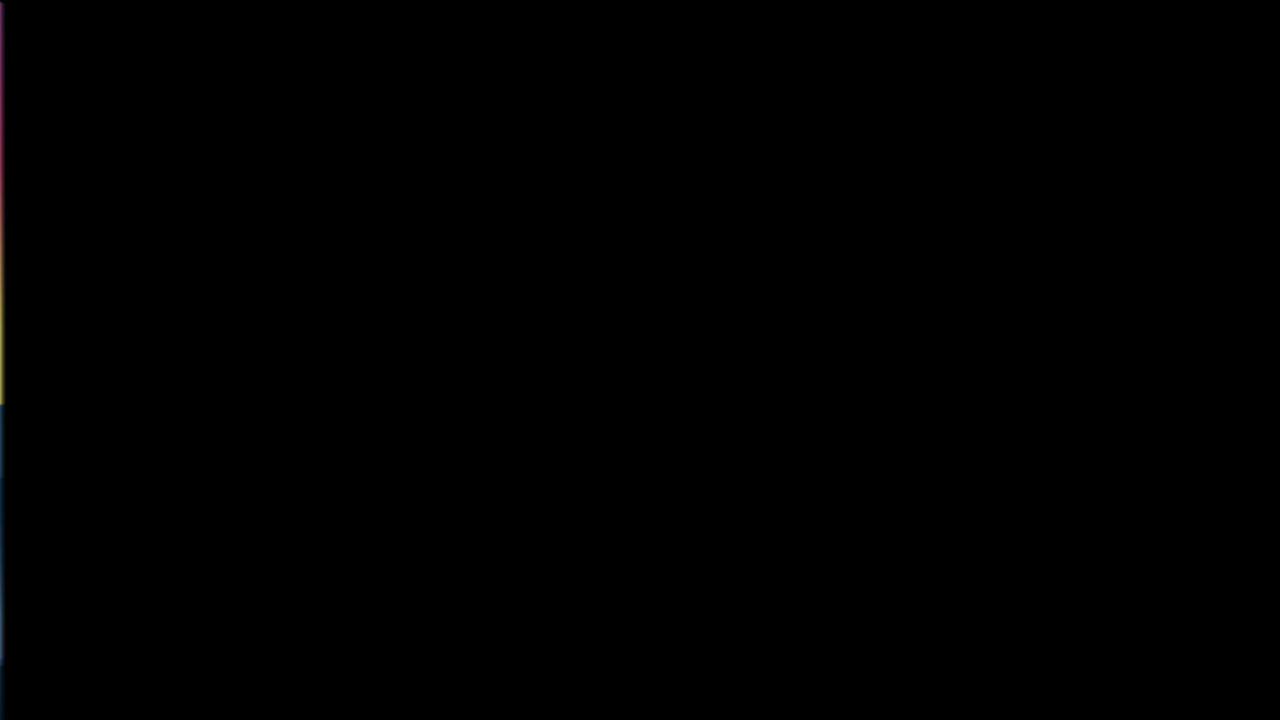


dynamicscon.com

So... What is a Life Hack anyway?

So... What is a Life Hack anyway?





Copilot Life Hacks! Tips and Tricks for Outlook, Teams and More!

05/15/2025 | 3:30 PM | Gold Coast



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X: LifeHacks365com

Shawn Dorward

Vice President | Microsoft MVP | Worlds Okayest Shawn

sa.global & ReQlogic









Shawn's DynamicsCon Sessions!







			•
Title	Date	Time	Room
Copilot in Business Central—What You Need to Know and How to Use It!	05/14/2025	9:45 AM	Regency Ballroom C
GP Life Hacks – Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
How to Prepare For Your Dynamics GP Migration BOOTE	05/15/2025	1:15 PM	San Francisco
Copilot LifeHacks—Tips and Tricks for M365	05/15/2025	3:30 PM	Gold Coast
Ask the MVP's	05/16/2025	9:00 AM	Regency Ballroom A





Shawn Dorward & ReQlogic sa.global

Vice President | Microsoft MVP | Worlds Okayest Shawn

Email: ShawnD@saglobal.com LinkedIn: ShawnMD Blog: LifeHacks365.com





Copilot Life Hacks

• Tips and Tricks for Outlook, Teams and More!

- Agenda:
 - Outlook and Copilot Life Hacks
 - Teams and Copilot Life Hacks
 - Copilot "Parlay" Life Hacks ☺
 - Much More to save you time and be more efficient!!





My Al Journey

- I've been using Copilot for about a year
 - Here's what I have seen:
 - I'm faster with typically painful tasks
 - I think of a problem or a task differently
 - How do I get closer to 'done' before I have to roll up my sleeves



 This session is designed to help you see the value and start learning how to use the Al Tool in your toolbox with Microsoft



First Things First....

- Why you need to know this
- Humans with Al are better than Humans without
- Individuals "good" at AI interaction and utilization will win
- Adopt early... take it seriously... it's not a joke or a fad.. It's the future.
- Don't get this confused... it's not Clippy





What is Copilot?

- Heard of Chat GPT?
- Microsoft's Version of this built IN and FOR their products in the ecosystem.
- Designed to be more intentional, and safer, than ChatGPT
- Based on YOUR work data, not the worlds data





The rest...

- Copilot is Everywhere
 - IN stuff... FOR stuff
- This session is about Microsoft 365 Copilot Chat
- Have a M365 Account... Copilot Chat is Free.
- Want to use it on your Graph in Word, Excel, PowerPoint, Outlook and Teams? That's 30.00/user a month (annual)
- Enterprise Data Protection
 - Doesn't expose your data outside the org
 - Uses ChatGPT4.0 but doesn't push data to the learning model
 - Kept secure
- Ability to look at your work data differently wide focus or narrow focus

Prompt

• Heard of this?

