

# ZONES™

Entering a New  
Era of AI-Powered  
Productivity with  
Microsoft 365 Copilot



First Choice for **IT**™

## Unleashing Copilot's AI Magic

We're in 2024, and workloads have surged to unprecedented levels, posing big question marks on a worker's productivity. Daily tasks have become overwhelming, with a recent Microsoft report revealing that 62% of individuals spend excessive time searching for information, and 57% of an employee's time is consumed by communication, including meetings, emails, and chats. This means more time spent on routine tasks rather than impactful work.

Realizing the need for a transformative solution, enter Microsoft 365 Copilot – an AI-powered tool designed to lift the heavy workload and enhance collaboration among colleagues. Microsoft 365 Copilot seamlessly integrates with apps such as Word, Excel, and Teams, offering a time-saving and productivity-boosting solution for the entire team. Fueled by extensive language models and leveraging data from the Microsoft Graph, it turns your words into the most powerful productivity tool.

What's more? This has been available for everyone since January 15th, enabling you to unlock its productivity and creativity-boosting features without limitations. It's time to revolutionize the way you work and maximize your potential.





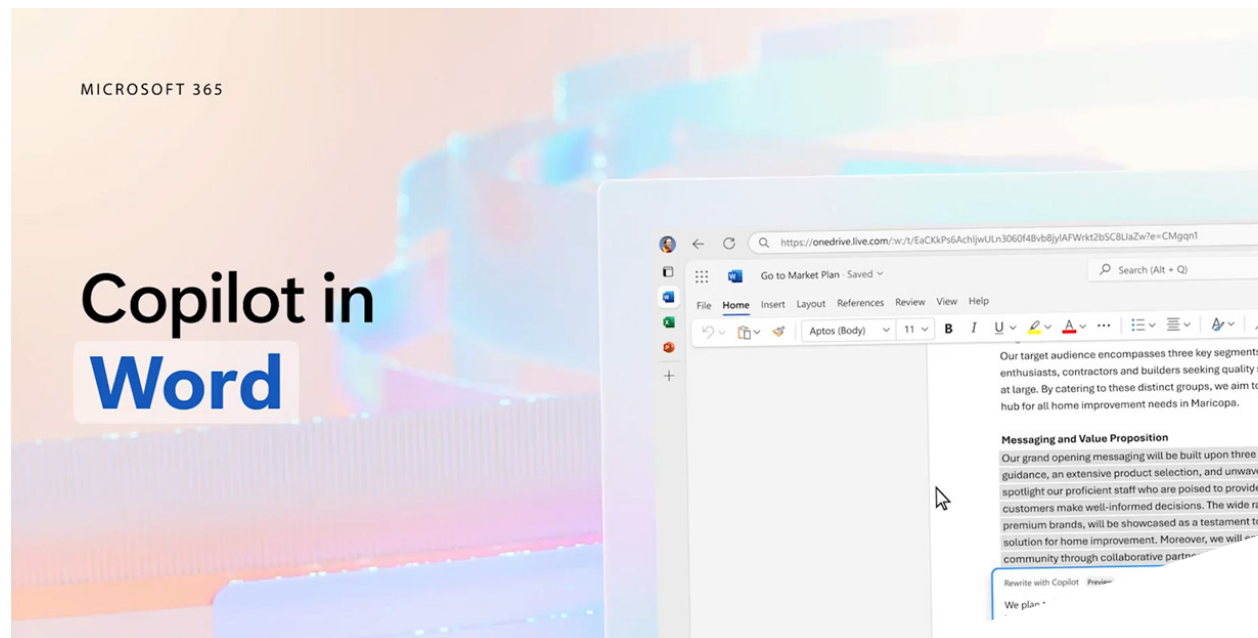
## Microsoft 365 Copilot Redefines How You Work

Explore the endless possibilities that Microsoft 365 Copilot unlocks for you.

- **Reduce busywork:** Copilot streamlines your workflow by effortlessly handling time-consuming activities, allowing you to channel your energy into creative tasks.
- **End information overload:** Copilot frees you from the burden of information overload. No more sifting through unnecessary data. Focus on the information that truly impacts your objectives.
- **Work smarter, not harder:** Trim down inbox management time and elevate meeting efficiency with AI-powered summaries, transcripts, and recordings.

