



Join us June 17–18 for a deep dive into Copilot Control System—live expert-led sessions and Q&A on data security, agent lifecycle, adoption, and more! [Learn more >](#)

Microsoft 365 Insider Blog

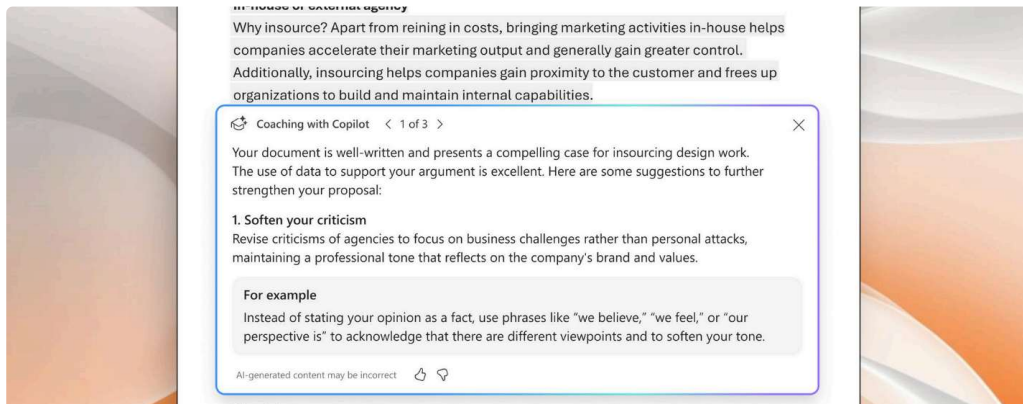
Welcome to the Microsoft 365 Insider blog! Get updates and insights about Microsoft 365 features as they release to preview channels on Windows, the web, Mac, iOS, and Android.

Learn about the Microsoft 365 Insider program at <https://aka.ms/MSFT365InsiderProgram>

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MICROSOFT 365 INSIDER BLOG 4 MIN READ

Improve communication with Microsoft Copilot and other Microsoft 365 tools



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May 13, 2025

Hey, Insiders! Struggling to get your point across with a certain audience at work? Not sure how to bring up a difficult topic over email or during a video call? Looking to connect better with a colleague from a different background? Whatever your communication scenario, Microsoft Copilot and other Microsoft 365 tools and features can help you solve it – fast!

Improve communication with Microsoft Copilot and other Microsoft 365 tools

Because Microsoft Copilot is integrated into your favorite and most frequently used apps, getting support for written or verbal communication is simple and intuitive:

- Refine messages and easily collect and save key information from email threads in Outlook.
- Track conversations and important points discussed in Teams.
- Summarize long text, supplement brainstorming with ideas, and turn rough drafts into polished, workable content in Word or PowerPoint.



voice and meaning remain intact.

With Copilot and capabilities like voice isolation and live transcription in Teams, you can improve your focus, enhance productivity in all areas of your workflow, and promote neurodiversity.

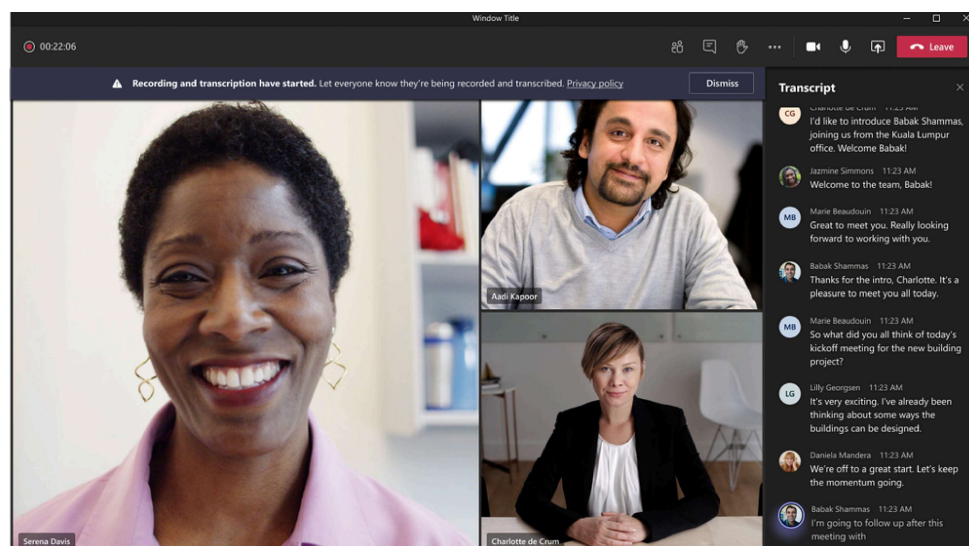
Scenarios to try

Here are some ways you can have Copilot or other tools make your communication stronger and more effective – without having to step away from your favorite apps:

- **Give everyone a clear voice using voice isolation:** In Teams, go to **Settings > Recognition > Create voice profile** and follow the steps to create your voice profile, which will then allow you to suppress any distracting background sounds for listeners while in a video call ([learn more](#)).
Available for Teams for Windows and for Mac enterprise users.



