



Microsoft Learn
Spark possibility





Microsoft Learn
Spark possibility



Hello! Instructor introduction

Instructor: Tony Brooks

**Microsoft Certified Trainer &
Power Platform Architect Expert**



*Founder of FutureAbility, Microsoft
Power Platform Partner.*



Microsoft Power Platform

The world's most complete set of integrated, low-code development tools



Power Apps
for
web and mobile
application
development



Power Automate
for
process
or workflow
automation



Copilot Studio
for
transformational
gen-AI infused
copilot solutions



Power Pages
for
building secure,
data-centric
business websites



Power BI
for
data exploration,
analytics and
reporting



**Data
connectors**



AI Builder



**Microsoft
Dataverse**



**Managed
Environments**

Hello! Instructor introduction

Instructor: Tony Brooks

**Microsoft Certified Trainer &
Power Platform Architect Expert**



*Founder of FutureAbility, Microsoft
Power Platform Partner.*

We build apps, websites and agents.

Technical trainer for over 14 years.



Treasury



PiperAlderman



JOHNSON
WINTER
SLATTERY



Alliance

JOVAL
WINES



FREEDOM

ARTC



CLAYTON UTZ



Customer
Service

Hudson



LANDER
& ROGERS

Quick survey

4 questions...

<https://futureability.com/ms-4023>

Survey links

Please complete these forms before and after the workshop.



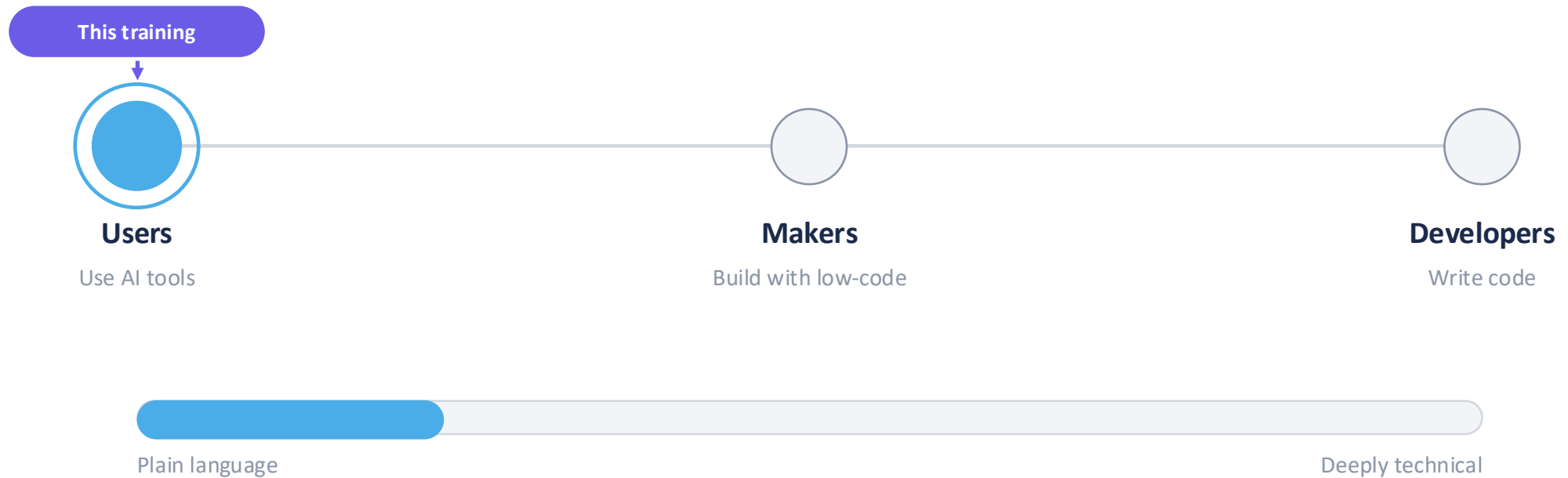
Anglicare Copilot Chat Workshop - Pre-workshop form

Fill out form

Anglicare Copilot Chat Workshop



Where this training is aimed at...



No such thing as a silly question..

Outcomes: Get to grips with Copilot Chat



By the end of this training, you'll be able to:

- Explain what generative AI - and agentic AI - are, in plain language
- Use Copilot Chat confidently for everyday tasks: summarising, drafting, working with data
- Use simple prompting techniques to get better results, faster
- Know AI's limits - and when human judgement must take over
- Use AI in line with Anglicare's privacy and responsible use expectations

Plus: watch an agentic AI workflow in action, understand where things are heading.

Optimise: the format and agreement



- Instructor led content + demos/tips + your time to play around
- Expect things not to go to plan – that's part of the AI reality & things always change
- No such thing as a silly question – introducing the Parking Lot
- There is no test, but you can continue your learning on Microsoft Learn (details later)
- Short break in the middle of the workshop ~15 mins combined with an exercise
- *Please airplane mode your phone and close your email!*

Resources page: <https://futureability.com/ms-4023>

MS-4023

Transform ideas into action with Copilot Chat (Basic)



A workshop of three parts

- 01 AI at work – foundations concepts**
In plain English, your chance to ask questions
- 02 Copilot Chat fundamentals – your first prompts**
Navigation, prompting techniques, and some quirks
- 03 Taking it further – some more advanced features & future**
Personalisation, some more advanced tips, and introduction to agentic automation

You don't need to be technical. There's nothing to install. You can't break anything - ask questions any time.

01

"AI at work" foundations

<https://news.microsoft.com/source/features/ai/microsoft-source-10-ai-terms-everyone-should-know/>



What is generative AI?



Generative AI is software that creates new content - text, images, summaries, ideas - by predicting what should come next, based on patterns learned from enormous amounts of text.

It generates answers - it doesn't look them up. Every answer is new.

Think of it as a very well-read intern...

- Has read more than anyone you'll ever meet
- Fast, tireless, always confident
- Doesn't actually know your organisation
- Sometimes confidently wrong
- Best with clear instructions and a reviewer

Great tools, but the wrong place for work data



The OAIC - Australia's privacy regulator - is blunt: don't put personal information into public AI chatbots. For Anglicare, client information is health information - the most protected category in Australian law.