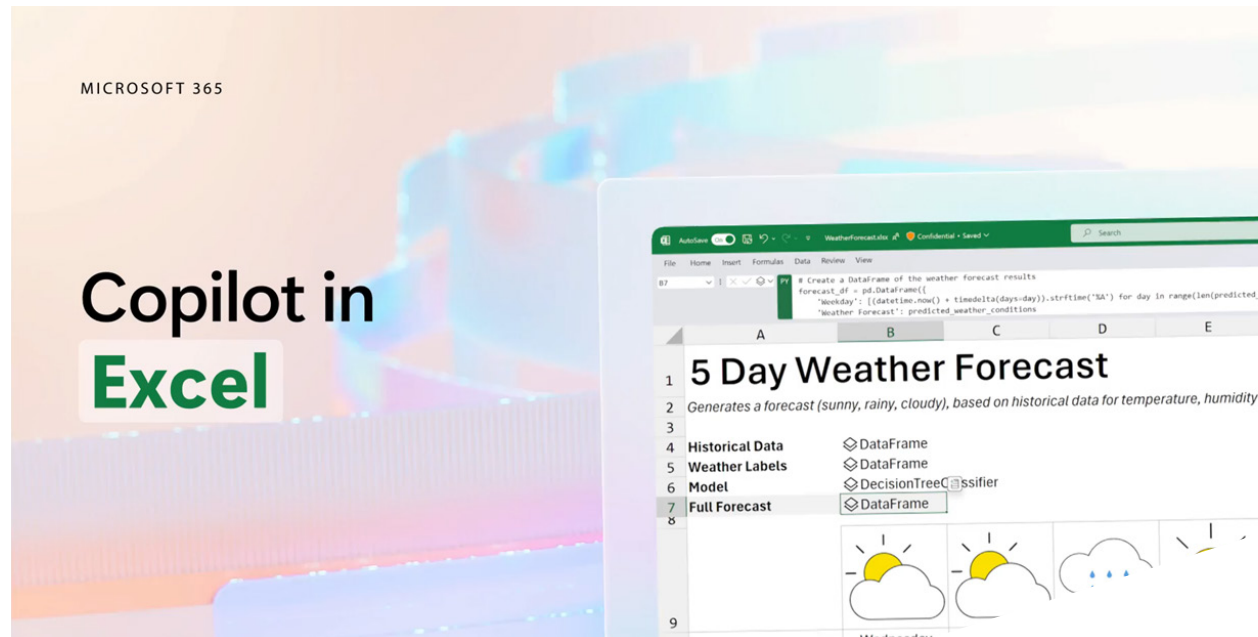
## Microsoft 365 Copilot in Word

Bid farewell to writer's block as Microsoft 365 Copilot in Word steps in to enhance your existing work. In Word, it becomes your writing buddy, revolutionizing your content creation process with efficiency and creativity. Seamlessly draft content, integrate specific information from other documents, generate concise summaries, ask questions about your document, brainstorm ideas, and even transform text into tables. It's your one-stop tool to make your writing so much better.