A user-provided input, typically in natural language, that guides a language model to generate a specific response



Prompt

Simple Question: "What is the capital of France?"

Request for Specific Content: "Write a short story about a cat who can talk." Instruction with Context: "You are a travel blogger. Write a blog post about the best time to visit Italy, considering the weather and tourist crowds."

Prompt with Examples (few-shot learning): "Translate the following phrases:

English: Hello, Spanish: Hola, English: Goodbye, Spanish: Adiós, English: Thank

you, Spanish: _____'

Prompt for Coding: "Write a Python function that calculates the factorial of a given number."

Prompt for Role-Playing: "Act as a customer service agent and respond to a customer complaint about a faulty product."



Iterative Accuracy

- Don't ask one big large prompt
- Start by breaking it into small pieces
- And make sure Copilot gets each small piece as 'right' as you need it to be

And build on each component

Parlay for the Win!

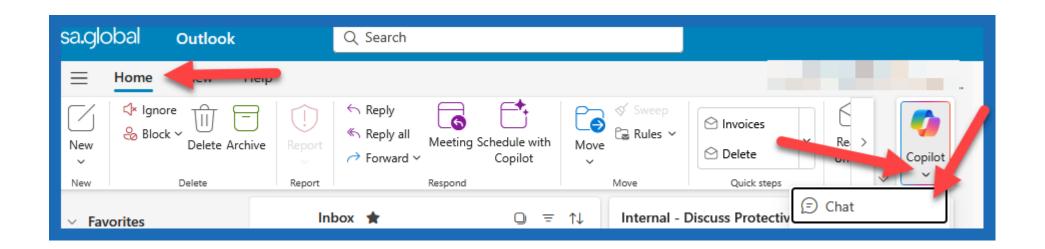
- Using more than one Copilot to get the job done
- I've found this to be the MOST beneficial!

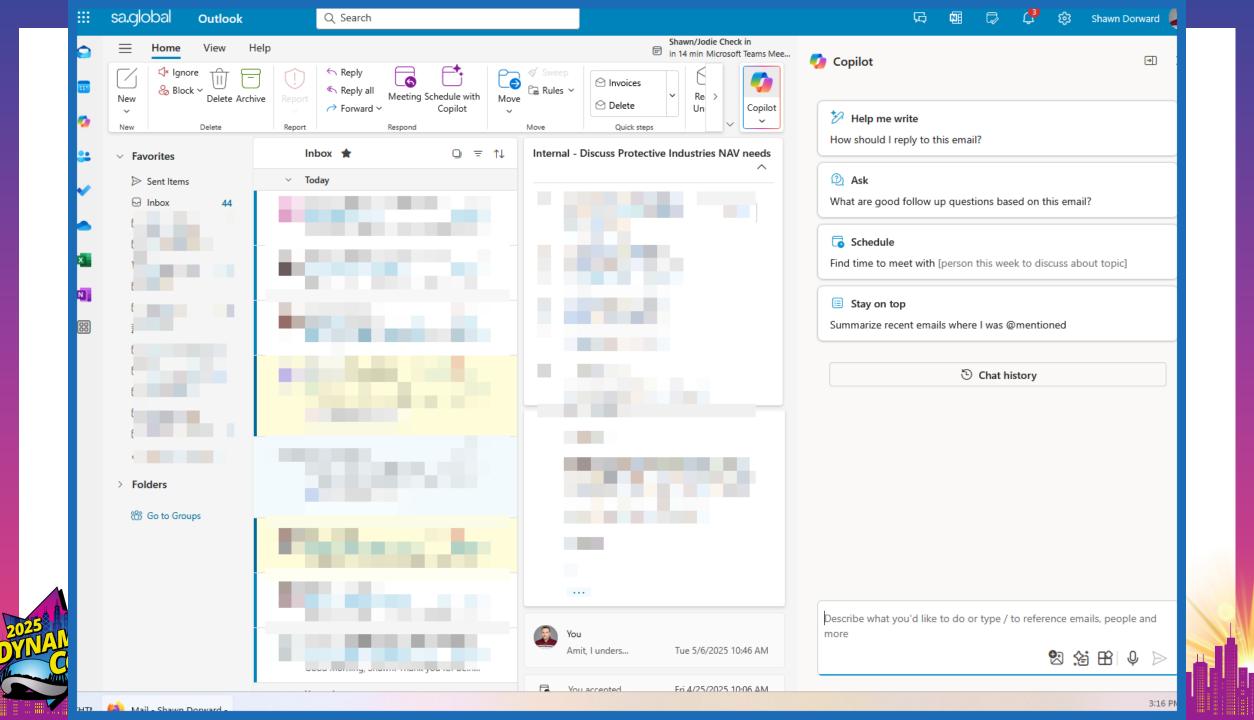




How to use Copilot in Outlook

Best used in "New Outlook"

