The Modern Workplace: Microsoft Copilot + My365 SharePoint & Viva Landing Page

DIAMOND 365

Your Productivity Companion - Assist, Innovate, and Excel Effortlessly

Top 8 Tasks Copilot can Help You With

Foundational Skills for New Users

1 — Recap a meeting
– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

➜ Draft an email with notes and action items from meeting

2 — Summarize an email thread
– get quickly caught up to a long, complex email thread.

➜ Click on the Summarize icon

3 — Draft email
– personalize the tone and length.

➜ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

4 — Summarize a document
– get right down to business by summarizing long documents and focusing on the relevant sections.

➜ Give me a bulleted list of key points from file

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A TECHNOLOGY MANAGEMENT COMPANY

5 — Tell me about a topic/project
– provide insights and analysis from across multiple sources to get up to speed quickly.

➜ Tell me what's new about topic organized by emails, chats, and files?

6 — Give me some ideas for ...
– boost your creativity with ideas for your work such as agendas, trainings, social media posts, etc.

➜ Suggest 10 compelling taglines based on file

7 — Help me write ...
– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

➜ Generate three ways to say [x]

8 — Organize your content
– Copilot can help organize your document or presentation.

➜ Add a table of contents, headers, and subtopics.

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Harness the Power of the Modern Workplace and Revolutionize Your Business!

Scan the QR code to learn more!

SCAN ME

🏆 Best Practices when using Copilot

✔ Be Clear and Specific
Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.

✔ Give Examples
Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you to generate relevant and creative copy.

✔ Provide Details & Feedback
Provide Copilot with contextual details and give feedback to help it generate more accurate, consistent responses.

✔ Review & Revise
Occasionally, Copilot may make mistakes. Always check its responses for accuracy, grammar, and style and refine your prompts as you go.

Key Features of the My365 SharePoint + Viva Landing Page

Centralized Hubsite
Start your day with a personalized home-site & landing page for instant access to all essential organizational websites, folders, and files.

Tailored Experience
Customize sections, widgets, feeds, and content to meet your needs, seamlessly reflecting your company's branding.

Robust Security
Implement department-based access controls to safeguard confidential data, ensuring only authorized users have access.

Microsoft Integration
Seamlessly integrate all Microsoft apps for quick, easy, & efficient access, boosting and maximizing productivity.

1542 Kuser Road, Suite B-1
Hamilton, NJ 08619
www.DiamondBC.net

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Cora Park, CEO
Cora@DiamondBC.net
609-642-9300