●		●	●
	Discover and pin agents	●		●	●
	Use agents grounded in Web data	●		●	●
	Use agents grounded in work data (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)	▲		●	●
	Use agents that act independently using autonomous actions	▲			▲
Personal assistant	Copilot reasons over personal work data (e.g., Outlook, OneDrive, Teams meeting transcripts and chats)				●
	Copilot in Teams				●
	Copilot in Outlook				●
	Copilot in Word				●
	Copilot in Excel				●
	Copilot in PowerPoint				●
	Copilot Actions				In preview
	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service)				In preview
Copilot Control System	Enterprise Data Protection (EDP)	●		●	●
	IT management controls	●		●	●
	Agent management	●		●	●
	SharePoint Advanced Management				●
	Copilot Analytics to measure usage and adoption ⁴				●
	Pre-built reports and advanced analytics to measure ROI				●

1. Limits apply. 2. Applies to employee-facing agents only. 3. Learn more about the full capabilities of Copilot Studio: aka.ms/CopilotStudioCapabilities 4. Basic reporting in Microsoft Admin Center available for Copilot Chat.



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.





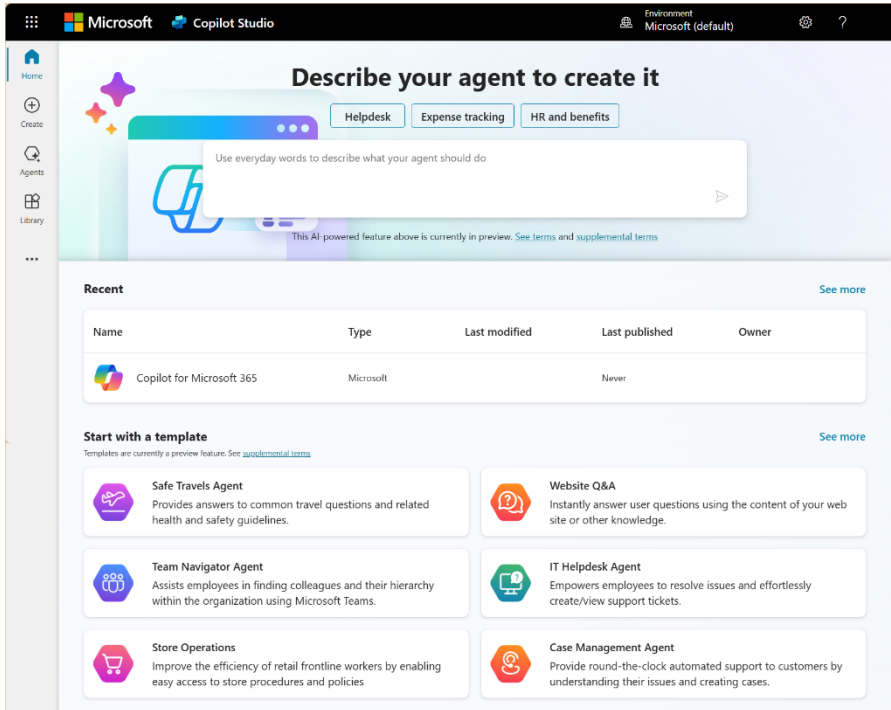
Microsoft Copilot Studio

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.



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.



- Organizations rely on SharePoint, creating **more than two million** sites and uploading **more than two billion** files daily. We're announcing that every SharePoint site now has an agent, so every employee can quickly tap into this massive knowledge base.
- You can use **SharePoint agents** to quickly pull project details from a workback schedule, summarize a recent product memo, or find a document in seconds. For example, salespeople can instantly find the latest product specs, pricing documents, or client proposals, enabling them to respond to customer queries faster and more accurately, without having to search through multiple files. You can ask the agents questions about data across your files and even create and share custom agents scoped to specific content with a single click. *Generally available.*



- An agent takes the power of generative AI a step further, because instead of just assisting you, agents can work alongside you or even on your behalf. Agents can do a range of things, from responding to questions to more complicated or multistep assignments. What sets them apart from a personal assistant is that they can be tailored to have a particular expertise.
- For example, you could create an agent to know everything about your company's product catalog so it can draft detailed responses to customer questions or automatically compile product details for an upcoming presentation.
- Other agents can do even more, acting on your behalf, like one that helps fulfill sales orders — freeing you up to focus on building new customer relationships. Having agents handle some of these routine needs can boost productivity across industries, from manufacturing and research to finance and retail, helping businesses save time and money.

“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.”