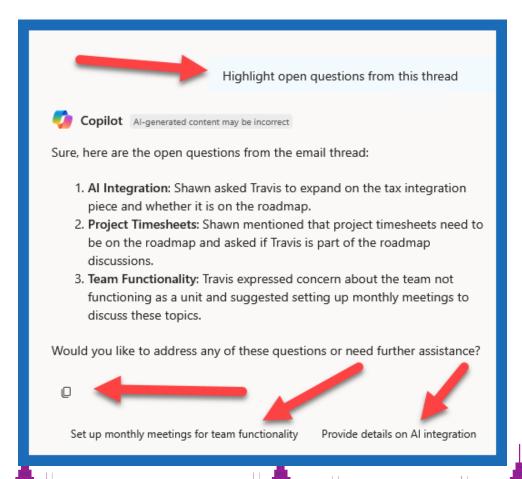




Summarize Email Thread

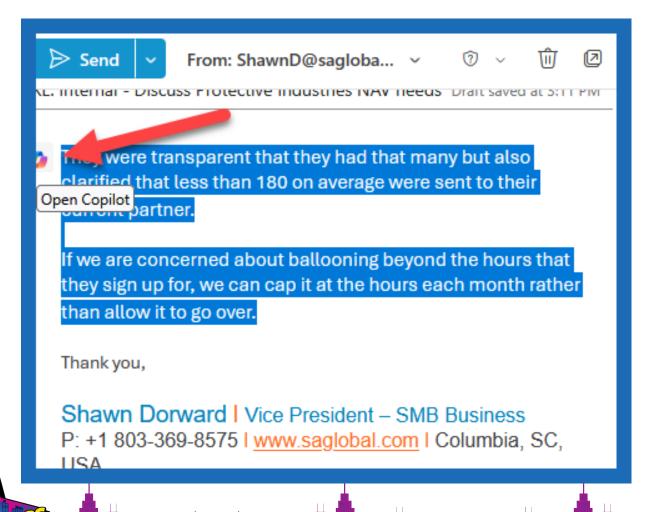
- Platform: Outlook
- Prompt:
 "Summarize this email thread"
- Use Case: Use this when catching up on a project conversation that's spanned dozens of messages.
- ★ Efficiency Benefit: Saves time by eliminating the need to read every email.
- mpact Score: 4/5

Summarize Email Thread Highlight Open Questions



- Platform: Outlook
- Prompt: "Highlight Open Questions from This thread."
- Use Case: Use this when catching up on a project conversation that's spanned dozens of messages.
- ★ Efficiency Benefit:
 Saves time by eliminating the need to read every email.
- mpact Score: 5/5

Rewrite this to sound more empathetic



Platform: Outlook

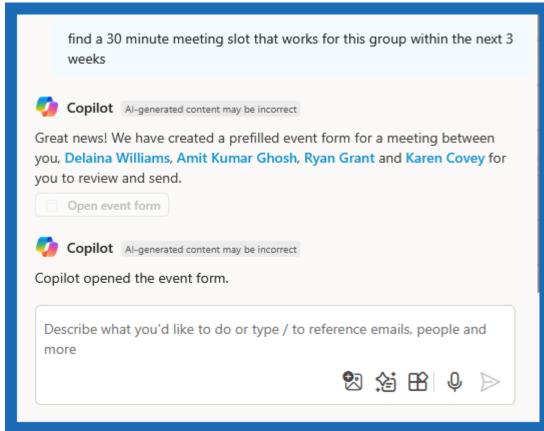
Prompt: "Rewrite this to sound more empathetic."

Use Case:
Use it when replying to sensitive requests like deadline extensions.

→ Efficiency Benefit: Improves clarity and builds better rapport through well-tailored language.

mpact Score: 4/5

Find Meeting Opening Time



Platform: Outlook

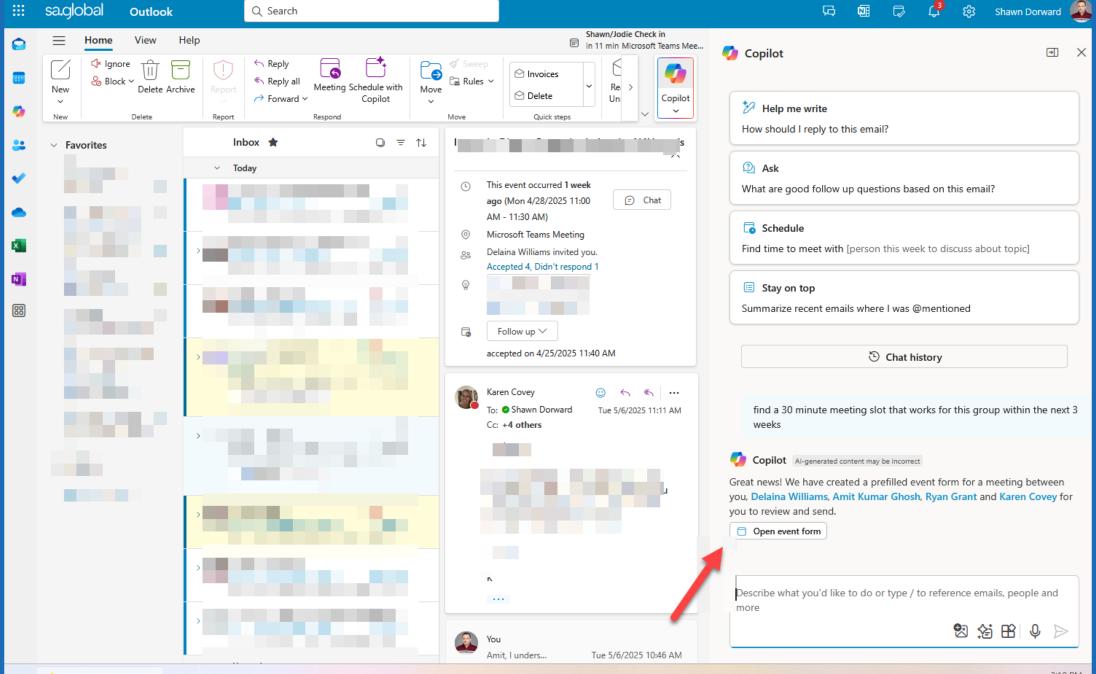
Prompt: "Find a 30-minute slot that works for me and Alex this week."

