

# PREPARE YOUR ORGANIZATION FOR THE ERA OF GENERATIVE AI



## Clear Concepts Implementation Package: Microsoft 365 Copilot

Microsoft Copilot for Microsoft 365 combines the power of large language models (LLMs) with your organization's data – all in the flow of work – to turn your words into one of the most powerful productivity tools on the planet.

It works alongside popular Microsoft 365 apps such as Word, Excel, PowerPoint, Outlook, Teams, and more. Microsoft Copilot for Microsoft 365 provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills.

### Delivering Successful Microsoft 365 Copilot Adoption

Whether you have decided to purchase Microsoft 365 Copilot for all or a select group of your employees, this package has been designed to streamline the integration of Microsoft 365 Copilot into your organization. Our service includes a thorough technical readiness assessment, personalized end-user training programs, and robust security controls to ensure a seamless and secure adoption. With our expert guidance, your organization can leverage the full potential of Microsoft 365 Copilot sooner.

This engagement is conducted remotely over an eight-week period and provides:

DELIVERABLES
<b>Deploy Microsoft 365 Copilot &amp; Baseline Configuration</b> <ul style="list-style-type: none"><li>• Complete Microsoft 365 Copilot Technical Assessment, if not previously completed</li><li>• Assign licensing</li><li>• Ensure Commercial Data Protection is enabled for Copilot users</li><li>• Configure impacted users for "Current Channel" or "Monthly Enterprise Channel" updates.</li></ul>
<b>Enable SharePoint Restricted Search</b> <ul style="list-style-type: none"><li>• Identify high-risk and low-use SharePoint Sites to be excluded from Microsoft 365 Copilot search (max. 100 Sites)</li><li>• Enable an Inactive Site Policy*</li><li>• Apply policies to "Block Download" on sensitive SharePoint Sites*</li></ul>
<b>Enable Baseline Data Loss Prevention Controls</b> <ul style="list-style-type: none"><li>• Enable Microsoft Purview Audit*</li><li>• Create basic document and message sensitivity labels*</li><li>• Deploy baseline label policies in SharePoint, OneDrive, and Exchange*</li><li>• Configure baseline retention policies*</li></ul>
Training Session #1 – Introduction to Prompt Engineering
Training Session #2 – Introduction to Microsoft 365 Copilot
Training Session #3 – Utilizing Microsoft 365 Copilot to Enhance Productivity
Training Session #4 – Microsoft 365 Copilot Advanced Features & Best Practices
Review of your existing line-of-business applications and databases. Provision for a report of suggested custom AI development, integration points, and AI extensions that may be made available within Microsoft 365 Copilot.

\*Indicates where additional licensing may be required (Business Premium, Purview, SharePoint Advanced Management)

Clear Concepts offers a variety of services available to organizations of all sizes, regardless of your stage of AI maturity.



**Priced at \$3500**  
(excludes any licensing costs)

## About Clear Concepts

Clear Concepts is an award-winning Managed IT Services Provider based in Manitoba, serving businesses and organizations across Canada for over 20 years. With a team of 60+ staff, Clear Concepts is recognized nationally and globally by industry associations as a Top Solution Provider and Technology Integrator. We specialize in providing tailored IT support for a variety of organizations, including non-profits, health, education, municipalities, social services, manufacturing, and more.



**3+**  
Years of Experience  
with Artificial Intelligence

To learn more about our Implementation Package for Microsoft 365 Copilot, contact your account manager or visit

[www.clearconcepts.ca/AI](http://www.clearconcepts.ca/AI)