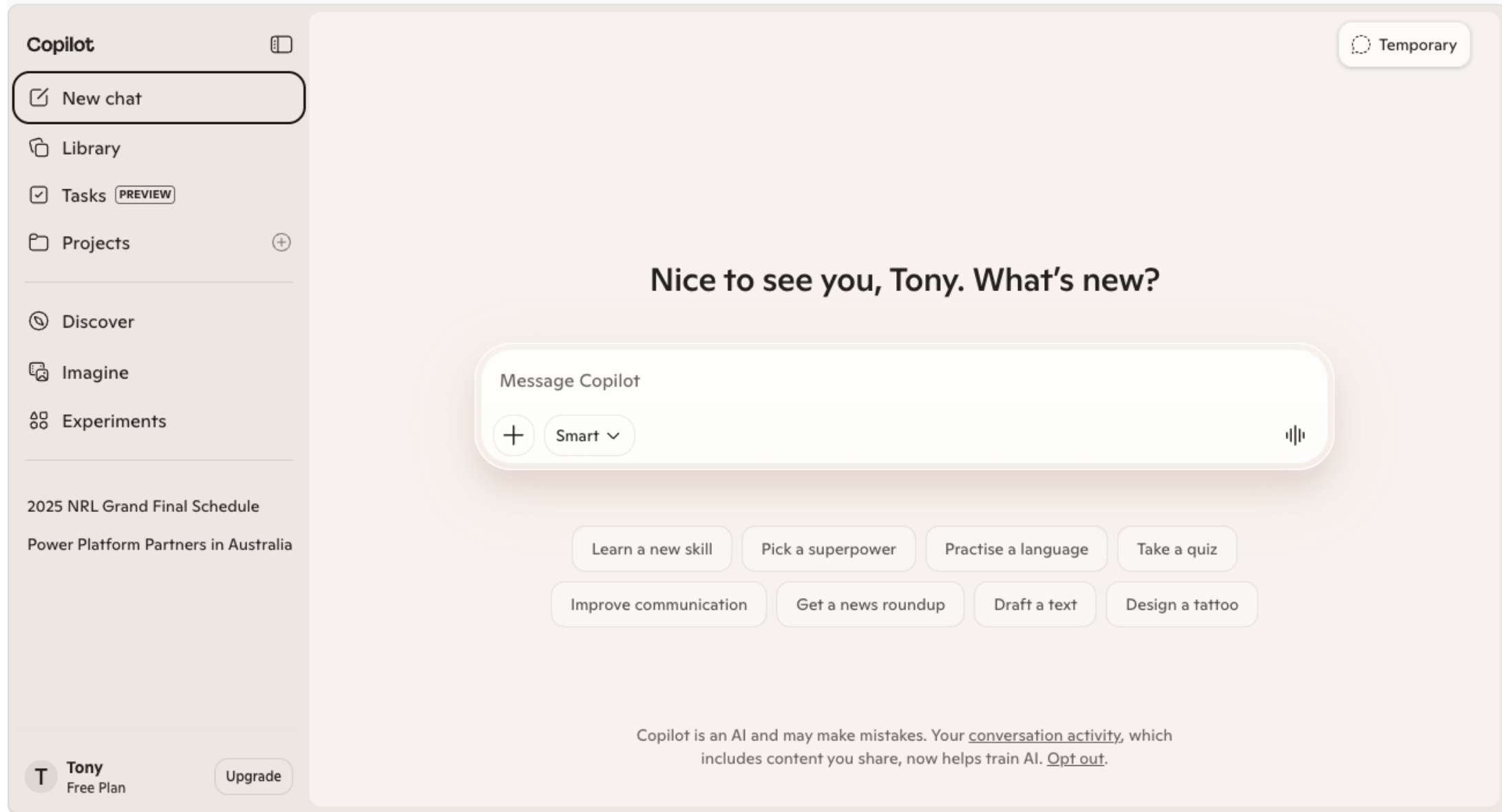
A personal AI tool (ChatGPT, Claude, Grok, etc)

- Your words leave Anglicare - to servers
Anglicare have no formal agreement with
- Unless you know how to configure it, data may be kept, and may train future models
- One pasted document can be a notifiable data breach

Copilot Chat with your Anglicare account

- Enterprise Data Protection - prompts and files stay protected
- Microsoft Transparency Notes: customer data not used to train the models
- Covered by Anglicare's Microsoft agreement
- Look for the green shield - that's the protected space

Welcome to Microsoft Copilot!



Welcome to Copilot Chat!



New chat

 Search

 Library

Agents

 New agent

... More agents

Chats

 **Refactored Prompt (In...

Refactor this prompt so that th...

Remember that I live in Sydney

Give me the world cup scores

...

TB

Tony Brooks
Copilot Chat (Basic) 

...

Auto 





...

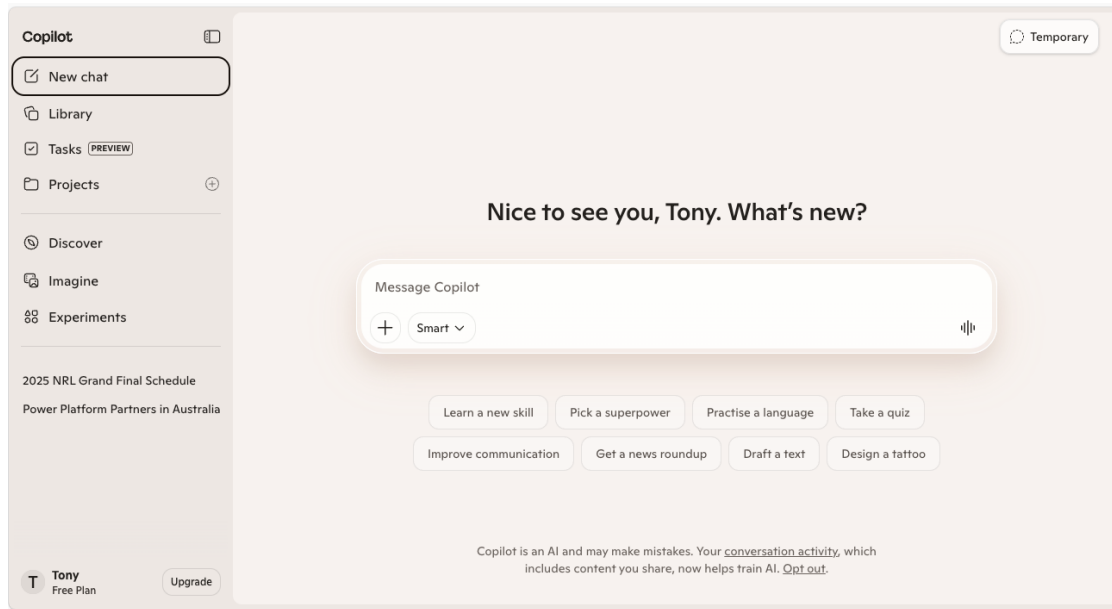
What can I help you with?

Message Copilot

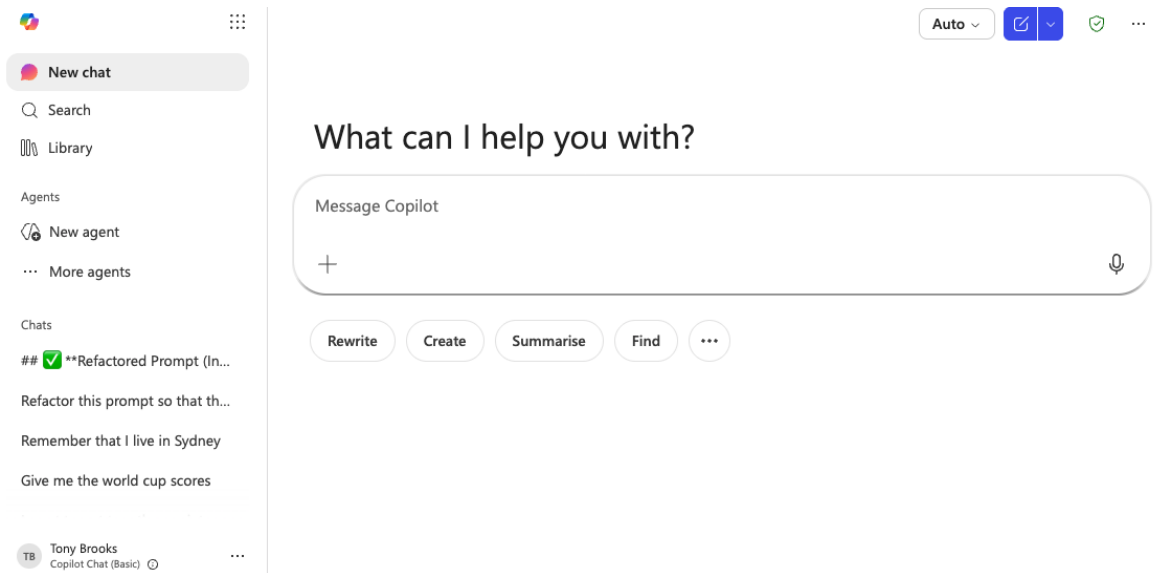


- Rewrite
- Create
- Summarise
- Find
- ...

What's the difference?