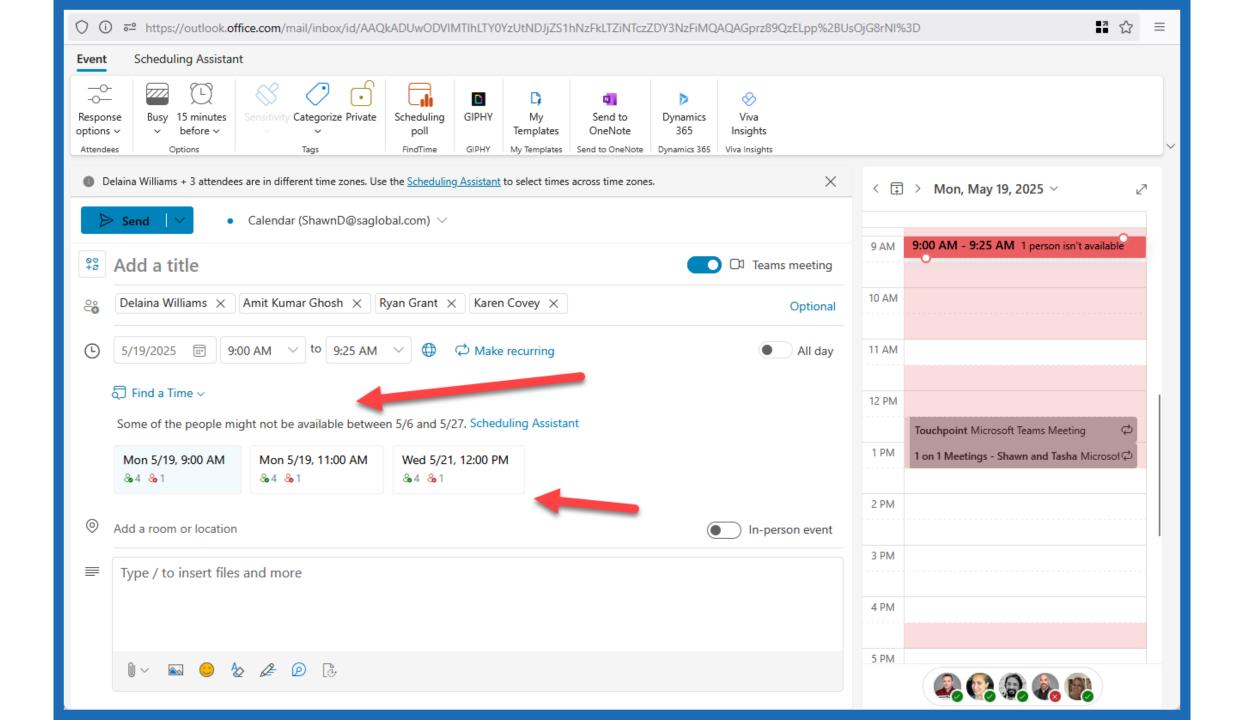
Use Case: Use it when struggling to coordinate calendars via back-and-forth emails.

→ Efficiency Benefit: Avoids delays and simplifies scheduling logistics.

mpact Score: 5/5





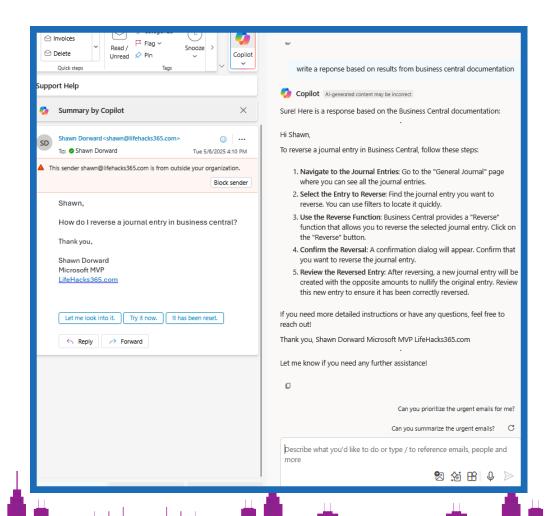


Emails that are important

- Platform: Outlook
- Prompt:
 "Which unread emails look urgent?"
- Use Case: Use when your inbox is overloaded after time away.
- → Efficiency Benefit:
 Allows faster triaging of communication.
- ★ Impact Score: 4/5



Outlook Replies



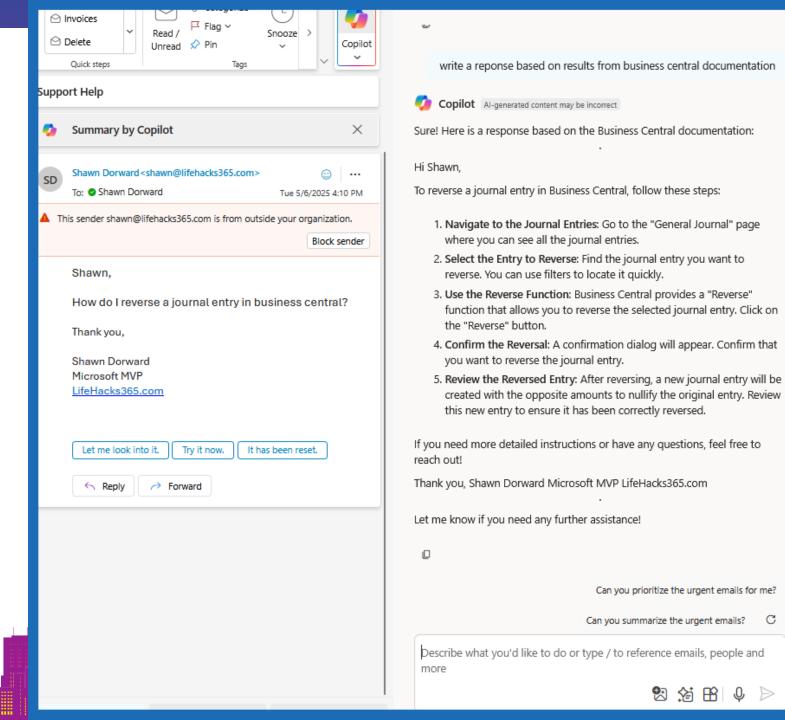
Platform: Outlook / Copilot Chat

Prompt: "Write an answer to this customer question using the FAQ doc."

