

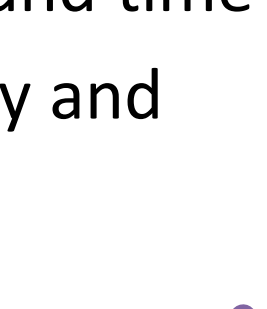
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# Microsoft Copilot for University Staff

NDASFA  
Wednesday, April 22, 2026

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# Why Copilot Matters for University Staff


- Staff manage high email volume, documents, meetings, and deadlines
    - Copilot reduces administrative overhead and repetitive work
    - Improves consistency, quality, and turnaround time
    - Supports accessibility and inclusive workplace productivity
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# Copilot Basic – What Staff Get

- Included with eligible Microsoft 365 licenses
  - Secure, web-grounded AI chat
  - Summarize and draft emails in Outlook
  - Assist with open Word, Excel, and PowerPoint files
  - Good for light, occasional AI assistance
  - Does NOT access institutional email, Teams, or SharePoint data

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# Copilot Premium – What Staff Gain

- Paid Microsoft 365 Copilot add-on
    - Deep access to Microsoft Graph (email, calendar, Teams, SharePoint)
    - Embedded directly in Word, Excel, PowerPoint, Outlook, Teams
    - Understands work context automatically
    - Designed for daily, role-based productivity
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# Staff Use Cases Comparison

Scenario	Copilot Basic	Copilot Premium
Inbox management	Summarize single threads	Prioritize, summarize, draft replies
Meeting follow-up	Manual notes	Auto summaries, action items
Policy & procedure docs	Assist with open doc	Pulls context from SharePoint
Reporting & analysis	Basic formulas/help	Data reasoning across files
Cross-team collaboration	User-provided context	Understands Teams & calendar

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Recommended  
Copilot  
Premium Staff  
Roles

- Administrative offices (HR, Finance, Registrar)
    - Department managers and directors
    - IT, compliance, and governance staff
    - Executive assistants and leadership support
    - High-meeting and high-email workload roles
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# Licensing Strategy for Universities

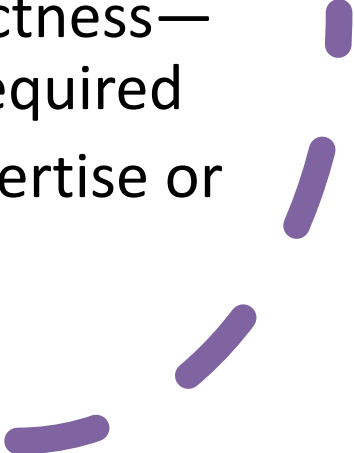
- Copilot Basic as default for all staff
  - Target Copilot Premium where time savings offset cost
  - Review data permissions before broad rollout
  - Scale gradually based on adoption and value

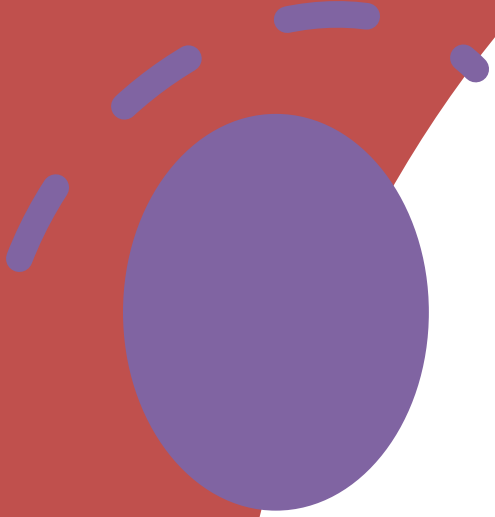
# Why Enterprise Data Protection (EDP) Matters

- Copilot operates within Microsoft 365 Enterprise Data Protection (EDP)
  - EDP ensures prompts, responses, and files are NOT used to train public AI models
  - User access controls and permissions are strictly enforced
  - Copilot only surfaces data the user already has rights to see
  - Supports FERPA, HIPAA, financial, and institutional compliance requirements
  - Critical for responsible AI use in higher education



# What Copilot Will NOT Do

- Will NOT access data a staff member does not already have permission to
  - Will NOT bypass SharePoint, mailbox, or Teams security controls
  - Will NOT train AI models on university data
  - Will NOT make decisions or approvals on behalf of staff
  - Will NOT guarantee correctness—human review is always required
  - Will NOT replace staff expertise or institutional judgment
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**DEMO**

# CTS Office Hours



Monthly meetings on Microsoft  
365 Copilot and Office 365

First 1/2 hour is Q&A

Second 1/2 hour is a feature demo



Microsoft 365 Copilot

First week of the month - Friday at  
10:00 AM CT



Office 365

Second week of the month - Thursday  
at 11:00 AM CT



To register: [https://tiny.ndus.edu/CTS\\_OfficeHour](https://tiny.ndus.edu/CTS_OfficeHour)