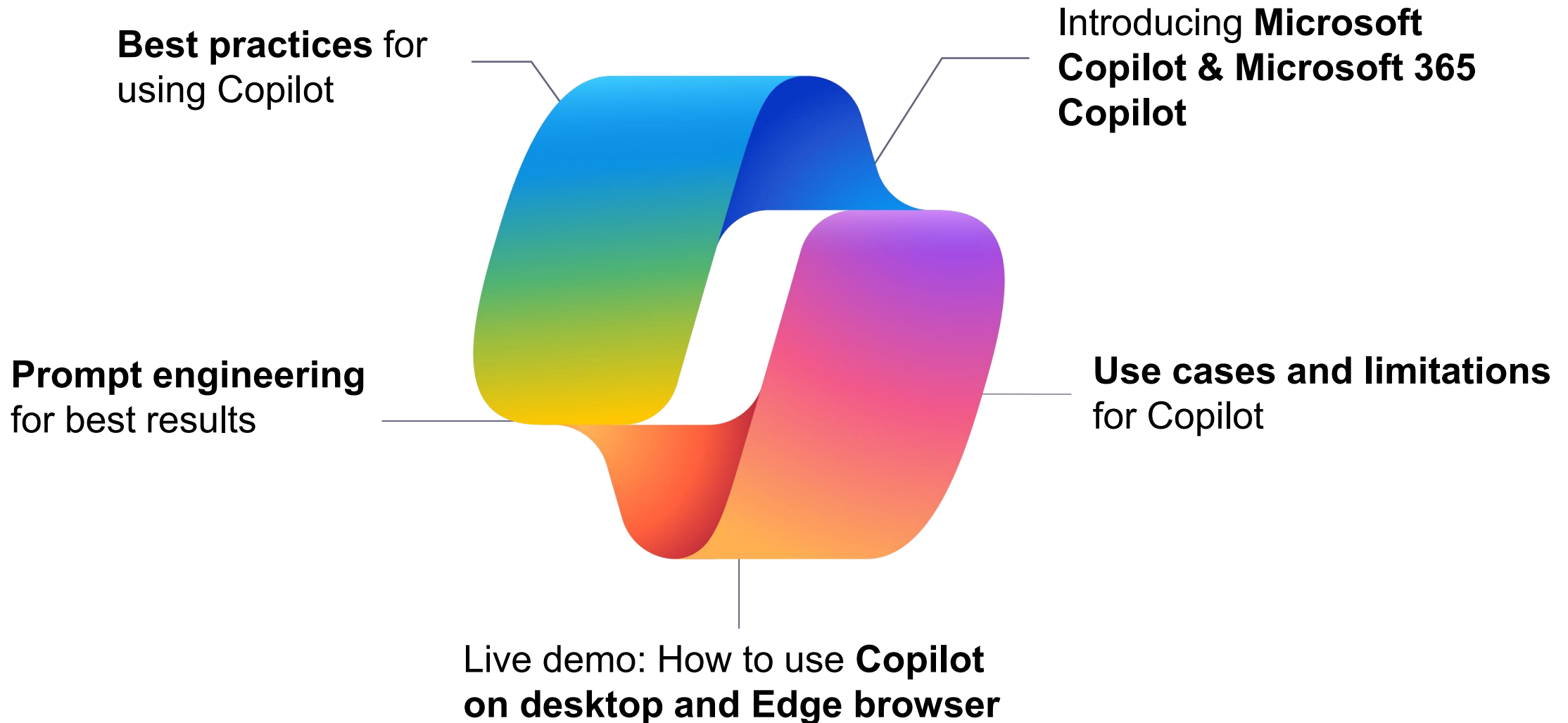


Boost your
efficiency with
Microsoft Copilot

UseIT at
SFS

Today's topics



Microsoft Copilot vs Microsoft 365 Copilot

A Generative AI solution providing **intelligent assistance and productivity-boosting capabilities.**

Copilot
Ask questions in a chat.
You can provide text,
images, voice and files

	Usage	Availability
	• Web app, also from Hello • Desktop & mobile app • Sidebar on Edge browser • Access only to data that is provided.	Included in the standard Microsoft 365 license of all Siemens employees.
Copilot for Microsoft 365 AI assistance in different M365 apps to for different actions	Integrated within different M365 apps such as Outlook, Word, PowerPoint, and Excel. Has automatic access e.g. to documents, emails, and chats.	Separately billed license, limited amount at Siemens. Currently in a Pilot phase until May 2025.

Use cases and limitations

Great for..



