

Turn Everyday Work into Business Impact with Managed Microsoft 365 Copilot



Microsoft Copilot brings AI into the Microsoft 365 apps teams already use—Word, Excel, PowerPoint, Outlook, Teams, and SharePoint, helping employees summarize, draft, search, analyze, and automate work while respecting existing Microsoft 365 permissions.

With TPx, you get more than access to Copilot. You get a responsive team of technology experts to help assess readiness, configure the right solution, strengthen security, support adoption, and make Copilot work for your business.

The Challenge

Modern work is filled with scattered information and rising complexity:

- Too many meetings, emails, chats, and files
- Lost context across projects and handoffs
- Manual drafting, notetaking, and follow-up
- Time wasted searching for answers
- Inconsistent documentation and processes
- Underused Microsoft 365 features
- Confusing licensing and add-on decisions
- Security gaps, oversharing risks, and unapproved AI use
- IT teams stretched thin by daily administration

The result: slower decisions, missed actions, duplicated work, and lower productivity.

The Microsoft Copilot Approach

Microsoft Copilot uses AI to help employees move from busy work to better work:

- Draft, summarize, and rewrite content
- Catch up on meetings, chats, email threads, and documents
- Ask questions across Microsoft 365 content
- Find answers from SharePoint, OneDrive, Teams, Outlook, and connected sources
- Create insights from spreadsheets and business information
- Build agents that support repeatable tasks and common questions

How Microsoft Copilot Helps

Understand Context Faster

Bring relevant information into focus, prepare faster, and make better decisions.

Context & Catch-Up

Summarizes meetings, chats, email threads, and documents

Highlights decisions, updates, and open questions

Helps users catch up on missed conversations

Prepares quick briefs for meetings, projects, and customers

Reduces time spent searching across inboxes, folders, and shared files

Create and Communicate More Clearly

Turn rough notes, prompts, and existing content into polished communication faster.

Content & Communication
Creates first drafts for reports, proposals, SOPs, policies, and presentations
Rewrites content for tone, clarity, length, or audience
Summarizes long documents into key takeaways
Uses files users can access to support style, context, and accuracy
Helps teams communicate with more consistency
Email & Customer Follow-Up
Drafts replies from simple prompts
Summarizes long email threads
Helps prepare follow-up messages
Improves tone and clarity before sending
Reduces time spent on routine communications

Collaborate with Less Friction

Capture what matters most and keep workstreams moving.

Meetings & Teams
Summarizes meetings, chats, and discussions
Captures decisions, action items, and open questions
Answers questions about meeting content
Helps users catch up if they missed part of a discussion
Drafts follow-up emails, updates, and task lists

Find Answers Without Digging

Surface the right information faster to guide decision-making and consistent customer experiences.

Copilot Chat, Search & Knowledge
Answers questions using work content the user has permission to access
Pulls from Microsoft 365 sources such as SharePoint, OneDrive, Teams, and Outlook
Supports universal search across Microsoft 365 and connected data sources
Summarizes files, conversations, and key points
Helps turn internal knowledge into decisions and next steps
Respects existing user permissions

Turn Follow-Up into Action

Convert conversations, notes, files, and data into practical next steps.

Recaps, Tasks & Updates
Creates meeting recaps
Identifies action items and owners
Converts conversations into task lists, plans, or status updates
Drafts project updates and customer notes
Turns spreadsheet data into plain-language insights

Scale Repeatable Work with Agents

Use Copilot agents to scale repeatable work, answer common questions, route requests, and guide employees through everyday processes.

Agents & Automation
Answer HR, IT, policy, project, or department questions
Guide employees through onboarding content
Support sales and service teams with customer context
Assist with approvals, intake, and request routing
Reduce repetitive work so employees can focus on higher-value priorities



Built for Secure, Governed Work

Microsoft Copilot is designed for business use inside Microsoft 365. It works with existing identity, permissions, data protections, and compliance controls.