## Microsoft 365 Copilot in Excel

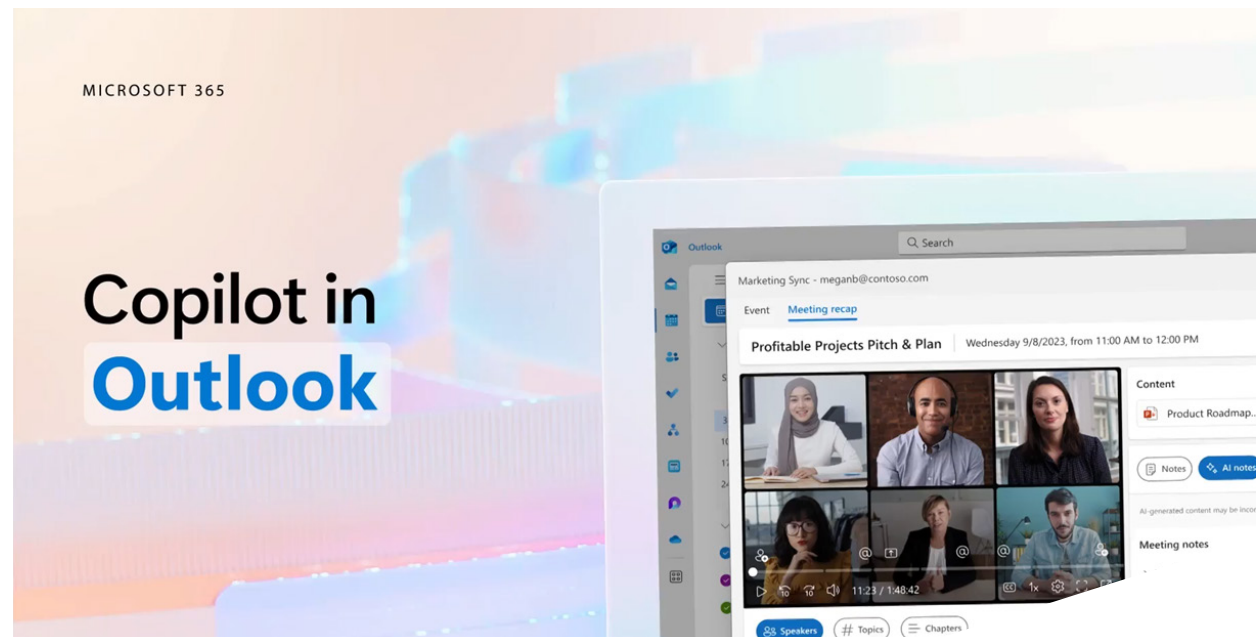
There's so much you can do with Microsoft 365 Copilot in Excel, and it works with you to facilitate data analysis seamlessly. You can inquire about your dataset using natural language instead of relying solely on formulas. By doing so, it unveils correlations, proposes what-if scenarios, and recommends new formulas aligned with your inquiries. It generates models based on your questions, enabling you to delve into your data without making direct modifications. Whether you build compelling visualizations or seek recommendations for achieving specific outcomes, it can transform your data-driven decision-making process.