Use Case: Use when you get repeated questions from clients or coworkers.

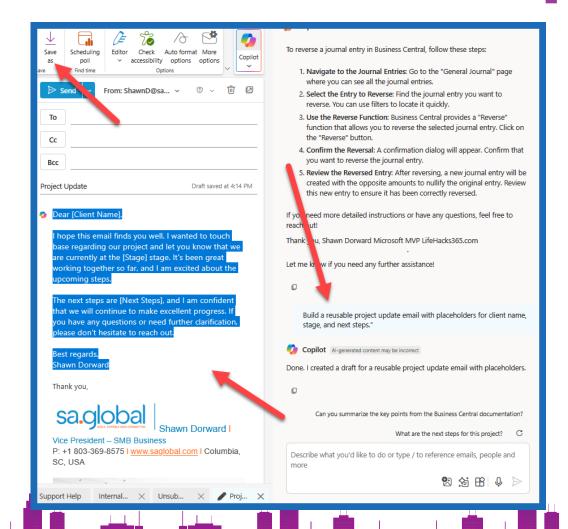
★ Efficiency Benefit:
Speeds up response time and improves consistency.

★ Impact Score: 4/5





Re Usable Email Templates



Platform: Outlook

Prompt: "Build a reusable project update email with placeholders for client name, stage, and next steps."

Use Case: Use to standardize weekly reporting or client comms.

→ Efficiency Benefit:
Improves consistency and reduces writing time.

★ Impact Score: 4/5

Double Booked?

show me meetings that I am double booked for the next four weeks



Copilot Al-generated content may be incorrect

Sure, here are the meetings where you are double booked for the next four

- 1. Americas PMO bi-weekly meeting organized by Jordan Prapant, scheduled for today at 4:30 PM to 5 PM. This meeting includes attendees such as Luisa Ortiz, Delaina Williams, Vivian Vanegas, and
- 2. Expense Approvals organized by you, scheduled for tomorrow at 9 AM to 10 AM. Nobody has accepted the meeting invite yet 2.
- 3.1 on 1 Meetings Shawn and Jonathan organized by you, scheduled for tomorrow at 11 AM to 12 PM. This meeting includes Jonathan Crowell 3.
- 4. get ready for team overview organized by you, scheduled for tomorrow at 12:30 PM to 3 PM. This conflicts with Ai Discovery/
- 5. Ai Discovery/ReQlogic organized by you, scheduled for tomorrow at 1 PM to 1:25 PM. This conflicts with get ready for team overview 5.
- 6. Shawn and Ryan 1 on 1 organized by you, scheduled for Thursday at 1:30 PM to 2 PM. This conflicts with Division Responsibility Alignment
- 7. Division Responsibility Alignment organized by you, scheduled for Thursday at 1:30 PM to 2:30 PM. This conflicts with Shawn and Ryan -1 on 1 7.
- 8. 2:15 PM Taylor's Session Power Tips for Power Apps Michigan 1ABC East organized by you, scheduled for next Wednesday at 3:15 PM to 4:15 PM. This conflicts with Break & Exhibit Hall 8.
- 9. Break & Exhibit Hall organized by Tasha Anspach, scheduled for next Wednesday at 4 PM to 5 PM. This conflicts with 2:15 PM - Taylor's Session - Power Tips for Power Apps - Michigan 1ABC East and 3:45

Show me the attendees for the conflicting meetings.

Platform: Outlook

Prompt: "Show me my double booked meetings for this week"

Q Use Case: Prioritize meetings and attend what is needed.

Efficiency Benefit: Allows meeting organizers to plan more effectively.

mpact Score: 4/5





Transcribe



 Turn on Transcription to benefit from Copilot the MOST!

Summarize Key points and decisions from Today's Meetings

- Platform: Teams
- Prompt: "Summarize the key points and decisions from today's meeting."
- Use Case: Ideal for when you miss a meeting or need to share a recap.
- ★ Efficiency Benefit: Avoids having to watch full recordings or read transcripts manually.

Follow Up based on Chat

Write a follow-up message to summarize our progress and next steps based on this chat and only include today's chat

Copilot 4:59 PM

Wed, May 7

Here is a summary of our progress and next steps based on today's chat:

- Kimmie Zurawski reported that all LOB Leaders reports are down and has put in a high priority ticket with the BI team.
- Shawn Dorward mentioned to Delaina to get access to the LOB weekly report pack and ensure she knows how to use it for planning managed service projects and resources.
 2
- Kimmie Zurawski will follow up with Delaina regarding her access to the reports and show her the ropes once she confirms her access.
- Kimmie Zurawski reminded
 Shawn Dorward to assign a PM

Platform: Teams

Prompt:

"Write a follow-up message to summarize our progress and next steps based on this chat."

Q Use Case:

Use after working sessions or decision-heavy meetings.

→ Efficiency Benefit:

Saves time while reinforcing alignment with your team.





Get meeting summary and take aways

- Platform: Teams
- Prompt: "Summarize meetings from "WHEN" and highlight key points, decisions and include a list of follow up items and tasks."
- Use Case: Ideal for when you miss a meeting or need to share a recap.
- ★ Efficiency Benefit: Avoids having to watch full recordings or read transcripts manually.