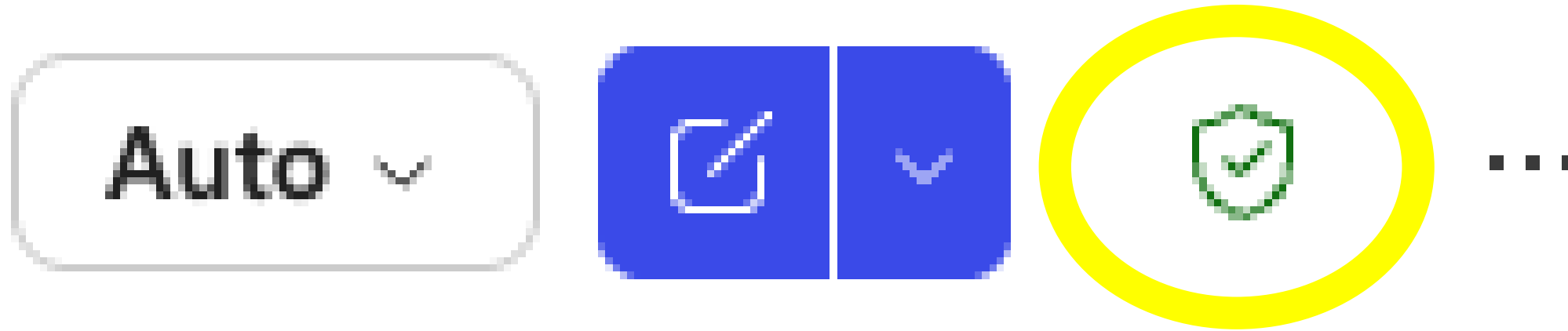


Consumer



Enterprise

Enterprise Data Protection



Data security in Copilot Chat (Basic)



While using AI, keeping enterprise data safe is essential. Microsoft ensures this through **Enterprise Data Protection (EDP)**, a set of security and privacy controls designed to safeguard your data.

How Microsoft 365 Copilot Chat (Basic) Keeps Your Data Safe

Encryption & data isolation

Protects data at rest and in transit.

Privacy by design

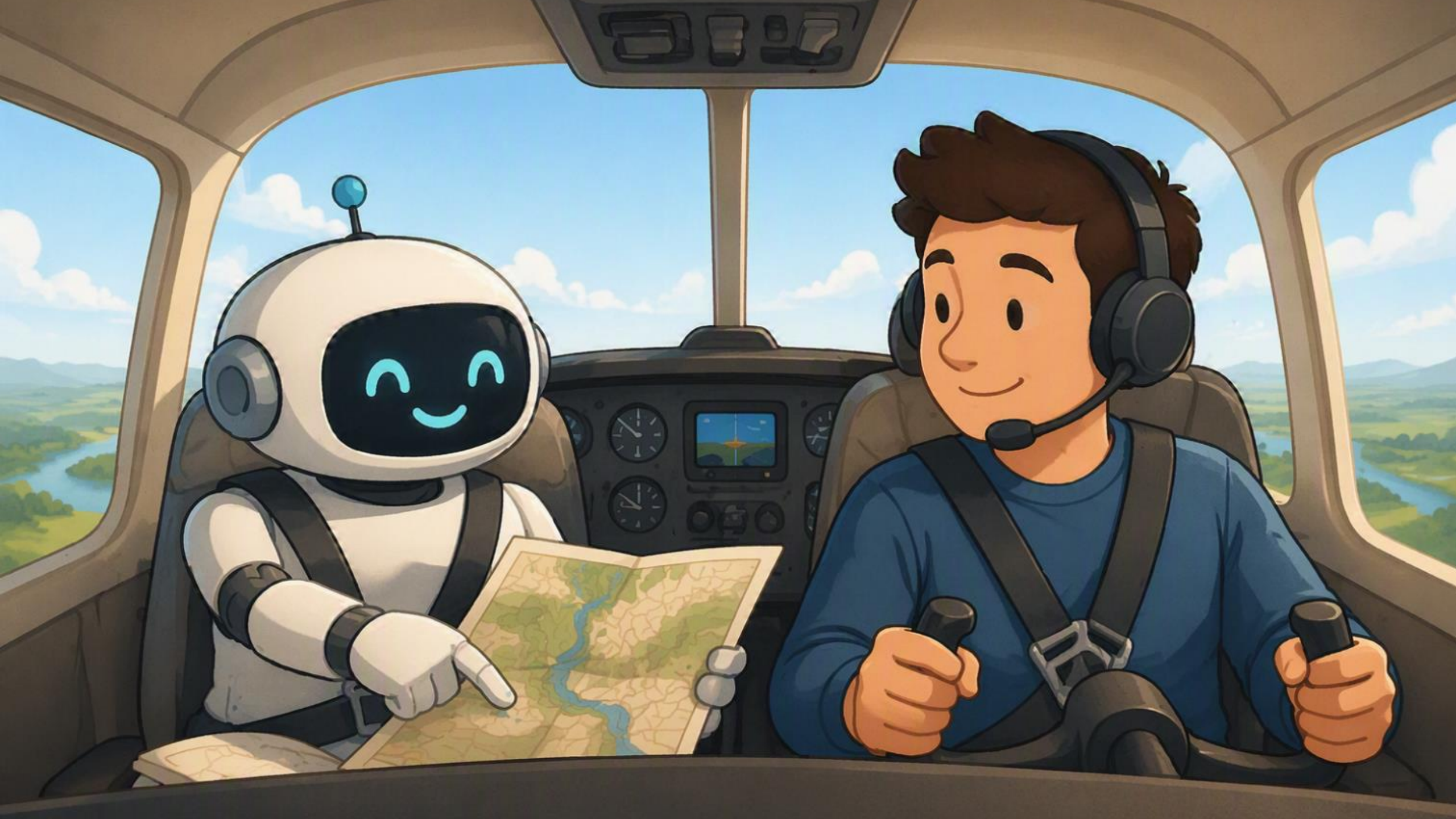
Your data remains private.
It is not used to train AI models.

Access controls

Copilot respects your orgs permissions, labels, and retention policies.

Regional compliance

Data stays within your region, following Microsoft's processing commitments.



AI's limits and your judgement



Where AI gets it wrong

- ✗ **Hallucination** - said with total confidence
- ✗ **Stale or wrong sources** - isn't always right
- ✗ **Bias** - patterns in training data creep into outputs
- ✗ **No accountability** - doesn't sign its work. You do.

Where you come in

- ✓ Verify facts, figures, names and dates before they travel
- ✓ Check the cited sources - don't just trust there are some
- ✓ Never let AI decide about a person - employment, pay, care
- ✓ Take extra care where outputs affect vulnerable or marginalised people

The rule: AI drafts, you decide.

02

Copilot Chat The Basics & Prompting

<https://futureability.com/ms-4023>



Introduction



Start your AI journey with **Microsoft 365 Copilot Chat (Basic)**—a free, low-risk way to practice prompting and explore ideas using the web. At Anglicare, soon you may be able to upgrade to a Microsoft 365 Copilot (Premium) license to unlock AI powered directly by your work data across Microsoft 365.

In this module, you learn how to:

- Describe the purpose of Microsoft 365 Copilot Chat (Basic) and its key features.
- Identify where and how to access Copilot Chat (Basic).
- Describe how web grounding delivers real-time, web-based answers
- Navigate the Copilot Chat (Basic) interface and how to start chatting.
- Describe how Enterprise Data Protection keeps your data secure while using Copilot Chat (Basic).

What is Microsoft 365 Copilot Chat (Basic)?



Microsoft 365 Copilot Chat (Basic) is an enterprise-ready AI chat available at no extra cost to your Microsoft 365 subscription.

It grounds conversations in the latest large language models (LLMs) and information from the web to help you get more done, spark your creativity and deepen your knowledge.