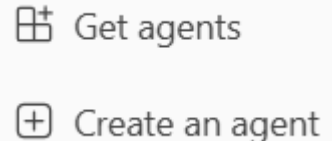


- You can use ready-made agents in Microsoft 365 and Dynamics 365 or build custom agents to help with more specific needs in Copilot Studio.

How to use and build agents for work

You can already create and publish agents in Microsoft 365 Copilot that can help you in your daily work as easily as you'd create a spreadsheet or presentation — no coding skills required.

You don't need to be a developer to build agents using Copilot Studio, either. Anyone can connect them to relevant business data such as emails, reports and customer management systems so they can perform tasks and provide insights.

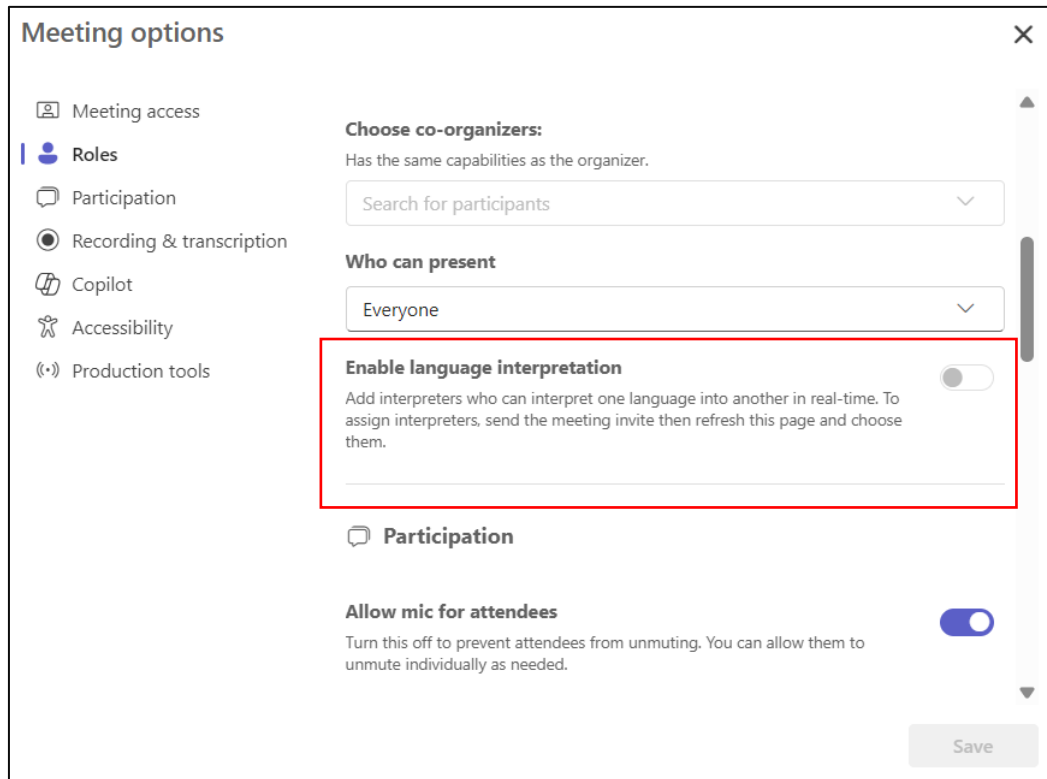


And you'll soon be able to enlist new agents in Microsoft 365 to help with common workflows and tasks. Interpreter in Teams will provide real-time speech-to-speech translation during meetings, for example, and you can opt to have it simulate your voice. The Employee Self-Service Agent will simplify human resource and IT help desk-related tasks like helping workers resolve a laptop issue or find out if they've maxed out certain benefits, and it can connect to company systems for further customization in Copilot Studio.

- **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. *Public preview coming in early 2025.*
- 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.
- In the coming months, partners like **ServiceNow**, **Workday**, and **Cohere**—along with dozens more—will add their agents to Copilot, bringing their unique, mission-critical knowledge to organizations across HR, finance, and sales right in the flow of work. S&P Global, CB Insights, and more are introducing new connectors, enabling Copilot to reference more types of business data.
- 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.



SharePoint Agents

And every SharePoint site will soon come equipped with an agent tailored to your organization's content that allows employees to quickly tap into these vast knowledge bases and find exactly what they need in seconds, whether its project details buried in a workback schedule or a summary of a recent product memo.

SharePoint Agents are AI-powered assistants designed to help users quickly find information and insights within SharePoint sites, pages, and document libraries. These agents can answer questions about the content, summarize documents, and assist with specific tasks based on the user's permissions.