Meeting Summary with Top 5 Items

- Platform: Teams
- Prompt: "Summarize this conversation into 5 bullet points."
- Use Case: Useful when sharing quick updates from lengthy discussions.
- → Efficiency Benefit:
 Speeds up team communication and avoids miscommunication.
- Impact Score: 4/5

Turn meeting into an announcement

Copilot 9:23 AM

Announcement: DynamicsCon 2025 Preparation

Hi Team,

As we gear up for DynamicsCon 2025, please take note of the following important updates and reminders:

- ID Requirements: Starting May 7, 2025, all travelers flying within the U.S. will need a REAL ID-compliant form of identification or a valid U.S. passport. Please check your ID status to avoid any travel disruptions. More details on TSA's website.
- Team Table Update: Ensure your phone number is accurate on slide 16 of the event deck.
 <u>DynamicsCon 2025 KBYG.pptx</u>.

Platform: Teams

Prompt:

"Draft a brief announcement based on this thread."

Q Use Case:

Use when consolidating multiple updates into one clear message.

→ Efficiency Benefit:
Eliminates the manual work of composing summary content.

mpact Score: 4/5

Teams Channel Summary

Create a leadership summary based on the meetings, chat and file changes from these teams: Delivery Leaders - Enablement Chat, and Sales & Marketing based on the last month activitiies



Over the past month, several key activities and decisions were made within the **Delivery Leaders** - **Enablement Chat** and **Sales & Marketing** teams. Here is a comprehensive leadership summary based on the meetings and file changes:

Meetings Recap

Platform: Teams

Prompt:

"Create a leadership summary based on the meetings, chat and file changes from these teams: XXXX, XXXX, and XXXX."

Use Case: Use when consolidating multiple updates into one clear message.

★ Efficiency Benefit: Eliminates the manual work of composing summary content.

★ Impact Score: 4/5



Meeting Action Items

List all action items from meeting transcripts from the past month and list them by meeting

Copile

Here are the action items from the meeting transcripts over the past month, organized by meeting:

- Platform: Teams
- Prompt:
 "List all action items from this Teams meeting transcript."
- Q Use Case:
 Helps create to-do lists from long meetings automatically.
- Efficiency Benefit: Increases accountability and post-meeting productivity.
- 🌟 Impact Score: 5/5



Find Documents

what documens were shared in teams chat about dynamicscon



Here are the documents that were shared in Teams chat about DynamicsCon:

- 1. DynamicsCon 2025 KBYG.pptx
 - Shared by: Kelsey Olmeim
 - Date: Yesterday afternoon
 - **Description**: This PowerPoint presentation titled "DynamicsCon 2025 Know Before You Go" includes information on who is attending, booth duty schedules, and guidelines for the event 1.
- 2. DynamicsCon Booth Schedule 05.06.2025
 - Shared by: Abbie Clements
 - Date: Yesterday afternoon
 - **Description**: This Excel file contains the booth schedule for DynamicsCon, detailing the times and responsibilities for team members at the booth 2.

- Platform: Copilot Chat
- Prompt: "What documents were shared in the Teams chat about Q2 planning?"
- Use Case: Great for retrieving key files without digging through multiple channels.
- ★ Efficiency Benefit: Saves search time and keeps focus on task execution.
- ★ Impact Score: 4/5



Boost Meeting Readiness

- Welcome and Introductions
 - · Introduce yourself and key team members.
 - · Outline meeting objectives.
- Review of Current Engagement
 - · Status of engagement with Protective Industries.
 - Client feedback.
- Scope of Services
 - Clarify support services (reactive) vs. managed services (proactive).
 - · Discuss initial hours allocation.
- Client's Internal Business Technology Stack
 - · Review technology stack.
 - · Transition from competitor's services.

- Platform: Copilot Chat
- Prompt: "Create talking points from this email and OneNote doc for tomorrow's meeting."
- Use Case: Use when you need a confidence boost heading into a call.
- Efficiency Benefit:Saves prep time and keeps you focused.
- mpact Score: 4/5



Fron

summarize everything about dynamicscon in the past two weeks. give a list of meetings and emails etc at the start of the summary with date and participants



Summary of DynamicsCon Activities in the Past Two Weeks

Meetings

- 1. DynamicsCon 2025 KBYG
 - Date: Last Friday at 11 AM
 - Organizer: Abbie Clements
 - Participants: Matt Calderwood, Ryan Grant, Tasha Anspach, John Kirsch, Kelsey Olmeim, Shawn Dorward, Lauren Jenkins, Laura Cooper, Stefanie Richter, Ashley Smith
 - Transcribed: Yes
- 2. DynamicsCon
 - Date: Tuesday at 12 PM
 - Organizer: Abbie Clements
 - Participants: Matt Calderwood, Ryan Grant, Tasha Anspach, John Kirsch, Kelsey Olmeim, Shawn Dorward, Lauren Jenkins, Laura Cooper, Beth Harvey, Stefanie Richter
 - Transcribed: Yes
- 3. DynamicsCon Speaker Promos (Audio Only) SHAWN DORWARD
 - Date: Thursday at 2:30 PM
 - Organizer: Noah Moseley
 - · Participants: Shawn Dorward
 - Transcribed: No

Emails

- 1. FW: T-Minus 5 days for DynamicsCon!
 - · Date: Wednesday afternoon
 - From: Shawn Dorward
 - To: Abbie Clements
- 2. RE: Shawn/Karen Meet at DynamicsCon?
 - Date: Tuesday morning
 - From: Shawn Dorward
 - To: Karen Wainwright

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tructure





Incomplete Chat Topics

What open questions or unresolved issues are left in this thread from the past week but do not include anything about f D. 000 O. 1701 Copilot 9:49 AM Mon, May 5 - Fri, May 9 The open questions or unresolved issues from the past week, excluding anything about Jonathan Crowell: Needs to inquire about Michelle's schedule s project. 1 2 · Jonathan Crowell: Needs to email Olya and Maria about the missing invoice. 3 Jonathan Crowell: Needs to create support contracts in Resource Guru starting from May Shawn Dorward: Needs to provide the estimate for to Ryan by Monday. 5 Jonathan Crowell: Needs to discuss Copilot license access. 6 · Shawn Dorward: Needs to confirm if limital las been involved in the implementation, 7

Platform: Teams

Prompt:
"What open questions or unresolved issues are left in this thread?"

