



# Microsoft 365 Copilot

Bring AI into everyday work, with confidence.

Copilot works inside Microsoft 365 applications to help teams summarise, draft, analyse and automate. Millgate ensures Copilot is introduced responsibly, securely and with clear use cases that support real work.

## The shift in the UK workplace:

The UK is entering a new phase of technology adoption, with research showing that over 7 million people in the UK are already using generative AI tools at work, signalling a seismic shift in how everyday work is being done. In addition, a Microsoft and WPI Strategy article estimates that AI adoption by UK small and mid-sized businesses could add £78 billion to the economy over the next decade.

It's clear that the opportunity for businesses to benefit from AI is huge. Millgate helps organisations apply Copilot where it creates real impact, rather than introducing AI for the sake of it.

## What Copilot can do

### Turn long conversations and meetings into clear next steps

Instead of teams reviewing long email threads or recorded meetings, Copilot provides concise summaries with action points. This helps reduce time spent catching up and allows decisions to be made more quickly.

### Accelerate drafting and communication

Whether writing emails, proposals or presentations, Copilot helps create structured first drafts. Users maintain control of tone and accuracy, but less time is spent starting from scratch.

### Automate repetitive tasks and processes

From follow-up emails to updating records, Copilot can streamline routine work. This reduces manual repetition and helps teams maintain consistency in how tasks are completed.

### Make data easier to understand and act on

Copilot interprets spreadsheet data and presents patterns, comparisons and insights in natural language. This helps non-technical users make informed decisions without relying on specialist analysis.

### Support individuals in the tools they already use

Copilot operates directly within Word, Excel, Outlook, Teams and PowerPoint. There is no need to switch applications or learn new software, which supports adoption and confidence.

## How Millgate can help you get the most from Microsoft 365 Copilot

- 1 Readiness and security assessment
- 2 Use-case and workflow planning
- 3 Pilot rollout and refinement
- 4 Training and prompt guidance
- 5 Governance and responsible-use frameworks
- 5 Ongoing optimisation

## The true value for your organisation

### More meaningful work

Teams spend more time contributing expertise.

### Clearer, faster decisions

Insights become easier to access and interpret.

### Increased Microsoft 365 adoption

Workflows feel more intuitive.

### Structured path to wider AI usage

Copilot becomes the foundation for future capability growth.



Start your Copilot adoption journey with Millgate today