That means:

- Users only see information they are allowed to access
- Copilot does not create new access to restricted files
- Data labels and compliance controls can still apply
- Microsoft Purview can help classify, protect, and govern sensitive data
- SharePoint controls can help reduce oversharing and improve response quality
- IT teams can track readiness, usage, adoption, and impact

Why Microsoft Copilot with TPx

With TPx, you get a responsive team of technology experts to help:

- Assess Microsoft 365 readiness, licensing, security, and adoption needs
- Configure the right Copilot approach for your users, workflows, and business goals
- Strengthen governance, access controls, data protection, and sharing policies
- Support deployment, testing, migration, and integration with Microsoft 365
- Help users understand how to apply Copilot responsibly in everyday work
- Provide ongoing managed support as Copilot and Microsoft 365 evolve

Business Impact

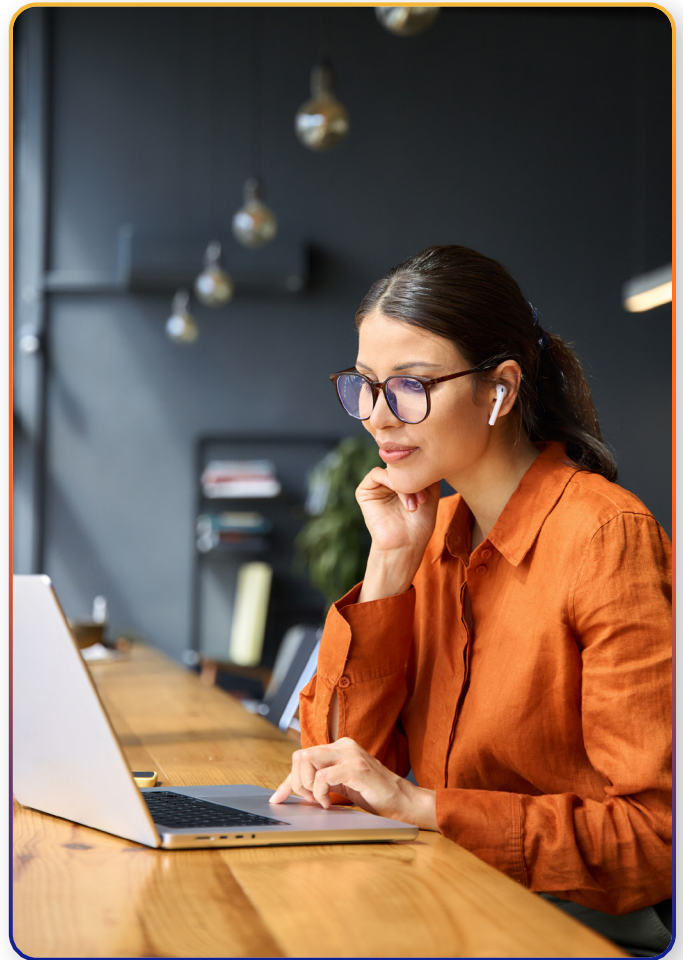
Microsoft Copilot helps organizations improve how work gets done by supporting:

- ✓ Faster content creation
- ✓ Better meeting follow-through
- ✓ Less manual notetaking and reporting
- ✓ Faster access to internal knowledge
- ✓ More productive email and collaboration
- ✓ Reduced repetitive work
- ✓ Better use of Microsoft 365 investments

Proof in Practice

Early Microsoft research found that Copilot users experienced:

- 29% faster task completion across common work such as searching, writing, and summarizing
- 70% reported being more productive
- 68% said Copilot improved the quality of their work



Availability Across Plans

Microsoft 365 Copilot is available as an add-on for eligible Microsoft 365 plans. TPx can help determine which approach fits your environment, users, security requirements, and business goals.

Ready to Turn Everyday Work into Business Impact?
Visit TPx.com