- **Follow important conversations with live transcription and captions:** When in a Teams meeting, select the **More options (...)** menu, then **Record and transcribe > Start transcription**. This will record and document all dialogue and mark comments with participants' names ([learn more](#)). You can also add captions by selecting **More options (...)**, then **Language and speech > Show live captions**. *Available to Teams for Windows, for Mac, for Android, for iOS, and for the web enterprise customers.*

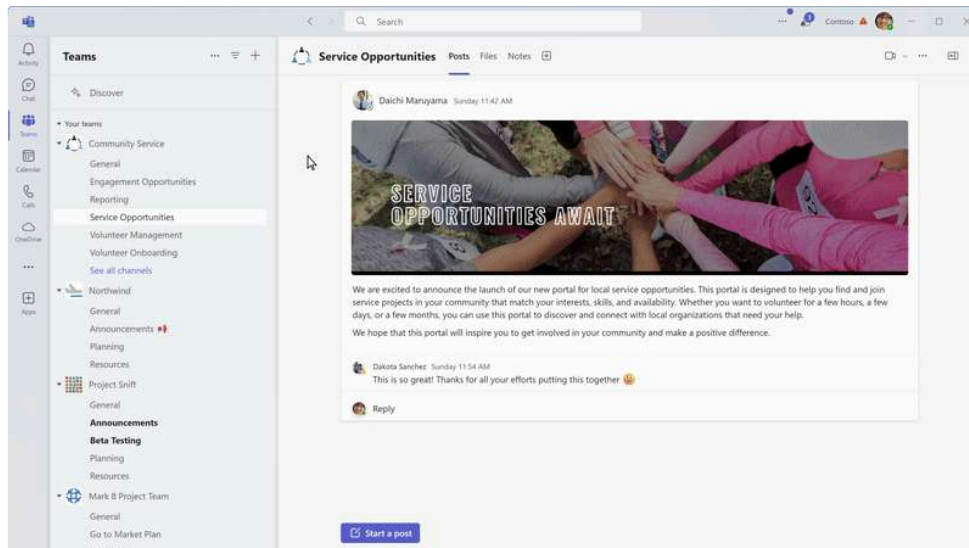


- **Stay updated and informed with summaries and chat:** Ask Microsoft 365 Copilot directly in Teams for a summary of a video call or channel, or in Outlook for a summary of an email thread.

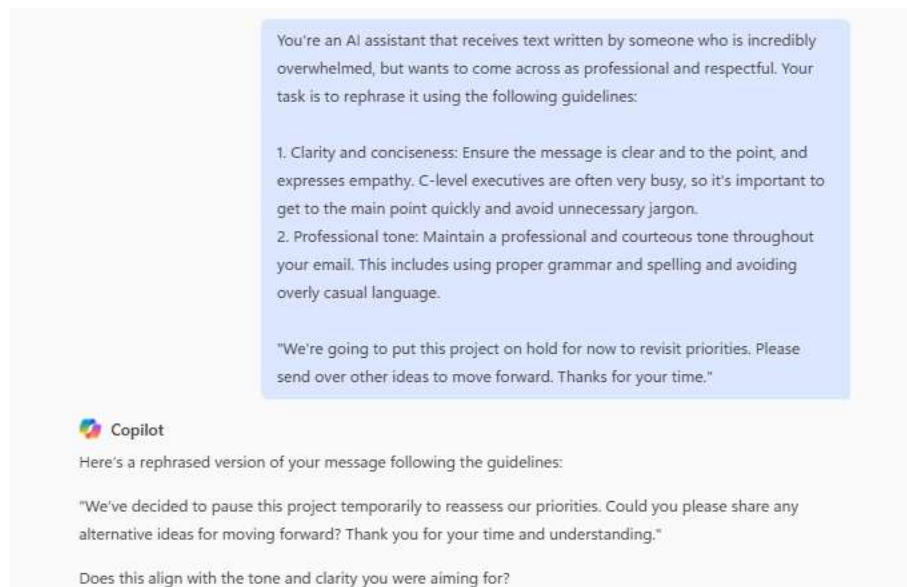


- What were the 3 main points covered in the weekly recap?
- "Who suggested we change our check-in from once a week to bi-monthly?"
- "Give me a bulleted list of the next steps outlined in the Marketing FT channel on Monday?"

