Your Microsoft 365 Copilot journey:
Readiness and implementation

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Microsoft 365 Copilot brings AI into the tools your people use every day, helping them draft documents, summarise meetings, analyse spreadsheets and find information across emails, chats and files. It's there to support your team rather than replace anyone. Because Copilot can see everything a user has access to, rolling it out well takes planning, so that it's adopted, secure and compliant from day one.

What should you plan for?

Copilot can change how your organisation works, but it also raises real questions about data, security and privacy. You'll need to know who will use it, what they'll use it for, and what rules they should follow. The main challenges are:

- Ensuring data compliance and security, and preventing data breaches or misuse
- Setting boundaries and policies for usage, and avoiding overreliance or abuse of the technology
- Steering innovation responsibly, and aligning Microsoft 365 Copilot with your organisational goals and values

With the right preparation, you can get the benefits of Copilot without the risks.

Which Copilot is right for you?

There are three versions of Copilot that most organisations will come across.

Microsoft 365 Copilot Chat

Included with eligible Microsoft 365 subscriptions at no additional cost. It provides secure AI chat with enterprise data protection, making it a good place for organisations to start using AI. Unlike the full Microsoft 365 Copilot experience, it doesn't provide the same level of integrated, work-grounded assistance across Word, Excel, PowerPoint, Outlook and Teams.

Microsoft 365 Copilot Business

For organisations with up to 300 users. It provides the full Microsoft 365 Copilot experience in Word, Excel, PowerPoint, Outlook and Teams, grounded in your organisation's Microsoft 365 data. It can be added to eligible Microsoft 365 Business plans or purchased as part of selected Microsoft 365 Business bundles.

Microsoft 365 Copilot (enterprise)

For larger organisations or those using eligible enterprise Microsoft 365 plans. It provides the full Microsoft 365 Copilot experience across Microsoft 365 apps and can use your organisation's emails, files, chats, meetings and other work data to provide relevant, contextual assistance.

Copilot also appears in Dynamics 365, Microsoft Security, Power Platform and more. Not sure which you need? We'll help you choose as part of your readiness assessment.

How ramsac can help

We'll take you from first questions to a secure, well-used Copilot rollout, at a pace that suits your organisation.

1

PREPARE

Start with a readiness assessment

We'll look at your goals, who'd benefit most from Copilot and which licences make sense, so you know where you stand before spending anything.

2

Secure your data

Copilot can see whatever a user can access. We'll review permissions and set up Microsoft Purview protections, so it only surfaces what each person should see.

3

PLAN

Agree your strategy

Together we'll write a clear plan for introducing Copilot, including an AI acceptable use policy that fits your values and any regulations you work under.

4

ROLL OUT

Pilot with a small group

We'll help you choose a pilot group with a clear brief, learn from their experience, then roll Copilot out to everyone in a controlled way.

5

Train your people

Short, practical sessions show your team how to write good prompts, check Copilot's answers and build it into their everyday work.

ONGOING

We'll keep you up to date

Copilot changes fast. We'll review your setup and policies regularly and help you make the most of new features and agents.

Are you ready for Copilot?

- Do you know who can see what in SharePoint and Teams?
- Is your sensitive data labelled?
- Do you have an AI use policy?
- Do you know which teams would benefit most?

Unsure about any of these? That's what the assessment is for.

Your AI readiness assessment covers

- Which Copilot licence fits each team
- Data and permission risks to fix
- Quick wins to target first
- A rollout plan and timeline

Ready to get Copilot-ready?

Talk to our AI team about a Copilot readiness assessment.

Call us on 01483 412 040 or visit www.ramsac.com

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