

# The six Copilot features that change classroom work.

*Desktop-first, tenant-bounded, takes 10 minutes to learn.*

Microsoft Copilot runs inside your school's Microsoft 365 tenant — with commercial data protection on by default when you sign in with a work or school account. These six features give you the strongest daily return. Details on the licensing tiers and the compliance boundary are in Part 1 and Part 3 of the full guide.

## Six features, one tenant

### 1 Copilot Chat

General-purpose chat with tenant-bounded CDP. Ground in your own OneDrive/SharePoint files.

### 2 Copilot in Word

Draft from a prompt, rewrite selections, summarise documents in seconds.

### 3 Copilot in Outlook

Summarise long threads, draft replies in tone, coach your writing before sending.

### 4 Copilot in Teams

Meeting recap with action items. Catch colleagues up in three minutes.

### 5 Copilot in PowerPoint

Generate slides from a Word doc or outline. Rewrite slide copy on the fly.

### 6 Copilot Pages

Multiplayer AI-native canvas. Collaborate with colleagues and students in a persistent artifact.

# Try it: 5 practical tasks.

*Ten minutes, five moves, one less thing on your plate tonight.*

## 1 Rewrite a parent email in three tones

In Outlook, open Copilot in compose. Ask for Professional / Friendly / Concise variants. Pick the tone that fits.

## 2 Summarise a 40-message parent thread

Open the thread in Outlook; tap Summary. Read three bullets in 30 seconds instead of scrolling.

## 3 Generate a Teams meeting recap

End your department meeting, open Copilot in the Teams meeting pane, request a recap with action items. Share to the staff wiki.

## 4 Turn a Word outline into slides

Write the plan in Word. In PowerPoint, Copilot → Generate from Word. You get a 12-slide starter deck to polish.

## 5 Draft a differentiation plan in Copilot Chat

Ask Copilot Chat, signed into your work account, for three differentiation paths for a mixed-ability Year 8 maths lesson on fractions.

### • WATCH OUT · SIGN-IN AND DATA BOUNDARY

Sign in with your work or school account every time. Consumer Copilot at [copilot.microsoft.com](https://copilot.microsoft.com) is a different product under different terms — not protected by your school's data agreement. De-identify student data before any prompt. Verify your country's AI-in-education rules — Sweden lacks national guidance as of April 2026.

*Want depth? Read the full Microsoft Copilot Guide — or download the 25-page premium PDF from the same page.*

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