Get more [prompt inspiration](#). Available to Teams for Windows, for Mac, for Android, for iOS, and for the web enterprise customers with a Copilot license (get more details on licenses for [businesses](#)).



- **Turn rough ideas into polished content:** Having a hard time communicating a sensitive topic to your team? Use Copilot in Outlook to refine an email you could use some assistance on, or try out the ["empathy bot prompt"](#) created by one of our very own Microsoft employees. You can also dictate your ideas if you prefer and have Copilot generate a structured piece of content based on them ([learn more](#)). Available to all users with a Copilot license (get more details on licenses for [consumers](#) and for [businesses](#)).



- **Supercharge your writing:** Copilot can act as your communication coach as you draft up and iterate on a Word document ([learn more](#)). It can:
 - suggest ways to tighten up lengthy statements or soften harsh language.
 - make your writing sound more professional or fun.
 - repurpose content from other Microsoft 365 apps so you don't have to start from scratch ([learn more](#)).
 - reorganize and reformat information so it's clearer and easier to parse through ([learn more](#)).

And more... Available to all users with a Copilot license (get more details on licenses for [consumers](#) and for [businesses](#)).



companies accelerate their marketing output and generally gain greater control. Additionally, insourcing helps companies gain proximity to the customer and frees up organizations to build and maintain internal capabilities.

Coaching with Copilot < 1 of 3 >

Your document is well-written and presents a compelling case for insourcing design work. The use of data to support your argument is excellent. Here are some suggestions to further strengthen your proposal:

1. Soften your criticism

Revise criticisms of agencies to focus on business challenges rather than personal attacks, maintaining a professional tone that reflects on the company's brand and values.

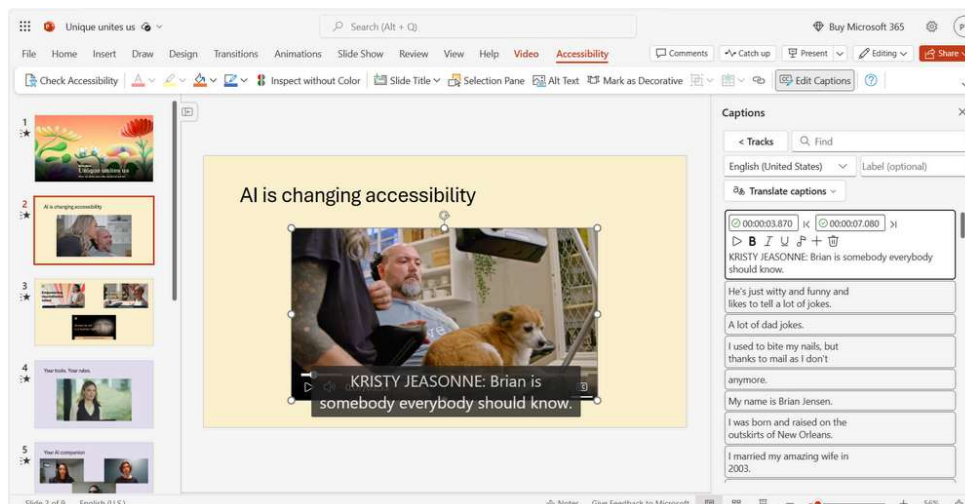
For example

Instead of stating your opinion as a fact, use phrases like “we believe,” “we feel,” or “our perspective is” to acknowledge that there are different viewpoints and to soften your tone.

AI-generated content may be incorrect

Breakdown

- **Make video content more digestible with captions:** In PowerPoint, you can enable captions for viewers of your presentations by selecting the video on a slide, then selecting **Generate captions** and choosing a preferred language. This ensures everyone is able to understand what is being said ([learn more](#)). Available to all PowerPoint for the web users.



Feedback

We'd love to hear how you're using these features to improve communication, whether in person or via text or video! Tell us your story or offer suggestions for making Microsoft Copilot and other Microsoft 365 tools even more effective by navigating to **Feedback** in your favorite app.

Learn about the [Microsoft 365 Insider program](#) and sign up for the [Microsoft 365 Insider newsletter](#) to get the latest information about Insider features in your inbox once a month!

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