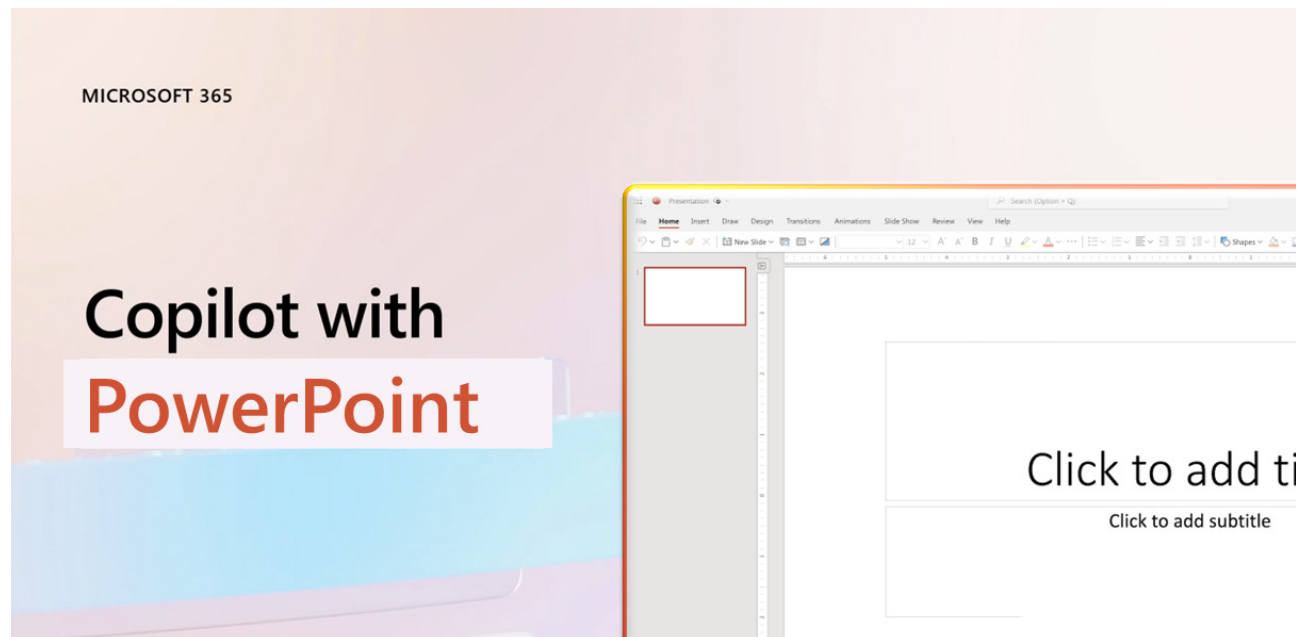
## Microsoft 365 Copilot in Outlook

With Microsoft 365 Copilot in Outlook, you no longer fall behind in managing your emails. Consider it your trusty sidekick, effortlessly handling all the mundane tasks. Whether you're crafting a brief email response or sending out crucial information to your team, Copilot is equipped to take on these responsibilities. In Outlook, Copilot emerges as a one-of-a-kind tool for email composition, presenting you with intelligent suggestions and recommendations that elevate the quality of your writing.



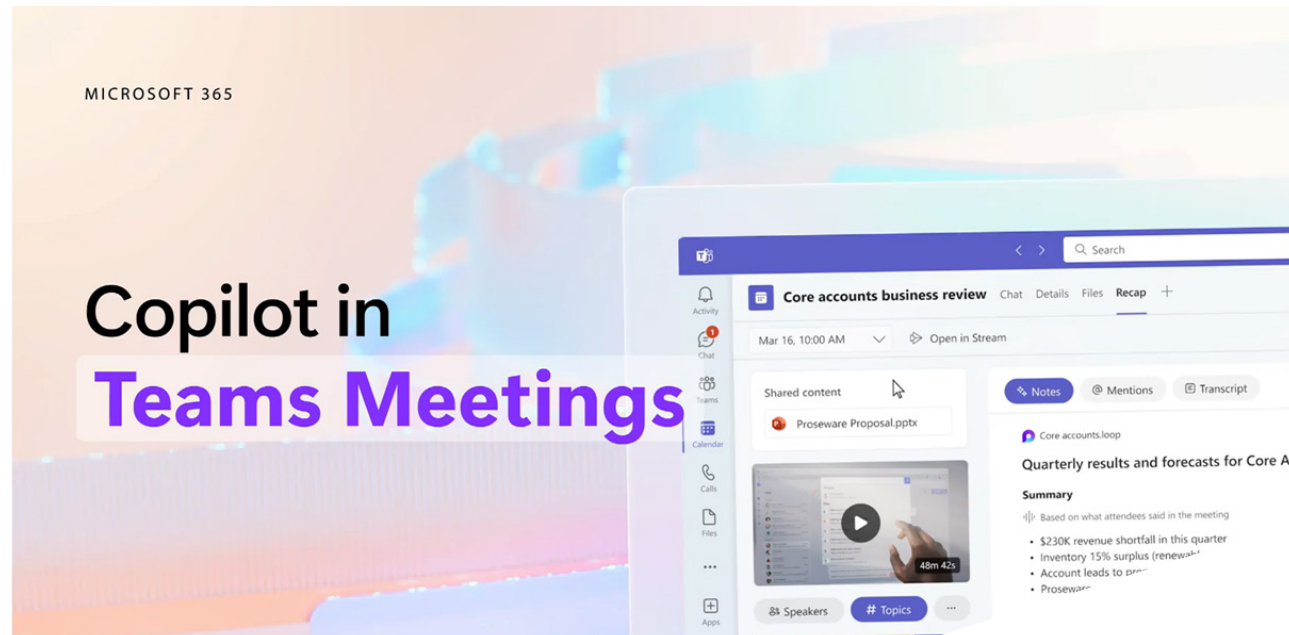
## Microsoft 365 Copilot in PowerPoint

Step into the future of presentation creation with Microsoft 365 Copilot in PowerPoint. Watch as it seamlessly transforms your Word documents into captivating presentations, effortlessly adjusting text formatting, presentation styles, and animation timing to match your prompts and requirements. It not only makes your presentations visually stunning but also perfectly tailored to your needs. But that's not all – it introduces a game-changing summarization function, which efficiently condenses lengthy presentations into concise versions.



