



How can Claranet **revolutionise your Workplace** with Copilot for Microsoft 365?

A new dimension of Workplace... Intelligence!

AI enables organisations to perform complex processes more efficiently and offer unprecedented personalisation for the user experience.

But becoming an AI-powered organisation is not just about technology. It also requires services that support the transition, adoption, use and acceptance of these tools, along with implementing new technological solutions. These services are crucial to preparing employees to meet the goals of the change.

Copilot for Microsoft 365 and Claranet's Workplace Design & Adoption services provide these services, ensuring a real intelligent revolution to achieve new levels of efficiency and productivity.

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Simplifying tasks with Copilot for Microsoft 365

Copilot for Microsoft 365 is a virtual assistant based on Generative AI (GenAI) technology, created to help users perform different tasks in Microsoft 365 applications, in any area of activity. This assistant helps you write, rewrite, improve, or generate creative and innovative content, while providing explanations and suggestions based on the questions asked by users.

Using Copilot for Microsoft 365 in Workplace benefits users in five key areas:



Increases productivity

Simplifies and accelerates day-to-day tasks such as updating and consolidating important information, composing email messages, or summarising meetings, optimising user time for more productive tasks.



Improves communication

Helps users communicate more efficiently and appropriately with colleagues and customers by providing suggestions for clarity, sentiment, and tone of speech to adopt in a message.



Unlocks creativity

Suggests ideas and drafts of texts, messages, and presentations due to its ability to synthesise data from diverse sources and provide insights.



Allows you to update skills

Provides ongoing support and training as users perform various tasks and activities in M365, helping them improve their user skills while working directly in applications.



Improves data governance

Enables you to increase productivity with a significant enhancement of security and data governance when combined with the Microsoft 365 E5 release.

A copilot for every Microsoft 365 application

Thanks to the use of Natural Language and GenAI tools, Copilot for Microsoft 365 makes simple and fast tasks that, until now, could be complex and/or time-consuming.

With the automation of many processes and the permanent support of an assistant, users gain new skills to work in the different Microsoft 365 applications – from text and message suggestions, to analysing data in spreadsheets, meeting summaries or transforming texts into presentations.



A copilot tailored to each organisation

In addition to the built-in capabilities in Copilot for Microsoft 365, the Copilot Studio tool allows you to easily design, test, and publish “copilots” that respond to the specific needs of each organisation, using natural language or a simple graphical interface.

Microsoft Word

- Create drafts to speed up the writing and contextualisation of documents.
- Summarise documents, highlighting key points.
- Identify information in a document (e.g. deadlines, participants).
- Create content and upload content from older documents.
- Help define the size of the text and the desired tone of communication.

Microsoft Excel

- Search for specific data in files.
- Search for relevant insights in tables and sheets.
- Request the introduction of new columns with automatic generation of formulas.
- Add insights to tables.
- Detect 'true' / 'false' insights in a sheet from automatically added formulas.

Microsoft PowerPoint

- Create presentations synthesising data from different sources.
- Obtain suggestions about tone, clarity and the type of approach to use in a presentation.
- Generate images to accompany texts in a presentation.
- Create draft presentations in two minutes with relevant commercial information.
- Create automatic presentations from reports and automatically summarise decks.

Microsoft Outlook

- Get email summaries to quickly understand the topics covered and next steps.
- Generate draft answers to speed up writing and obtain clear, contextualised texts.
- Write personalised emails, based on the tone and context of previous emails.
- Create summaries about a topic discussed in several messages.
- Create emails with a dimension and communication tone appropriate to the context, with Coaching by Copilot.

Microsoft Teams

- Generate notes during meetings.
- Create intelligent meeting summaries in real-time, highlighting the main points under discussion.
- Obtain action items and next steps based on topics covered in a meeting.
- Access specific information about a current or previous meeting.

Smart adoption = more productivity

In the same way that Copilot for Microsoft 365 revolutionises Workplace, Claranet's **Workplace Design & Adoption services** offer the most effective approaches to the processes of adoption, application of best practices and user acceptance of this tool, removing traditional barriers to change.

The process is based on the **ADKAR model**, provided by PROSCI, whose methodology values a structured and individual-focused approach, involving and focusing the entire organisation on a single objective – collaboration of employees with different levels of knowledge of a tool for productivity, efficiency and employee safety.



Awareness



Desire



Knowledge



Ability



Reinforcement

Three steps contribute to the success of this Claranet service:

1. **Change Readiness:** defines the vision of the Workplace to transform and prepares the adoption approach of Copilot for Microsoft 365.
2. **Change Management:** promotes the increase of digital literacy, through initiatives to adopt Copilot for Microsoft 365.
3. **Sustaining Change:** guarantees the ongoing adoption of the solution, incorporating widely accepted best practices.

Copilot for Microsoft 365 + Claranet adoption: for a smarter, more productive Workplace

The Workplace revolution is thus ensured using an innovative tool and a user-centric adoption process.

The Workplace Design & Adoption services around Copilot for Microsoft 365 ensure the optimisation of individual hours for each employee and teams, regardless of the area and sector of activity.

Organisations can thus achieve the highest possible return on technological investment, preparing their employees and teams for a new reality of work – simpler, more efficient and personalised – and ushering in a new era of efficiency and innovation in Workplace.

Find out more

[claranet.com/uk/about-us/news/
claranet-integrates-copilot-into-its-
service-offerings](https://claranet.com/uk/about-us/news/claranet-integrates-copilot-into-its-service-offerings)

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