

# Updates to Copilot Chat & Microsoft 365 Copilot



# Copilot Chat update

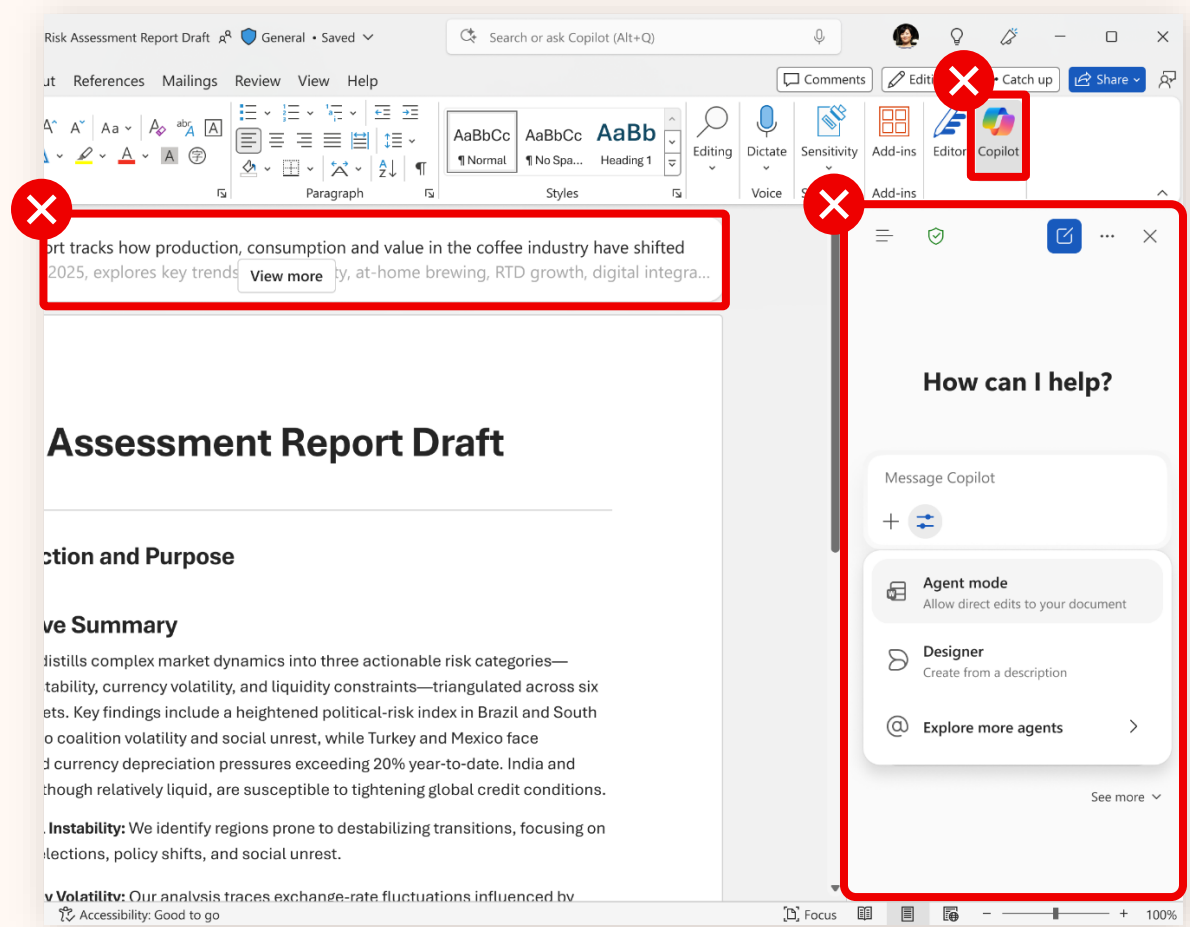
Simplifying to deliver high-quality experiences starting April 15, 2026

## New and existing value

- Secure, web-ground Chat in the M365 Copilot app
- **[New]** Copilot in Outlook with access to your inbox and calendar
- **[New]** Word, Excel, and PowerPoint Agents in M365 Copilot app

## What's changing

- Copilot in Word, Excel, PowerPoint, and OneNote will no longer be available starting April 15, 2026
- Users will see a "Copilot Chat (Basic)" label in-product