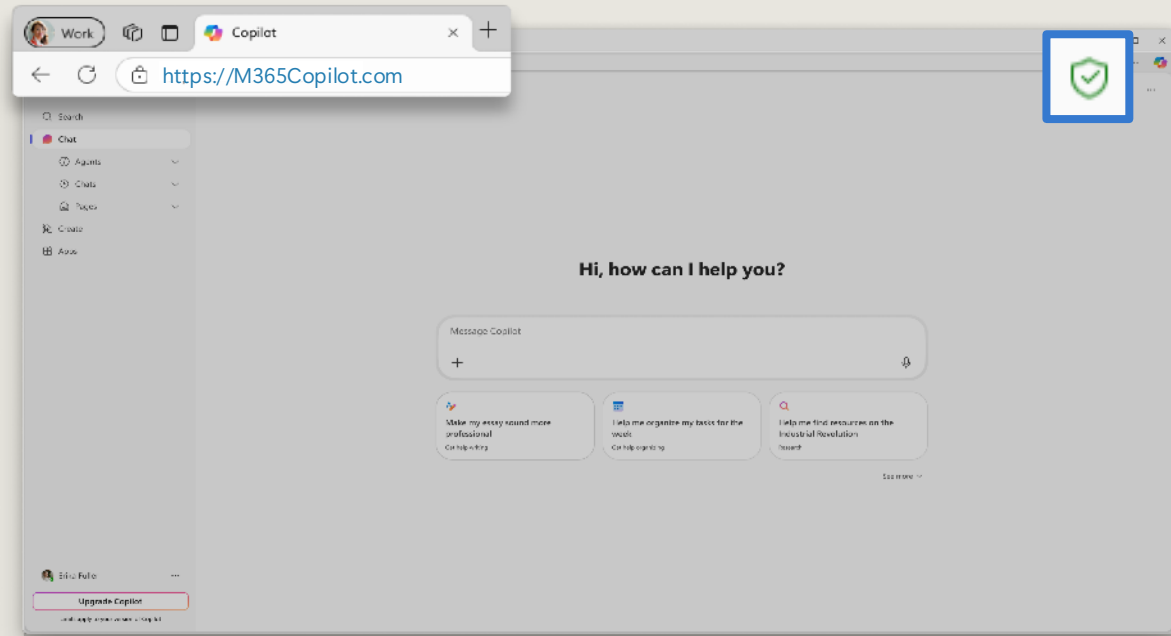
Copilot Chat (Basic) includes:

- Secure, AI chat grounded in the web and powered by the latest GPT models.
- IT controls, including enterprise data protection and agent management
- Features like Copilot Pages, file upload, and image generation

How to access Copilot Chat (Basic) (1/2)

Web browser

Navigate to [m365Copilot.com](https://m365copilot.com) (or *office.com*)



Microsoft Edge browser

Select the Copilot icon in the top right corner of the Edge browser bar



Note: You must sign in using your work email account.

How to access Copilot Chat (Basic) (2/2)

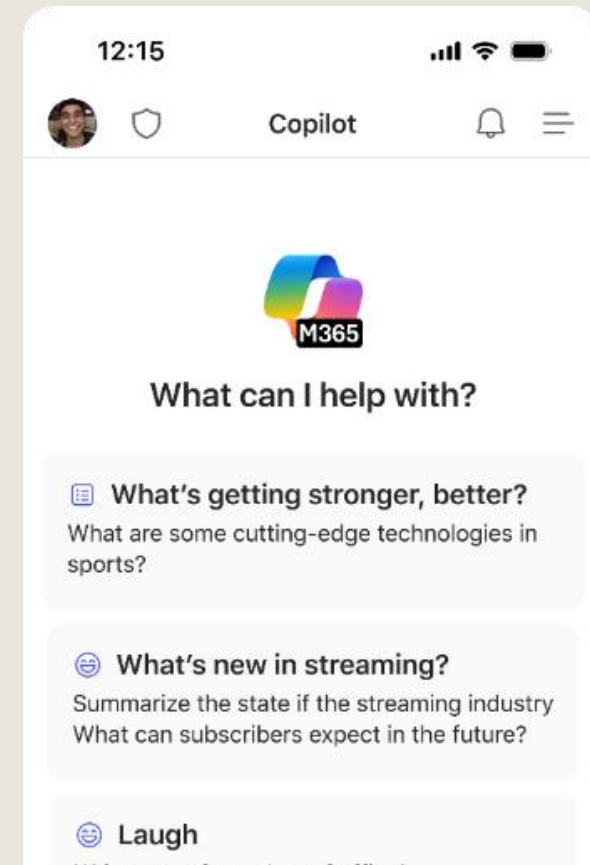
Important: For today, we will access using Web or the link in Teams – not Edge sidebar or Outlook or mobile

Teams and Outlook

Available on web, Windows, Mac, and mobile, offering both a full chat experience and a side pane for quick assistance.

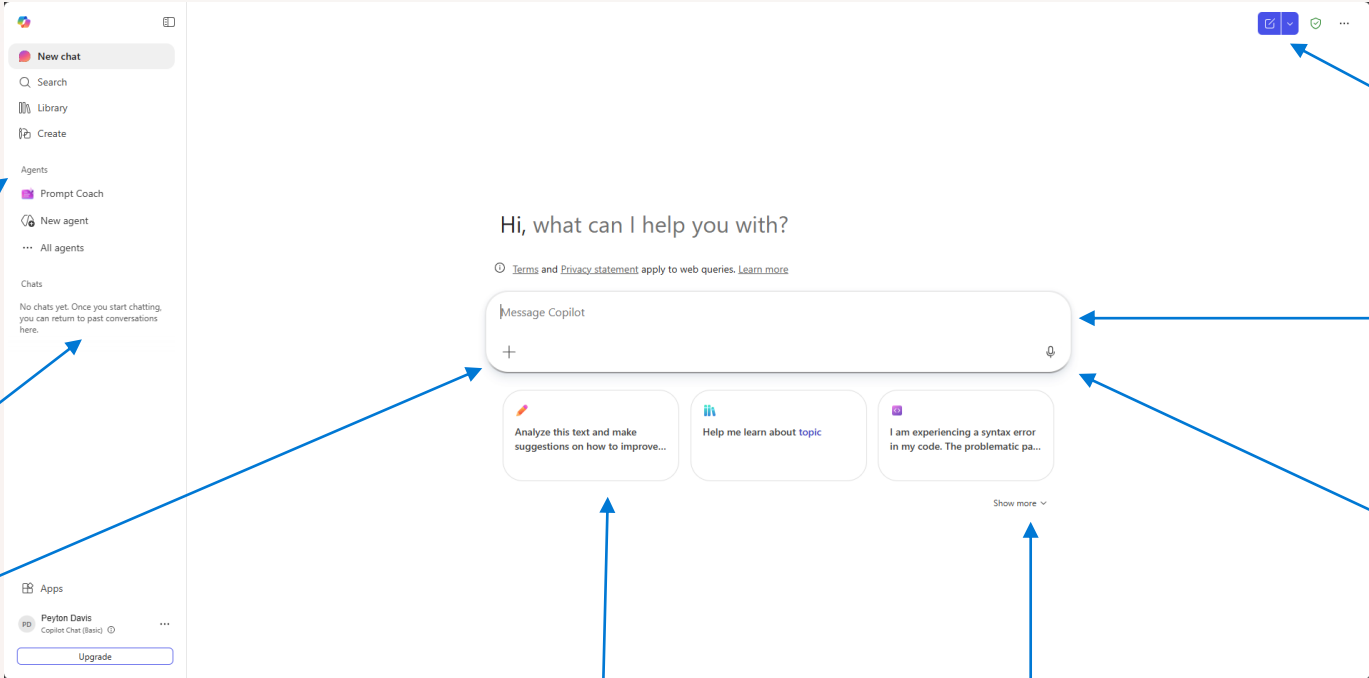
Select the Copilot icon from the left-side menu bar.

M365 Copilot app (desktop or mobile)



Microsoft 365 Copilot Chat (Basic) interface

Important: For today, we will access using Web or the link in Teams – not Edge sidebar or Outlook or mobile



The screenshot shows the Microsoft 365 Copilot Chat (Basic) interface. On the left is a sidebar with a 'New chat' button, search, library, and create options. Below these are 'Agents' (Prompt Coach, New agent, All agents) and 'Chats' (No chats yet...). At the bottom of the sidebar are 'Apps' and a user profile for 'Peyton Davis'. The main area displays a chat conversation starting with 'Hi, what can I help you with?'. Below the greeting is a 'Message Copilot' input box with a plus icon and a microphone icon. Under the input box is a 'Suggested prompts' section with three prompts: 'Analyze this text and make suggestions on how to improve...', 'Help me learn about topic', and 'I am experiencing a syntax error in my code. The problematic pa...'. A 'Show more' link is at the bottom right of the suggested prompts. In the top right corner of the chat area is a 'Start a new chat button' (a square icon with a plus and a checkmark).

