A day in the life of an IT Administrator

7:30 AM

Will arrives at the office and commands Copilot to check his emails and chats for any urgent issues. He uses Copilot in Outlook to draft replies confirming resolution for each issue.

Copilot

Summarize any incidents that have been reported last night from my email and chat messages.

8:00 AM

He attends the daily standup to discuss priorities for the day. During the meeting Will uses Copilot to check for unanswered questions.

Copilot in Teams

Tell me if there are any unanswered questions and make some suggestions for questions that should be asked.

9:00 AM

With no system issues to work on now, Will can revise a project plan. He commands Copilot to fill in some missing sections.
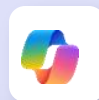
Copilot in Word

Create a paragraph on system setting changes from the Fabrikam system upgrade documentation.

4:00 PM

At the end of the day Will has some time to research new devices for the next laptop upgrade. He commands Copilot to produce a report on the best laptops for business users.

Copilot

What are the most popular laptops for enterprise organizations this year?

3:00 PM

Will returns to Teams to catch up on a meeting he missed when he had to troubleshoot a server issue. He checks out the recap and asks for the key points and action items.

Copilot in Teams

Summarize this meeting and provide the key points and action items

1:30 PM

Will revises his presentation for a meeting with HR on his recommendations for a new employee experience solution that HR has requested. He uses Microsoft Copilot to summarize the product website and then turns it into a slide.

Copilot in PowerPoint

Add a slide based on [copy summary of the web site]

Will is an IT Administrator at Contoso