

Getting Started with Copilot in Teams

Course Duration: 1 Hour

Course Overview

This course introduces learners to Microsoft 365 Copilot in Teams and demonstrates how AI-powered assistance can enhance collaboration and meeting productivity. Participants will learn where Copilot appears in Teams, explore its core collaboration capabilities, and work through practical scenarios such as summarizing meetings, catching up on chats and channels, and identifying action items and next steps. By the end of the course, learners will be able to use Copilot in Teams to stay informed, improve follow-ups, and support more effective collaboration while respecting data access and permissions.

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Key collaboration capabilities
- Where Copilot appears in Teams

Module 2: Getting Started with Copilot in Teams

- Accessing Copilot in Teams
- Overview of Copilot capabilities in Teams
- Meeting summaries
- Chat and channel insights
- Action item tracking

Module 3: Practical Use Cases – Teams + Copilot in Action

Scenario 1: Summarize Meetings with Copilot in Teams

- Generate meeting summaries
- Identify decisions and action items
- Ask Copilot follow-up questions

Scenario 2: Catch Up on Chats and Channels with Copilot in Teams

- Summarize long chat threads
- Extract key discussion points
- Get highlights from channels

Scenario 3: Improve Collaboration with Copilot in Teams

- Draft follow-up messages
- Identify blockers and next steps

- Support collaboration workflows