Agents
Choose an agent from the list to chat with it, or expand the agent menu to find or create agents

Chat history
View your past conversations

Add content
Expand to add files or images to your Copilot prompt

Start a new chat button
Clear your past chat and start a new conversation.

Prompt box
Start your conversation here

Dictation
Use dictation if you prefer to speak rather than type when you're chatting with Copilot

Suggested prompts
Get started with prompt suggestions personalised to you.

Copilot Prompt Gallery
Expand the suggested prompts to view the full Copilot Prompt Gallery, including saved prompts and prompts from your team

© Copyright Microsoft Corporation. All rights reserved.

Your first prompt

NOW YOU TRY

Open Copilot Chat and ask it anything - a question, a fact, a joke. Just get a response on screen. Try both “quick response” and “think deeper”.

Examples:

- Tell me the world cup scores from yesterday and give me a summary of the matches
- Write me a short poem about... eg, Sydney traffic
- Plan a 3 day trip to Hobart.

~5 minutes

Knowledge check



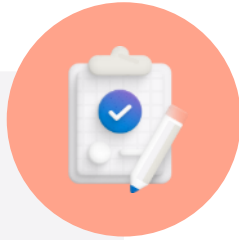
Test your knowledge.

Go to <https://futureability.com/ms-4023>

Run "Prompt 1" in Copilot Chat for a quick quiz covering what you just learned!

Summary

Now you're ready to get started with Microsoft 365 Copilot Chat.



What you learned

Now that you've completed this module, you're able to:

- Describe the purpose and key features of Microsoft 365 Copilot Chat (Basic).
- Identify where and how to access Copilot Chat (Basic).
- Describe how web grounding delivers real-time, web-based answers
- Navigate the Copilot Chat (Basic) interface and how to start chatting.
- Describe how Enterprise Data Protection keeps your data secure while using Copilot Chat (Basic).

Write effective prompts to achieve optimal results



Introduction



This module covers the topic of effectively communicating with Microsoft 365 Copilot Chat (Basic). It delves into the art of writing effective prompts by exploring key elements, best practices, and the Prompt Gallery to help you achieve optimal results.

In this module, you learn how to:

- Identify the four key elements of an effective Copilot prompt: context, goal, source, and expectations.
- Apply best practices to write clear, concise, and well-structured prompts.
- Recognise common prompting mistakes and how to avoid them.
- Utilise the Microsoft Copilot Prompt Gallery to discover, save, edit, and share useful prompts.

Write an effective prompt (1/2)

Include the right prompt ingredients

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

Context

Why do you need it and who is involved?

Goal

What do you want Copilot to do?

Source

Where should Copilot look for information?

Expectations

How should Copilot deliver the answer?

Write an effective prompt (2/2)

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

Context

Why do you need it and who is involved?

Goal

What do you want Copilot to do?

I work in marketing and focus on competitor research. Give me a concise summary of recent news about [company name]. Focus on web articles from the last 2 months. Provide the answer in two to three paragraphs and use a business tone.

Source

Where should Copilot look for information?

Expectations

How should Copilot deliver the answer?

Prompting best practices

- ✓ Be clear and specific
- ✓ Keep it conversational
- ✓ Give examples
- ✓ Ask for feedback
- ✓ Write legibly
- ✓ Check for accuracy
- ✓ Provide details
- ✓ Be polite
- ✓ Iterate and refine

- ✗ Be vague
- ✗ Request inappropriate or unethical content
- ✗ Use slang, jargon, or informal language
- ✗ Give conflicting instructions
- ✗ Interrupt or change topics abruptly

Build a good prompt

NOW YOU TRY

Here's a weak prompt - “write a plan for onboarding new team member”

Rebuild it using context, goal, source and expectations.

Run both. See the difference.

~6 minutes

Top Prompts to try first with Copilot Basic



Communications

- **Write** a press release on [topic] with headline, subhead, 3 key points, and a quote placeholder.
- **Review** this post and look for gaps or sections that may be confusing for my audience. Then suggest updated copy.
- **Generate new versions** of the post to have a few options to consider. **Translate** into French.



Executive Offices

- **Summarize** news, why it matters, customer impact, and team questions in 2 minutes.
- **Give me some suggestions** of humorous ways to begin this speech.
- **Create** likely press questions with clear answers and note any uncertainties.



Finance

- **Build** a table from these public filings comparing revenue growth, margins, and cash flow.
- **Create** scenarios (base/upside/downside) for revenue with [assumptions] and [impact].
- **Draft** 6 likely analyst/investor questions with clear answers; flag any uncertainties.



Human Resources

- **Outline** hiring trends and suggest 3 actions to improve talent acquisition.
- **Generate** 10 great interview questions based on [resume] and [job description].
- **Create** a checklist for conducting effective performance reviews, including preparation steps and follow-up actions.



Information Technology

- **Provide** a high-level outline with guidance on how to implement [tool/service] and create 30-minute training including key concepts, demos, and best practices.
- **Create** a document detailing the architecture of [system] in non-technical language.
- **Rewrite** this code.



Legal

- **Create** a 30-minute training outline on [topic: data privacy, IP, etc.] with objectives and key points.
- **Locate** the regulation, associated articles, and materials to generate an executive summary.
- **Summarize** recent changes in [jurisdiction] law and their impact on our operations.



Marketing

- **Create** a 100-word LinkedIn blurb from the uploaded document, ensuring the caption is friendly and informative with relevant emojis.
- **Generate a photoreal image** of [product] on [surface/setting] with [lighting] and [background mood].
- **Proofread** this with Chicago Style grammar rules and provide five options for headlines using each of these five key words.

Available in the Handouts section of the course notes – futureability.com/ms-4023

Top 10 to try first with Copilot Basic



1

Ask a question

Get insights and answers to your questions.

- How does [product] compare to [competitor product]? Provide the comparison in a table.



2

Draft an email

Generate an email draft and personalize the tone and length.

- Draft an email to [name] that informs them that [Project X] is delayed two weeks. Make it short and casual in tone.



3

Summarize a document

Simplify a long document, article, or PDF.

- Give me a bulleted list of key points from <insert file>.



4

Generate new ideas

Boost your creativity with ideas for your tasks such as agendas, image creation, social media posts, etc.

- Suggest 10 compelling taglines based on <insert file>.



5

Draft a document

Start from a full draft rather than a blank page.

- Write an outline for a creative brief for a video project.



6

Improve your writing

Write and edit like a pro.

- Generate three ways to say [text].



7

Learn something new

Quickly learn new skills and topics.

- Explain how a large language model works in simple terms.



8

Create an image

Leave behind stock images and text-only reports by creating images easily.

- Illustrate a romantic pop art image of an office worker experiencing a dramatic coffee crisis.



9

Translate a message

Read and write content in other languages.

- Translate the following text into French: [text].



10

Become an Excel formula pro

Use Copilot to help with Excel (or any technical coding task, for that matter!)

- How do I sum only the values over \$100 in an Excel table?

