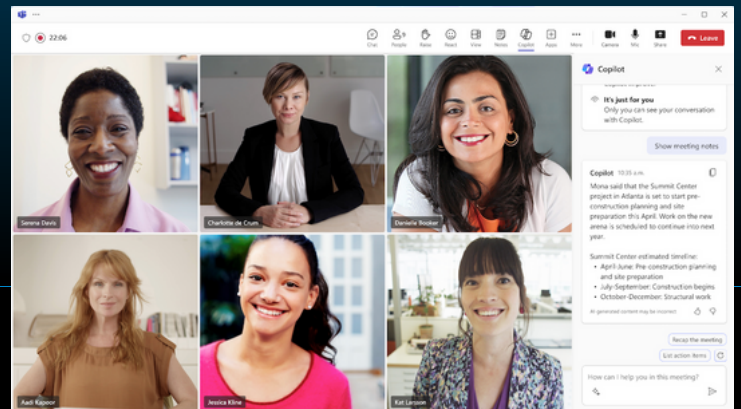# Copilot in Teams
Transform your workplace communications.

With Copilot in Teams, you can streamline, summarise and create key actions in real-time during a call or meeting.

Copilot in Microsoft Teams chat and channels helps you get up to speed on conversations by quickly reviewing the main points, action items, and decisions without having to scroll through long threads.

You can use the command tool to ask copilot questions, such as "Give me the highlights from the past 7 days" or "Summarise the key points from today's meeting" Copilot in teams provides a valuable aid to Teams users by enabling you to streamline workflows and create greater workplace efficiencies.

Copoilot in Teams provides a great way for users to catch up on what they've missed. If you have joined a recorded or transcribed meeting

5 minutes or more after it has started, you'll see a notification to get a summary of the meeting so far. Copilot in Teams allows individuals to achieve a more effective meeting, by using the prompter users can ask Copilot questions such as "What can I do to move this meeting along" or "Create a table to outline the pros and cons of what we have discussed".

For more information on Copilot for Microsoft 365, or on our range of AI Services, please contact us on 01245 208080 info@ghostenterprises.co.uk

Microsoft Teams