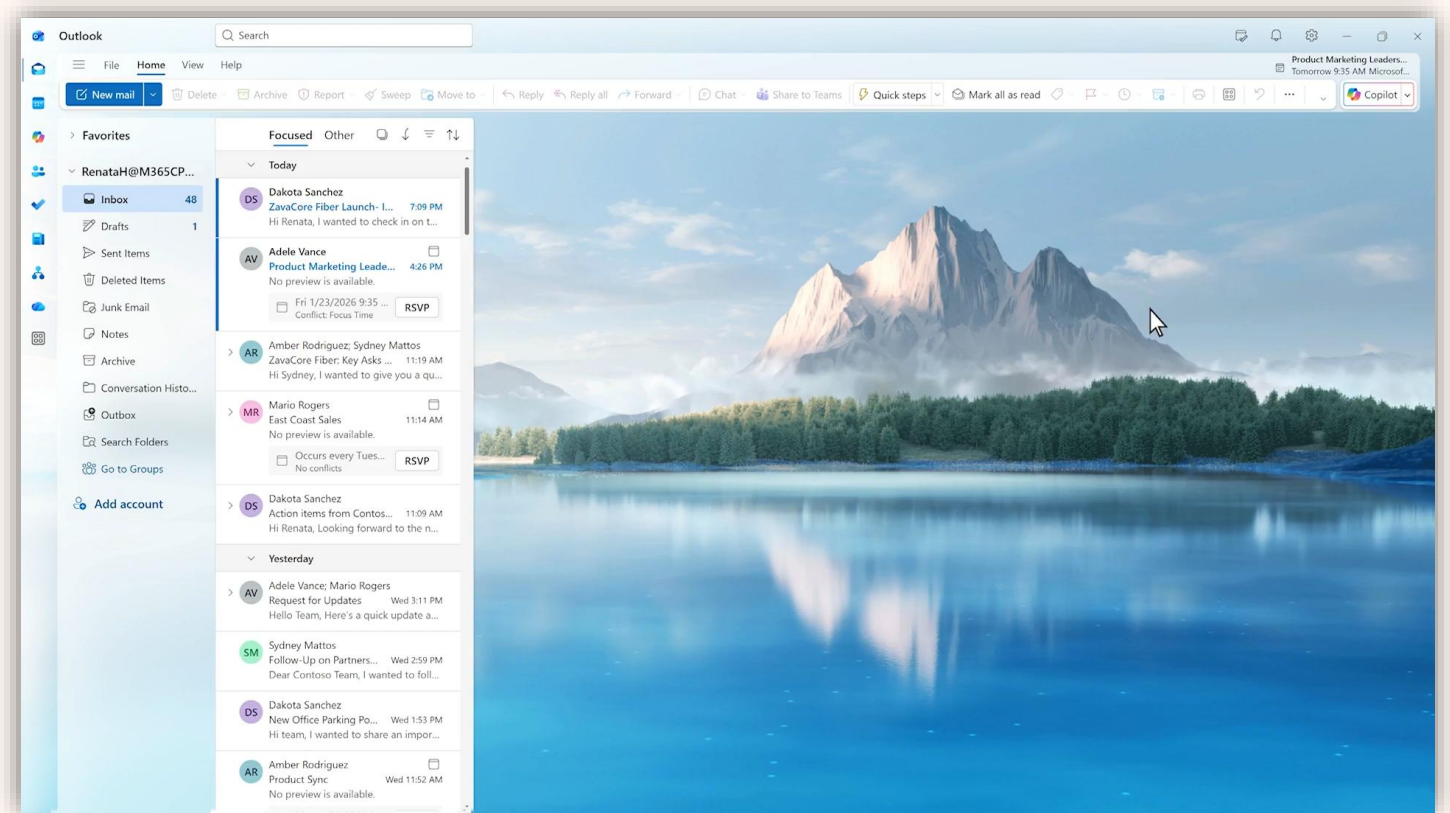
*All Copilot experiences in these apps will no longer be visible or accessible by users. That includes, but is not limited to, the experiences indicated above.*

**No impact for users with a Microsoft 365 Copilot license**

# New value in Copilot Chat: Copilot in Outlook

Copilot in Outlook now reasons over a user's entire inbox, calendar, meetings, and other enterprise data—not just individual email threads

- **Get answers from your whole inbox, not just one email** by asking Copilot things like "What are the latest updates from my manager about project X?" or "Which unread emails need replies first?"
- **Helps you to stay on top of your schedule and commitments** by identifying upcoming meetings, uncovering action items, and collecting information to prepare.
- **Use chat to triage your email** like accepting meetings or flagging mail from your manager.