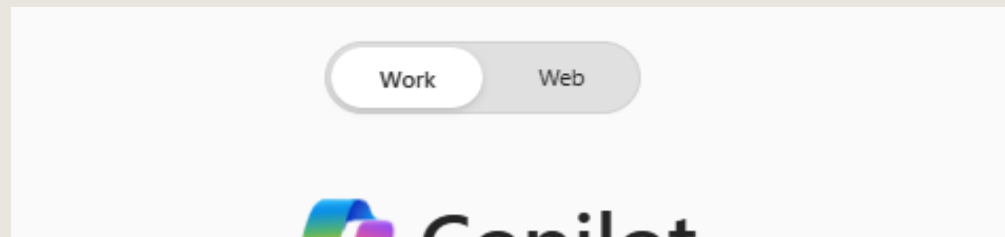
For more prompt examples check out the [Prompt Gallery](#)

The difference between work and web-grounded modes

Copilot Chat (Basic) uses web data by default. With a **Microsoft 365 Copilot (Premium)** license, it can also access your work data, giving you a **Work** and **Web** toggle at the top of the interface.

In **work mode (work-grounded)**, M365 Copilot (Premium) uses WorkIQ to ground responses in your work data, giving you access to files, emails, meetings, and other Microsoft 365 resources.

In **web mode (web-grounded)**, Copilot Chat (Basic) uses Bing's web data with generative AI to provide up-to-date insights for research, brainstorming, and staying informed.



Today we're on the free tool (Basic) - web-grounded only. Work mode also reads your emails, files and meetings, but needs a paid Microsoft 365 Copilot (Premium) licence. That's a later stage - not today.

Prompts to try – from your everyday work

NOW YOU TRY [BREAK]

Make your own relevant work prompt, run it, then add one detail and run it again.

Research

“Summarise best practice for onboarding frontline care staff”

Draft

“Draft a 150-word intranet post announcing this policy change”

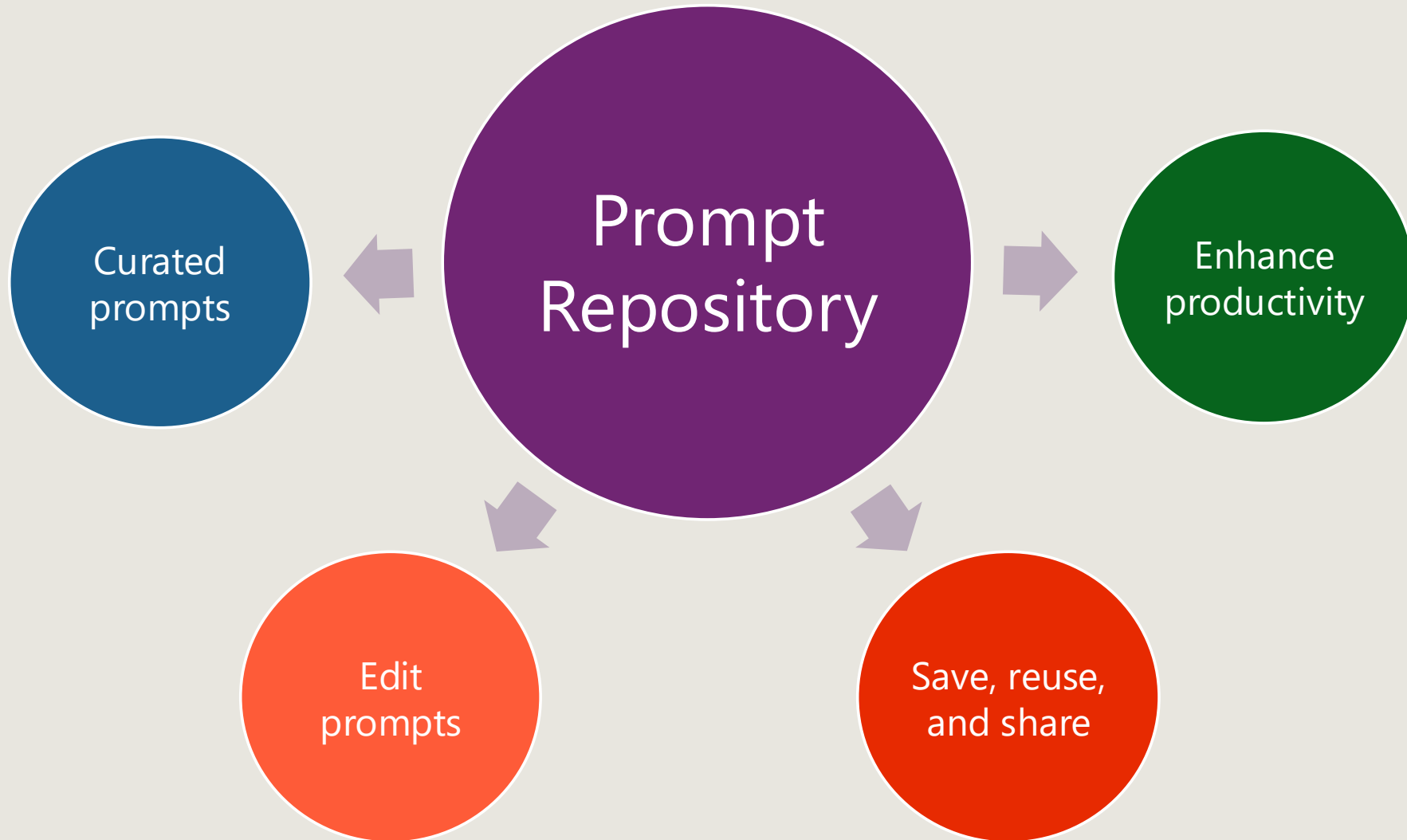
Rewrite

“Rewrite this paragraph so that its is more concise. Do not lose my style and tone, just restructure.”

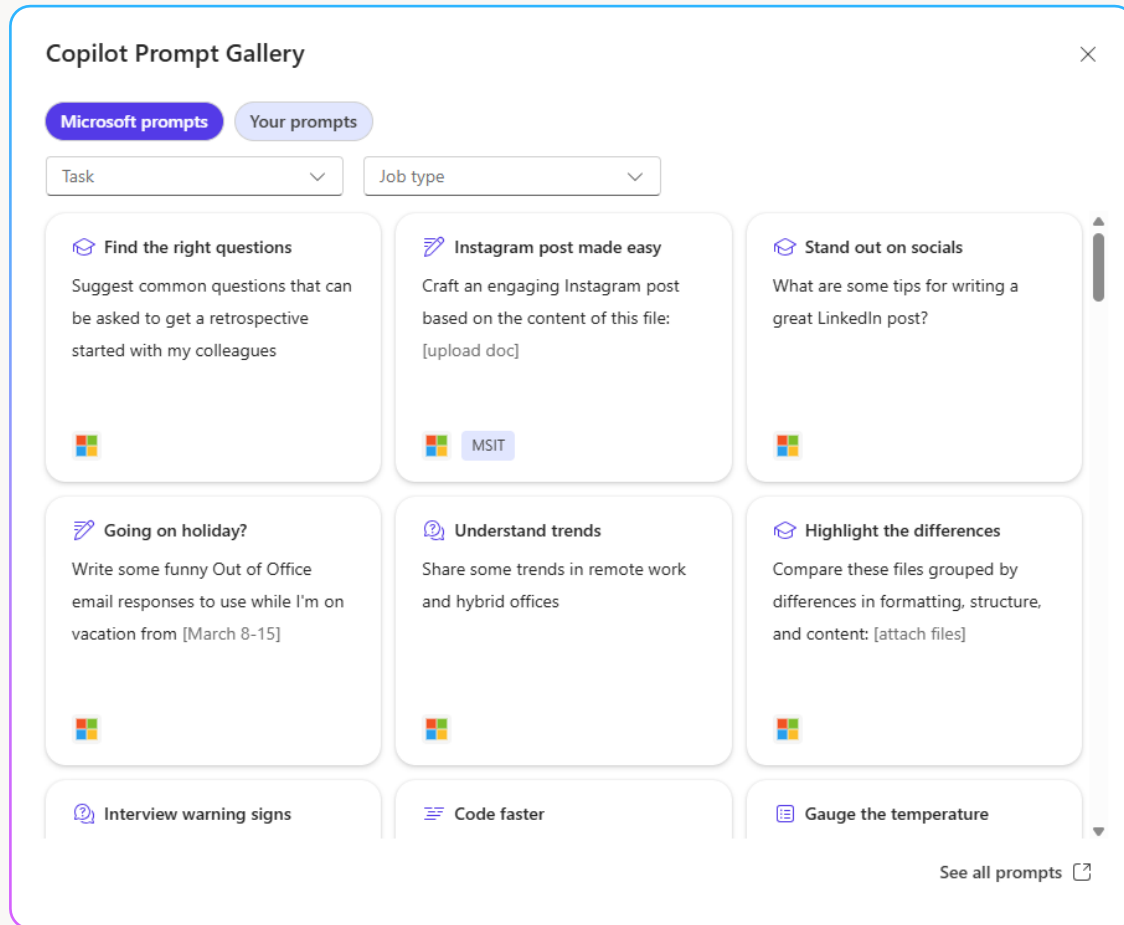
Excel help

“Write an Excel formula flagging timesheets over 50 hours but less than 70 ”

Get inspired with Copilot Prompt Gallery



Navigating to the Copilot Prompt Gallery



Access the Prompt Gallery in Copilot Chat (Basic) by selecting **Show more** under the prompt box and select the **Prompt Gallery** located under the example prompts. Here, you'll see more Copilot prompts and your saved prompts.