## Microsoft 365 Copilot in Teams

Supercharge your meetings with Microsoft 365 Copilot in Teams. Transform how you collaborate by leveraging its AI capabilities to enhance efficiency, organize crucial discussion points, and provide concise summaries of key actions, ensuring everyone is on the same page for the next steps. In your chat, it becomes your go-to for specific queries or catching up on any missed details, all without disrupting the natural flow of conversation. Incorporating this into your meetings and conversations gives you a powerful tool to streamline everyday tasks and elevate your team's productivity.



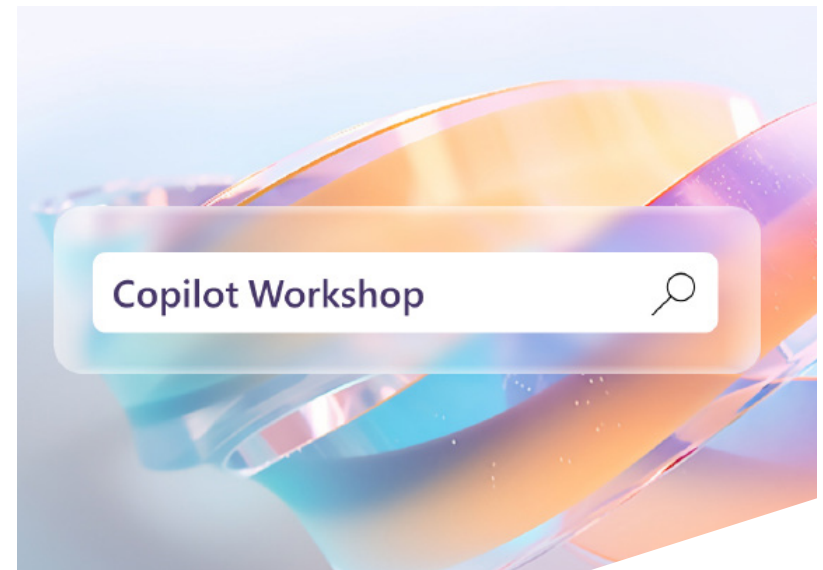


## Join the Microsoft 365 Copilot Workshop for Your Business's Success

In a world increasingly dominated by AI, staying ahead requires equipping your organization with cutting-edge tools that can propel your business forward.

Discover the transformative power of AI for your business through the Microsoft 365 Copilot Workshop by Zones. This 3-day workshop is tailored to meet your organization's unique needs. Custom-designed for Executive Sponsors, Line of Business Leaders, Security and Compliance Leaders, and IT Management professionals, this workshop revolutionizes your organization's approach to AI integration.

Join us for a workshop that assist you in unlocking the full potential of Microsoft 365 Copilot. Fill out the form to receive detailed information on the workshop, including the agenda, benefits, and how to participate.



## Navigating Microsoft's Latest Customer Agreement Updates

Microsoft recently announced a significant update that will shape the future of your overall Microsoft experience.

Starting January 2024, all renewing commercial customers will seamlessly transition to an enhanced Microsoft Customer Agreement (MCA) set with an annual term, maintaining the same billing plan and seat counts. As a trusted Microsoft Cloud Solution Provider (CSP) partner, Zones is committed to ensuring this transition is not just a shift in paperwork but a strategic move that aligns seamlessly with the unique needs of your business.





Entering a New Era of AI-Powered Productivity with Microsoft 365 Copilot

**At every turn, Microsoft and Zones have joined forces to deliver products and services dedicated to fortifying the resilience of your IT infrastructure.**

We want to empower you and your team to reach their utmost potential today and in the future. And that's why all our solution environments - Digital Workplace, Cloud & Data Center, NextGen Networking, and Cybersecurity are built to shape your business's future success. With a global team comprising over 2000 hardware and software specialists, we've successfully provided IT services to numerous organizations worldwide, and we stand ready to do the same for you. Connect with a Zones Account Manager today to delve deeper into the possibilities.

**BOOK A CALL**

Visit **zones.com** or call **800.408.ZONES** today.

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