Key features of SharePoint Agents include:

- **Natural Language Interaction:** Users can interact with agents using natural language to get precise answers and insights.
- **Customizable:** Site owners with edit permissions can create and customize agents to suit specific needs, such as tailoring the agent's scope and behavior.



- **Integration with Microsoft 365 Copilot:** SharePoint Agents leverage the same AI capabilities as Microsoft 365 Copilot, providing a seamless experience across the platform.

These agents enhance productivity by streamlining workflows and improving collaboration within organizations.

What are the differences between SharePoint Agents and Copilot?

SharePoint Agents and Microsoft 365 Copilot are both AI-powered tools designed to enhance productivity, but they serve different purposes and have distinct features:

SharePoint Agents

- **Purpose:** SharePoint Agents are tailored to assist users within SharePoint sites, pages, and document libraries. They help with content discovery, knowledge sharing, and specific tasks based on the content in SharePoint.
- **Customization:** Site owners with edit permissions can create and customize agents to suit specific team or project needs.
- **Integration:** These agents can be accessed from SharePoint sites and integrated into Teams.
- **Scope:** They are focused on providing insights and assistance based on the content within SharePoint.

Microsoft 365 Copilot

- **Purpose:** Copilot is a broader AI assistant integrated across Microsoft 365 apps like Word, Excel, PowerPoint, and Outlook. It helps with a wide range of tasks, from drafting documents to analyzing data.
- **Capabilities:** Copilot leverages advanced AI to perform complex tasks, generate insights, and automate workflows across the entire Microsoft 365 suite.
- **Integration:** It is embedded within various Microsoft 365 apps, providing a seamless experience across the platform.
- **Scope:** Copilot's functionality extends beyond SharePoint, offering assistance across multiple applications and services within Microsoft 365.

In summary, while SharePoint Agents are specialized for enhancing productivity within SharePoint, Microsoft 365 Copilot offers a more comprehensive AI assistant experience across the entire Microsoft 365 ecosystem.



Copilot Pages

First released in September 2024

Pages is an interactive canvas within Microsoft 365 Copilot Chat that lets you turn Copilot responses into editable, shareable pages. It's your digital place for generating, organizing, and refining content in real-time. Whether you're brainstorming ideas, drafting documents, or managing projects, Pages provides the tools you need.

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.




Key features of Pages

- **Persistent:** Save and edit AI-generated content, making it durable and reusable.
- **Shareable:** Easily share pages with your team through Teams, Outlook, or the Microsoft 365 app.
- **Multiplayer:** Work collaboratively with your teammates, seeing everyone's contributions in real-time.

Getting started with Pages

To start using Pages, access Copilot at <https://copilot.cloud.microsoft> or the Microsoft 365 Copilot app. You can also access Copilot in Teams and Outlook.

1. **Chat with Copilot:** Interact with Copilot as you normally would.
2. **Create a page:** Once you receive a response you'd like to keep and collaborate on, select **Edit in Pages**  at the bottom of the response. This will create a page and open it side-by-side with the chat, copying and formatting the response for you.

Note: If you don't see **Edit in Pages**, ask your admin if your organization has Pages turned off.

3. **Edit and refine:** Continue your conversation with Copilot. Each new response can be added to the page. Everything on the page is editable—just click and start typing.


Pages you create will be saved indefinitely unless you delete them, yourself. If you're not the owner of the page and that person leaves the organization, make a copy of any



pages they created and save it in another location; otherwise, they'll be deleted after 30 days.

Sharing and Collaborating Pages

When you're ready to collaborate, share your page with others. They'll have access to the page and its content, allowing them to contribute without accessing your Copilot session. If your team has a Microsoft 365 Copilot license, they can view the page in full screen and use Copilot directly within the page.

1. Select **Share**  in the upper right, and then select **Copy component** to integrate the page interactively in Teams, Outlook, OneNote, Word, or other Microsoft 365 apps.

Accessing Your Pages

You can return to your pages anytime by selecting the link in the chat where you first created them or opening the **Pages** tab in Microsoft365.com where all your previously created pages are stored. You'll also find pages in your recently opened documents.

Ideas for using Pages

Here are a few ways you might use Pages to improve your workflow:

- **Project Management:** Organize project details, assign tasks, and track progress collaboratively.
- **Content Creation:** Draft documents, reports, or presentations with input from your team, refining and expanding ideas together.

What's Coming with Copilot Pages

- You will be able to 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.*



How to Learn More

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