aztech

Digital Transformation

Microsoft Copilot for 365 Readiness Plan

Preparing you for a smooth and successful adoption of Copilot, tailored to meet your unique business needs and objectives.

about the service

In a fast-paced digital world, every second counts, and that's exactly where Microsoft Copilot for 365 steps in to revolutionise the way you work. As an advanced AI ally, Microsoft Copilot for 365 removed inefficient ways of working with manual task management to enrich your productivity through seamless automation and streamlined collaboration helping to automate your repetitive tasks.

In the legal services sector, data security and privacy are of paramount importance due to the sensitive nature of the information handled. To implement Microsoft Copilot for 365 several key areas need to be reviewed and addressed to ensure your business is ready for implementation. Robust security protocols need to be put in place and privacy needs to be maintained, therefore some areas of consideration include adherence of client-attorney confidentiality, implementing robust data encryption and establishing strict access controls. Compliance of legal regulations also need to be maintained whilst a data processing agreement review is carried out to include third party service providers involved in the Copilot ecosystem. An audit trail and incident response plan needs to be implemented whilst ensuring your employees are trained regularly on data security and privacy best practices and making them aware of the importance of maintaining confidentiality due to implications of legal breaches.

how it works

Our Copilot for 365 readiness plan is a comprehensive solution designed to seamlessly integrate Microsoft Copilot into your organisation. Our team will work you on an initial assessment to identify your specific needs and goals. They will then evaluate your current IT infrastructure and compliance requirements so that they can implement readiness for your infrastructure including upgrades and modifications that may be needed whilst ensuring strong data security and privacy measures are in place. Our team will be able to develop a customised training programme and provide technical support resources or materials for your employees. We will then deploy Microsoft Copilot across your organisation and monitor usage so performance can be optimised. We will be on hand to provide ongoing support and updates.

key benefits

Enhanced Productivity
Empower your team with AI-driven assistance, automating routine tasks and providing smart suggestions to accelerate workflows.

Data Driven Insights
Utilise AI to analyse data, generate reports, and gain actionable insights, driving informed decision-making.

Seamless Integration
Ensure Copilot is fully compatible with your existing IT infrastructure, maximising its potential without disrupting current operations.

Customised Training
Equip your staff with the knowledge and skills to effectively utilise Copilot, fostering a culture of innovation and continuous learning.

Robust Security and Compliance
Maintain the highest standards of data security and privacy, ensuring Copilot aligns with industry regulations and your organisation's policies.

Ongoing Support
Benefit from continuous support and updates, keeping your Copilot implementation optimised and aligned with evolving business needs.

IT Support | Cyber Security | Digital Strategy

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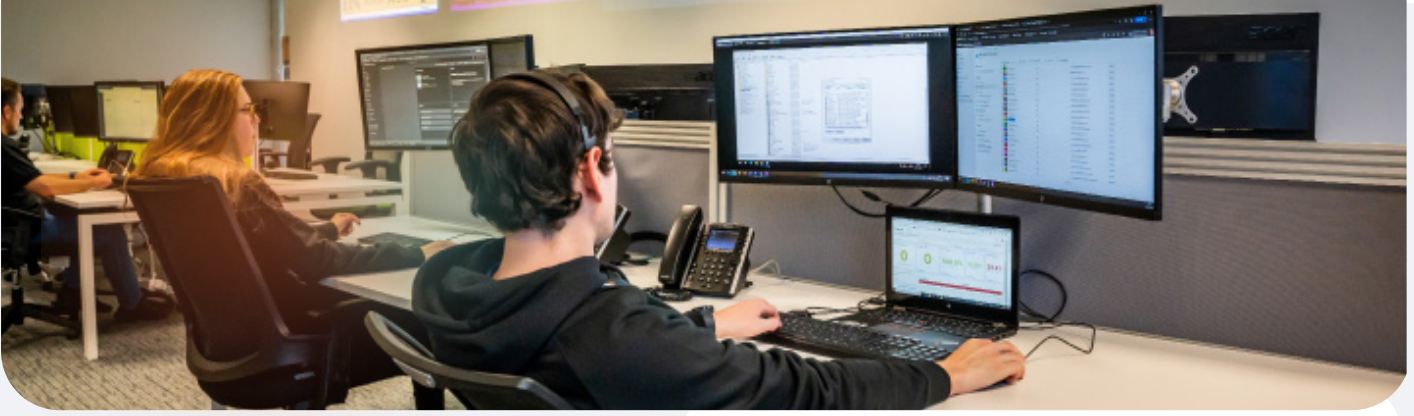
deliverables

Initial Assessment
Our team of experts will work with you to understand your specific requirements, challenges and goals regarding Microsoft Copilot for 365 and evaluate your existing IT environment to determine compatibility and readiness for Copilot integration whilst ensuring that the deployment of Copilot aligns with your industry standards and regulatory compliance needs.

Infrastructure Readiness Report
We will make necessary upgrades/ modifications to your IT infrastructure to support Copilot functionalities ensuring network stability to strengthen your network infrastructure so that it can handle increased data flow whilst having reliable connectivity. We will also be look at your data security and privacy measures and implement robust security protocols to protect your data so that you can maintain privacy in line with Copilot usage.

Training and Support
Our experts will create a comprehensive training program to educate your users on Copilot's features and best practices alongside providing technical support resources for any technical issues and queries related to Copilot.

Implementation
We will deploy Copilot for Microsoft 365 across the your organisation, ensuring smooth integration with your existing systems and continuously monitor Copilot's performance and usage to optimise its effectiveness so that we can address any issues.

Ongoing Support and Updates
Our team will provide continuous support to address any challenges or questions that arise post-implementation and keep you updated with the latest features and improvements in Microsoft Copilot for 365.

FAQs

Where is my data stored and how is it used in Copilot & Chat GPT?

Microsoft Copilot for 365

- **Data Storage** - Microsoft 365 services, including Copilot, typically store data in Microsoft's cloud infrastructure, which is distributed across various data centres globally. Data residency options allow customers to choose specific regions for data storage based on compliance and regulatory requirements.

- **Data Protection** - Microsoft 365 uses encryption for data at rest and in transit. This includes technologies like BitLocker for data at rest and TLS for data in transit. Access to data is governed by strict access controls and identity management solutions, such as Azure Active Directory. Microsoft 365 adheres to various compliance standards, including GDPR, HIPAA, and ISO/IEC 27001. Features like Advanced Threat Protection, Secure Score and Multi-Factor Authentication enhance security.

ChatGPT/OpenAI

- **Data Storage -** Open AI stores data on its serrvers, which are likely hosted on cloud platforms like Azure or AWS.The specific data residency policies depend on OpenAI's agreements with its cloud service providers.

- **Data Protection -** OpenAI uses encryption for data at rest and in transit, similar to Microsoft. OpenAI implements access controls, but the specifics are less transparent compared to Microsoft 365. OpenAI's compliance with various standards is not as extensively documented as Microsoft's. However, they do follow general best practices for data security and privacy. OpenAI focuses on ensuring the security of its models and data but provides less detail about specific features compared to Microsoft 365.