Research & learning



Brainstorming



Creating content (text & images)



Quick tasks

Current limitations



Max 300 chats / day

Max 30 responses / conversation

Max 15 generated images / day

Max 1 MB file size, 5 uploads / day



No saved conversation history

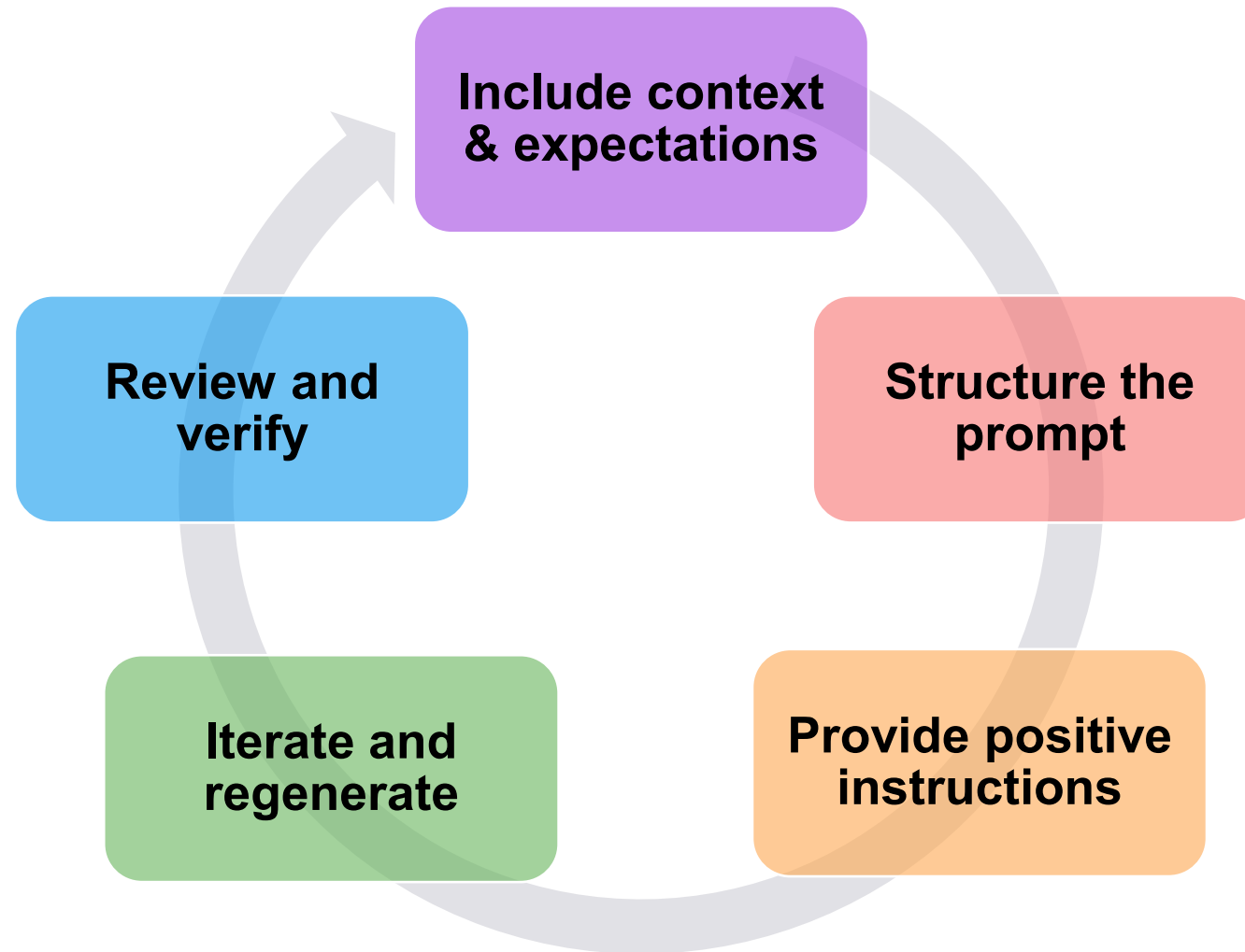


Limited analysis & language skills



Personal and company data is protected, but use it only for C0 or C1 data.

Get better results with prompt engineering



Best practices for using Copilot



- Identify your **use case**
- Use **clear, specific and structured prompts**. Use quotation marks when needed.
- Use only with unrestricted (C0) and restricted **data** (C1)
- Provide **feedback** about the answers
- Always **review** the result
- Follow the [Generative AI Guardrails](#) of Siemens
- Acknowledge its **limitations and biases**

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Our team supports and empowers you to work smarter with Siemens IT services so that you can work more efficiently and achieve better results.

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