Mastering Microsoft Copilot for Microsoft Teams

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 4.00 hours (1 days) **3.3 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Microsoft Copilot helps users manage meetings, chats, and posts in Teams by generating intelligent summaries, identifying action items, and keeping track of decisions. This course focuses on practical ways to use Copilot to collaborate and communicate more effectively, ensuring conversations are clear, actionable, and organized.

About This Course

Microsoft Copilot helps users manage meetings, chats, and posts in Teams by generating intelligent summaries, identifying action items, and keeping track of decisions. This course focuses on practical ways to use Copilot to collaborate and communicate more effectively, ensuring conversations are clear, actionable, and organized.

Who Should Attend

This course is designed for professionals who use Microsoft Teams for communication and collaboration and want to improve efficiency using Copilot. It is ideal for users who participate in meetings, work in chats and channels, and need to stay organized and aligned with their teams.

Prerequisites & Entry Requirements

General Prerequisites:

Before taking this course, it is highly recommended that students complete MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Provide participants with a practical understanding of Microsoft Copilot in Teams, enabling them to manage meetings, collaborate in chats and channels, and communicate more efficiently.

Detailed Course Outline

Introduction to Copilot in Teams

- Write effective prompts
- Use the Copilot interface

Copilot Navigation in Teams

- Identify Copilot entry points across Teams
- Understand left panel vs. right panel functionality

Copilot in Meetings and Calls

- Pre-Meeting Features
- Features Available During Meetings
- Post-Meeting Features

Copilot in Chats and Channels

- Summarize Threads
- Generate Contextual Recaps
- Draft Messages
- Refine Tone and Clarity
- Summarize Files and Links

Upcoming Schedule

Available training dates for Mastering Microsoft Copilot for Microsoft Teams:

Start Date	End Date	Location	Delivery	Price
01 Dec 2026	01 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Mastering Microsoft Copilot for Microsoft Teams?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Mastering Microsoft Copilot for Microsoft Teams course provides up to 3.3 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Mastering Microsoft Copilot for Microsoft Teams training?

The training takes place over 1 day(s), with each day lasting approximately 4.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Mastering Microsoft Copilot for Microsoft Teams?

Yes, we provide corporate training, dedicated training, and closed classes for Mastering Microsoft Copilot for Microsoft Teams. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Mastering Microsoft Copilot for Microsoft Teams?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Mastering Microsoft Copilot for Microsoft Teams training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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