Use Case: Use in fast-moving conversations with mixed follow-up.

→ Efficiency Benefit: Ensures you don't overlook any lingering questions.

★ Impact Score: 5/5





Ask Copilot to "Do Something" on a call

- Copilot... add to the task list for this meeting "XXXX"
- Copilot, make sure to highlight this as a key takeaway
- Copilot, make sure we alert "XXXX" to this news/decision





Task List

- Platform: Copilot Chat
- Prompt:
 "What tasks are mentioned in Teams
 Conversations and Meetings, for me, from this past week?"
- Q Use Case: Perfect for turning informal communication into structured task lists.
- → Efficiency Benefit: Helps track work and avoid missed followups.
- ★ Impact Score: 5/5

EveryTHING Summary

summarize everything about dynamicscon in the past two weeks. give a list of meetings and emails etc at the start of the summary with date and participants



Summary of DynamicsCon Activities in the Past Two Weeks

Meetings

- 1. DynamicsCon 2025 KBYG
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- To: Abbie Clements
- 2. RE: Shawn/Karen Meet at DynamicsCon?
- Date: Tuesday morning
- · From: Shawn Dorward
- To: Karen Wainwright

Platform: Copilot Chat

Prompt:

"summarize everything about dynamicscon in the past two weeks. give a list of meetings and emails etc at the start of the summary with date and participants."

Q Use Case:

Use when discussions happen in parallel across multiple Teams channels.

→ Efficiency Benefit:
Unifies fragmented conversations and gives you a single source of truth.

mpact Score: 5/5

Procedures

what is our vendor onboarding process



The vendor onboarding process involves several key steps to ensure that vendors are properly qualified, onboarded, and continuously monitored for performance. Here is an overview based on the <u>Vendor Management</u> document 1:

1. Vendor Identification and Qualification:

- A sourcing manager on the validation team qualifies the vendor through calls, emails, or their
 website
- If the vendor is qualified, the validation team obtains Certificates of Insurance (COIs), a signed validation packet, and Euler grades.
- Vendor information is entered into a vendor Excel spreadsheet by the validation team and into JMS by accounting.

2. Vendor Onboarding & Performance:

- IMS assigns new vendors 1-2 clients that match their profile and an IMS associate from the
 production team to quide them through actions such as bidding for spec-based orders.
- Vendor performance begins with IMS sending the vendor opportunities for client work, starting with smaller tasks and gradually increasing in size.
- Vendor performance data is reviewed, and vendor scorecards are updated as needed.
- If a vendor performs poorly, they are reviewed for go-forward feasibility. Feedback is given to
 vendors, and any vendor that is no longer feasible to work with IMS is marked inactive in the vendor
 spreadsheet.

3. Key Data Inputs

 Vendor Profiles: Contact information, Diversity Status, Capabilities, Exceptions, Validations, Supplier Scorecards Platform: Copilot Chat

Prompt:
"What's our vendor onboarding process?"

Use Case:
Use when you're unsure where a file or policy is stored.

★ Efficiency Benefit: Reduces friction in accessing critical org info.

★ Impact Score: 5/5



Summarize Docs without Reading

use attached tariff regulations document and summarize this for me into a one pager with key pieces of information<u>General Notes.pdf</u> the document has 878 pages

© General Notes... ×

use attached tariff regulations document and summarize this for me into a one pager with key pieces of informationGeneral Notes.pdf the document has 878 pages



Certainly! Here is a concise summary of the key pieces of information from the <u>General Notes</u> document on tariff regulations:

General Rules of Interpretation:

- 1. Classification:
 - · Governed by headings, section/chapter notes.
- Includes incomplete/unfinished articles, unassembled/disassembled articles, and mixtures/combinations of materials/substances.
- Specific description preferred, essential character criterion, and last numerical order heading for multiple headings.
- · Classification by kinship and special rules for cases, packing materials.
- Subheading classification determined by subheading terms/notes 1.

Additional U.S. Rules of Interpretation:

- 1. Classification by Use:
 - Principal use, actual use within 3 years, parts classification, and textile mixtures classification 1.

Compiler's Note:

Harmonized System changes affecting rules of origin for FTAs.

- Platform: Teams
- Prompt: "Summarize this attached PDF."
- Quickly grasp contents of documents without opening each one manually.
- → Efficiency Benefit: Accelerates decision-making and reading efficiency.
- mpact Score: 4/5





Project Summary

- Platform: Copilot Chat
- Prompt: "Create a 1-page summary on the Jones project using emails and chats from the last week."
- Use Case: Use when preparing leadership for a project check-in.
- ★ Efficiency Benefit: Consolidates key insights without manual collation.
- mpact Score: 5/5

Presentations

- Copy and Paste Transcript from Teams
- Open Power Point
- Use Copilot to create a new slide show based on the transcript
- Past Transcript
- Trust me, this is amazing

Platform: PowerPoint

Use Case:

- Prompt:
 "Create a presentation based on this Teams transcript."
- Use when preparing slides post-meeting or from a recorded session.
- → Efficiency Benefit:
 Removes tedious deck creation and improves turnaround time.