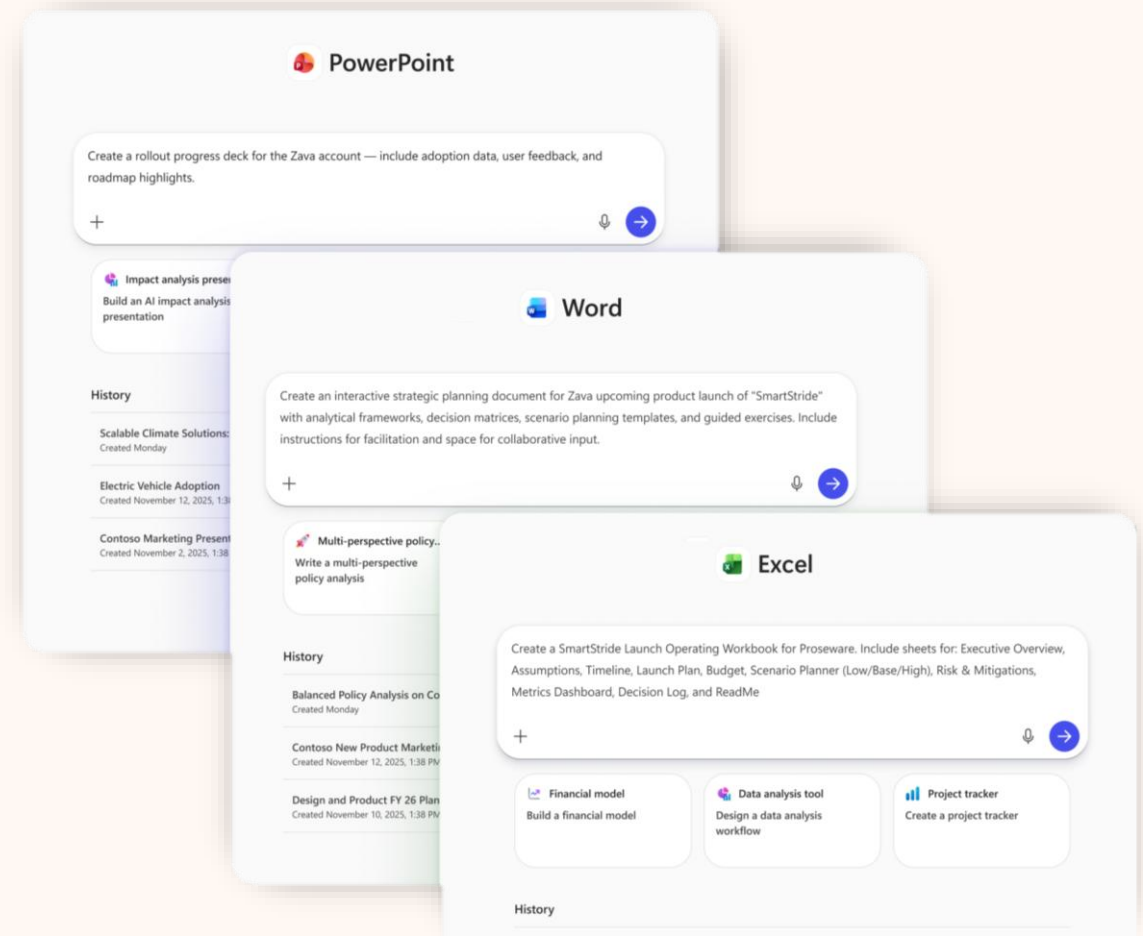


Video showing a user asking Copilot in Outlook to summarize their emails from the past week related to a specific project and identify action items.

# New value in Copilot Chat: Word, Excel, PPT agents

Turn ideas into polished documents, spreadsheets, and presentations directly in Copilot chat

- Each agent **draws from web sources or files you include in your prompt** to research, analyze and create high-quality content.
- **Works with you to clarify your request** through targeted questions about focus, theme, audience, and file length.
- **Let's you refine results in Chat** through multi-turn conversation.



# Visit the M365 Copilot app or office.com

Generative AI chat, agents in PowerPoint, Word, and Excel, and Teach are there for you

- **Access Copilot Chat** for secure, AI-powered assistance with your questions, content generation, and ideas grounded with enterprise data protection and IT-managed controls.
- Use the + to add a file or use the Word, Excel, or PowerPoint agents.
- **Access the Teach** module for creating, adapting, and aligning instructional materials within the trusted Microsoft environment.