Copilot Prompt Gallery helps you find prompting inspiration so you can take greater advantage of Copilot in your daily work.

Knowledge check

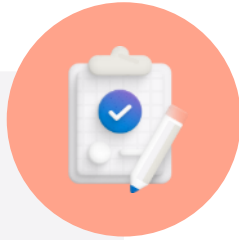


Test your knowledge.

Go to <https://futureability.com/ms-4023>

Run "Prompt 2" in Copilot Chat for a quick quiz covering what you just learned!

Summary



You're now able to write effective prompts and navigate to and use the Copilot Prompt Gallery.

What you learned

Now that you've completed this module, you're able to:

- Identify the four key elements of an effective Copilot prompt: context, goal, source, and expectations.
- Apply best practices to write clear, concise, and well-structured prompts.
- Recognise common prompting mistakes and how to avoid them.
- Utilise the Microsoft Copilot Prompt Gallery to discover, save, edit, and share useful prompts.

03

Customisation & Taking it further

<https://futureability.com/ms-4023>



Introduction



This module discusses how you can use Microsoft 365 Copilot Chat (Basic) to enhance your productivity within a secure, enterprise-ready environment. It also discusses how Copilot Chat (Basic) eases collaboration via Copilot Pages and automates your workflow with Copilot Agents.

In this module, you learn how to:

- Leverage Copilot Chat (Basic) to brainstorm ideas, summarise information, create content, analyse files, visualise data, and generate code.
- Use Copilot Pages to collaborate in real-time and organise content in a shared workspace.
- Understand difference between Premium and Basic licenses
- Describe how Copilot Agents automate and personalise tasks.

Microsoft 365 Copilot Pages



What is Copilot Pages?

Feature in Microsoft 365 Copilot Chat (Basic) that lets you turn a chat response into an editable and collaborative workspace.

Why should I use Copilot Pages?

Save and edit
AI-generated
content

Easily share pages
through Teams,
Outlook, or
Microsoft 365 app

Work
collaboratively in
real-time

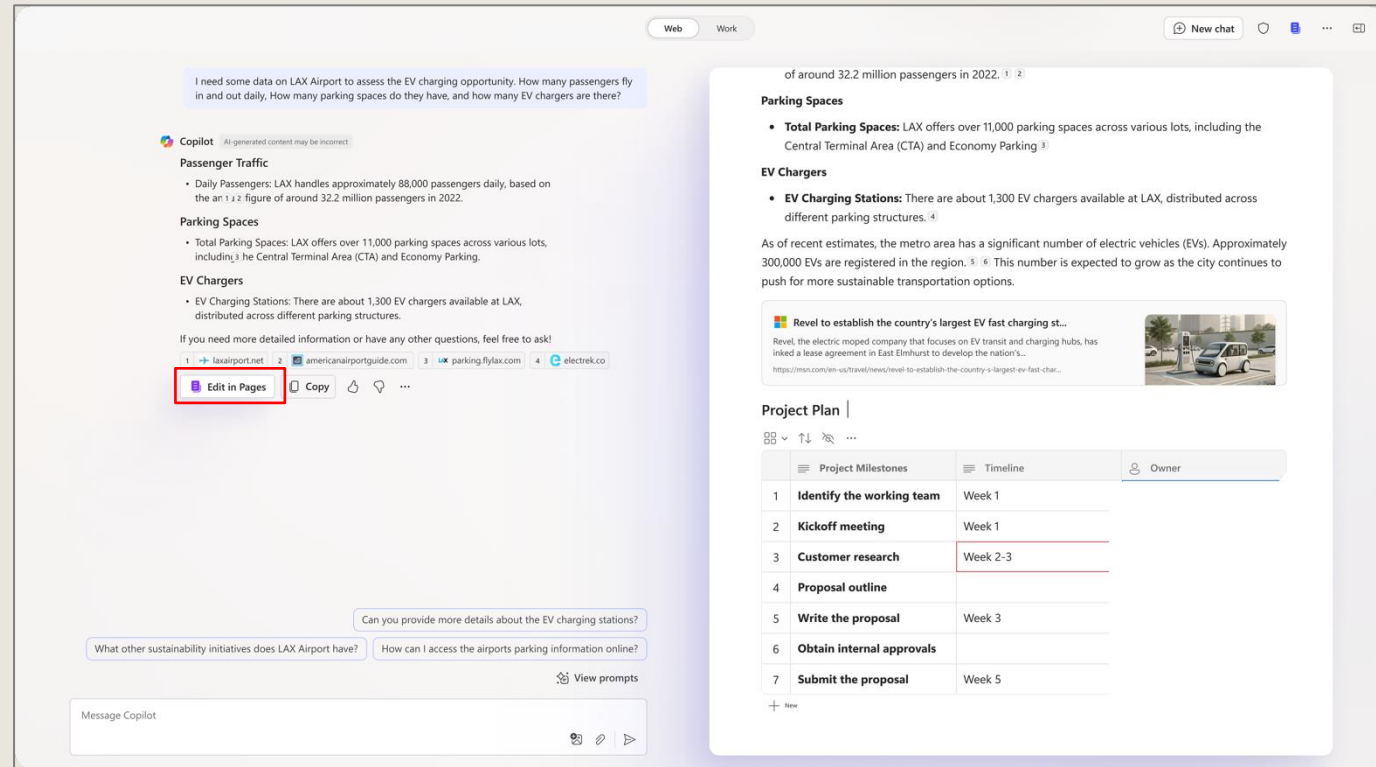
Export to a Word
document or
PowerPoint for
distribution

How does Copilot Pages work?

Create a page: Select **Edit in Pages** to create a dedicated response page and enhance content through continued conversation with Copilot. Each new response can be added to the page.

Edit Instantly : Select any text or image on your page to modify and type "/" to insert elements.

Easy Access: Open pages via Chat links, the Pages icon or in your recently opened documents.



Video: [Microsoft 365 Copilot | Copilot Pages - YouTube](#)

How can I get the most from Copilot Chat (Basic)?



Get summaries and stay informed

Summarise large amounts of data, gather and analyse market trends, competitor strategies, product development or customer insights.

Brainstorm and draft content quickly

Generate and refine ideas for presentations, reports, or proposals. Draft, rewrite, or polish content in different styles and formats.

Gather insights based on your files

Upload any file to the chat and ask Copilot to provide insights, summarise key points, or generate new content based on the file.

Visualise your data

Transform your data and ideas into a unique, AI-generated image, chart or infographic.

Generate code and formulas

Save time, reduce errors, and adapt code or formulas to your specific needs and tools.

Use cases from your real work

NOW YOU TRY

Think of one real task from your week. Use Copilot to make a start on it.