Chat Thread Ideas

- Platform: Copilot Chat
- Prompt: "Give me 5 content ideas based on this chat thread."
- Use Case: Useful when planning regular communication or internal content.
- → Efficiency Benefit:

 Sparks ideas using content you already have.
- ★ Impact Score: 3/5



Training Outlines

Outline a 1-hour training session on Copilot in Outlook



Here's an outline for a 1-hour training session on using Copilot in Outlook:

Introduction (10 minutes)

- Welcome and Objectives: Briefly introduce the session, its objectives, and what participants will learn.
- Overview of Copilot: Explain what Copilot is and its capabilities within Outlook. Highlight how it can
 enhance productivity by automating tasks and providing intelligent suggestions.

Getting Started with Copilot in Outlook (15 minutes)

- · Accessing Copilot: Demonstrate how to access Copilot in Outlook.
- Basic Features: Show basic features such as drafting emails, summarizing email threads, and generating replies.
- Practical Example: Walk through a practical example of using Copilot to locate an email thread, summarize it, and generate a reply 1 2 3.

Advanced Features and Customization (15 minutes)

- Advanced Email Management: Demonstrate advanced features like categorizing emails, setting up automated responses, and managing email threads.
- Customization: Show how to customize Copilot to meet unique business needs, such as creating templates for common email responses 1 2 3.

Hands-On Practice (15 minutes)

- Interactive Exercise: Allow participants to practice using Copilot in Outlook. Provide a set of tasks for them to complete, such as drafting an email, summarizing a thread, and setting up an automated response.
- Q&A: Address any questions or challenges participants encounter during the exercise.

Wrap-Up and Next Steps (5 minutes)

- Recap: Summarize the key points covered in the session.
- Resources: Provide additional resources for further learning, such as links to detailed documentation and upcoming training sessions 1 [2] [3].
- Feedback: Encourage participants to provide feedback on the session and suggest topics for future training.



Prompt: "Outline a 1-hour training session on Copilot in Outlook."

Use Case: Use to draft structure for workshops or onboarding materials.

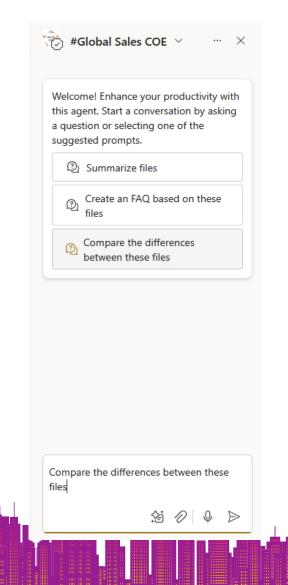
Efficiency Benefit: Accelerates planning and content structuring.

★ Impact Score: 4/5





Compare Files



Platform: Word / Copilot Chat/OneDrive/Sharepoint

Prompt:

"Compare this version to the earlier one and highlight tone shifts or added info."

Q Use Case:

Great for reviewing revisions from colleagues or legal.

★ Efficiency Benefit: Saves hours of line-by-line comparison.



Redesign Files

- Platform: Copilot Chat
- Prompt: "Categorize this customer feedback into positive, neutral, and negative."
- Use Case: Use when processing survey or support feedback at scale.
- → Efficiency Benefit:

 Gives you insight fast without manual tagging.
- mpact Score: 5/5

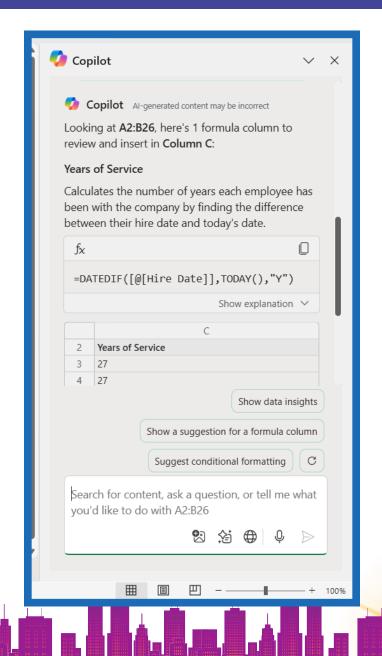
Customer Summary

- Platform: Copilot Chat
- Prompt: "Create an executive summary for this client based on email, Teams chat, and quarterly report."
- Use Case: Ideal for managers who need high-level views before meetings.
- → Efficiency Benefit:
 Delivers polished summaries with minimal effort.



Excel Formulas

- Use Copilot to help develop formulas
- Even Insert the Column Automatically!
- Must be in a Table





Shawn's DynamicsCon Sessions!







			•
Title	Date	Time	Room
Copilot in Business Central—What You Need to Know and How to Use It!	05/14/2025	9:45 AM	Regency Ballroom C
GP Life Hacks – Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
How to Prepare For Your Dynamics GP Migration BOOTE	05/15/2025	1:15 PM	San Francisco
Copilot LifeHacks—Tips and Tricks for M365	05/15/2025	3:30 PM	Gold Coast
Ask the MVP's	05/16/2025	9:00 AM	Regency Ballroom A





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Copilot Life Hacks! Tips and Tricks for Outlook, Teams and More!

05/15/2025 | 3:30 PM | Gold Coast



Email: ShawnD@saglobal.com

LinkedIn: <u>Shawn Dorward</u>

Blog: <u>LifeHacks365.com</u>

X: LifeHacks365com

Shawn Dorward

Vice President | Microsoft MVP | Worlds Okayest Shawn

sa.global & ReQlogic