Stuck for ideas? Try one of these:

Policy to FAQ

Turn a 12-page policy into a one-page staff FAQ

Query responses

Draft a clear, kind reply to a de-identified payroll or leave query

Survey themes

Theme de-identified survey comments and suggest three actions

Meeting follow-up

Turn rough notes into a table of actions, owners and due dates

03

Taking it even further
(at least Premium required)

<https://futureability.com/ms-4023>



Examples of work-based prompts (Premium license required)



Check your schedule

When is my next one-on-one with /person?

Work inside Office products

Add speaker notes to each slide

Stay on top of email

What should be on my radar from emails last week?

Catch up on a meeting

Recap /meeting and extract my to do list from it

These need a paid Microsoft 365 Copilot (Premium) licence - they won't run on today's free tool. Shown for awareness only; we won't try these in this session.

Find out more – how to request a Premium license...

Search DigiTech ▾

DigiTech ▾

- [DigiTech Home](#)
- [How-To Guides](#)
- **[DigiTech Teams](#)**

> [Technology Services](#)

- [Digital and Data](#)
- [Data Platform & Products](#)

▾ [Digital and AI Enablement Products](#)

- [Digital Product Announcements](#)
- ▾ [Digital Products List and Roadmaps](#)
 - [Websites](#)
 - [Martech](#)
 - [Digital Workplace](#)
- > [Corporate Tools](#)

 Subscribe

 Favorite



[Corina Petrescu](#)

Last Updated: 30/06/2026, 09:48:52 ·  Page ·  8 minute read



0



0



0

Workplace AI FAQs

Learn the difference between Copilot Chat and M365 Copilot, check your licence, request access, and more in our Workplace AI Frequently Asked Questions.



Keep checking this space for new FAQs.

On this page

Table of Contents

- [Copilot Licences and Access](#)
- [Learning, Community and Roadmap](#)
- [Workplace AI Governance and Support](#)

What is agentic AI?



Generative AI answers. Agentic AI acts.

An agent takes a goal and works towards it in steps - planning, using tools, checking progress.

You ask Copilot Chat

"Draft a reply to this query"

"Summarise this policy"

"What's the onboarding process?"

"Research car leasing arrangements in NSW"

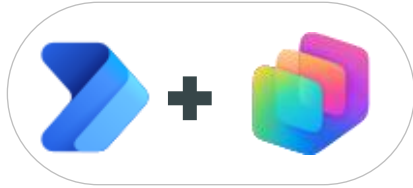
Awareness only today - you'll watch a live agent later in this session.

An agent acts in one or more ways:

Answers staff policy questions all day, citing the source (**knows things – grounded**)

Monitor a shared inbox, draft replies, log each query (**does things, by request**)

Walk new starters through it, step by step (**does things 'on it's own'**)



What makes an **agent**?

Building blocks



Knowledge

Existing enterprise data
in or outside of M365
that the agent can query



Tools

Tasks and processes your
copilot can perform
across LOB services/apps



Instructions

Tell the agent what it is,
its tasks and the things it
can use to do them



Triggers

Initiate the work by a
system event happening
or on a schedule

Knowledge check



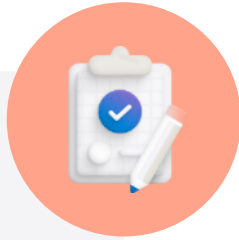
Test your knowledge.

Go to <https://futureability.com/ms-4023>

Run "Prompt 3" in Copilot Chat for a quick quiz covering what you just learned!

Summary

You're now familiar with the ways you can use Copilot Chat (Basic) to improve your productivity, ease collaboration, and simplify your workflow.



What you learned

Now that you've completed this module, you're able to:

- Leverage Copilot Chat (Basic) to brainstorm ideas, summarise information, create content, analyse files, visualise data, and generate code.
- Use Copilot Pages to collaborate in real-time and organise content in a shared workspace.
- Describe how Copilot Agents automate and personalise tasks.

BEFORE YOU GO

One thing I'll try this week.

Key takeaway....

One sentence each. We'll revisit the expectations we captured at the start.

Revisit outcomes...

Anything in the Parking Lot?

Resources and your next steps

Your course today is based on MS-4023

- Transform ideas into action with Copilot Chat
- [MS-4023 at Microsoft Learn](#)
- Build your Microsoft Learn profile

Keep going

- AI-3025 - Work smarter with AI
- AB-730T00 - Transform business workflows with generative AI
- MS-4018 - Draft, analyse and present with Microsoft 365 Copilot
- Applied Skill - Streamline business workflows with AI chat

Access your course material

All course content is available on Microsoft Learn

futureability.com/ms-4023

Get the most out of your Microsoft Learn profile

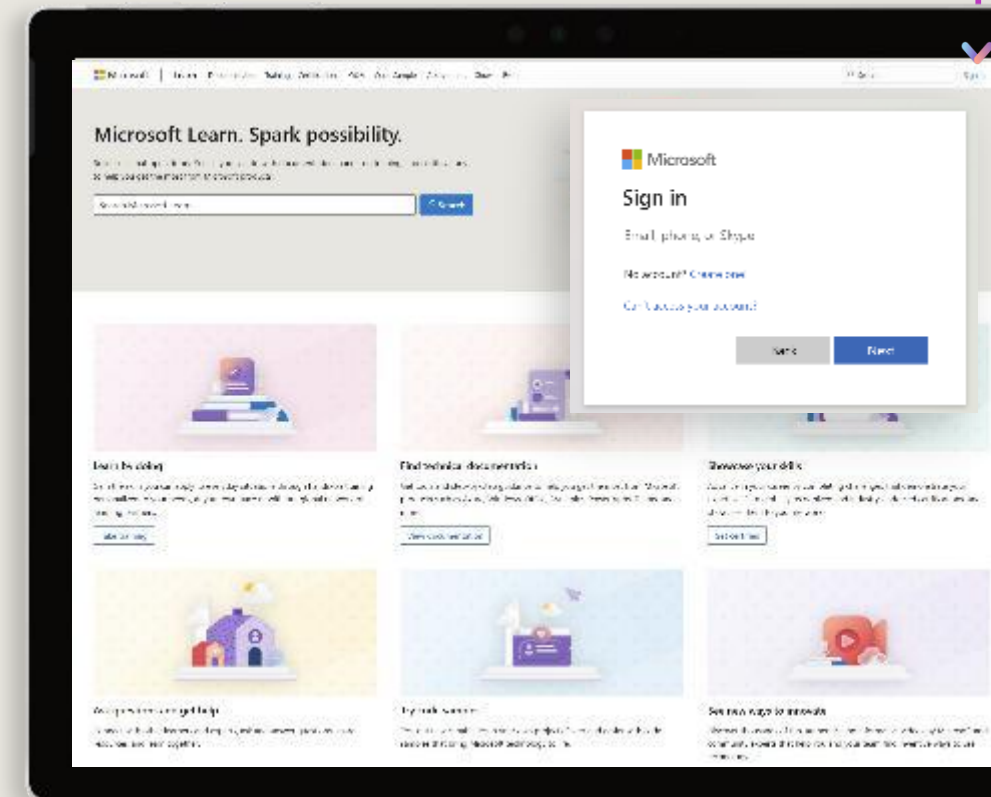
Verify, track, and share your training and certification progress and accomplishments—*all on one platform*.

- Claim your achievement code for this course and share you have completed it.
- Access your course material and track progress on your learning activities.
- Share and verify your Microsoft Credentials via email, on social networking platforms, and on your resume.
- Download and print transcripts and certificates.
- Manage your upcoming activities and credential appointments.

www.aka.ms/MyMicrosoftLearnProfile

Create your Microsoft Learn profile at learn.microsoft.com

- Select *Sign in* at the top, right corner of any Microsoft Learn page.
- Follow the Microsoft account authentication process.
- If the account that you have chosen to sign-in with doesn't already have a Microsoft Learn profile, you'll be guided to create one.



Please provide feedback

It will help assess the impact of our investment in
you

Workshop Attendance Feedback





Microsoft Learn Spark possibility