
What's new in Microsoft 365 Copilot

September 2026 edition



Agenda

Forty-five minutes on what changed in Microsoft 365 Copilot in August, and what it means for your customer conversations.

01 What's new this month

02 What the changes mean for you and your customers

03 A closer look at Copilot in PowerPoint

04 Customer conversations

05 Q&A

This month at a glance

01

Copilot in PowerPoint

Brand rules users cannot override, and skills they can write themselves. Full look later in the session.

02

Copilot Chat

Work on part of an answer and share a conversation as a link a colleague can continue.

03

Copilot Cowork

Effort levels, monthly credit usage, and automated tasks in one place.

04

Copilot Notebooks

Now in the Copilot app and in OneNote, kept in sync.

05

Word and Excel

Word marks the exact words it changed. Excel reports who changed what and can undo it.

06

Outlook and OneDrive

Copilot organises the mailbox from chat and builds documents from files in OneDrive.

07

Planner and SharePoint

Stakeholder status reports, and personal skills that follow the user across their sites.

08

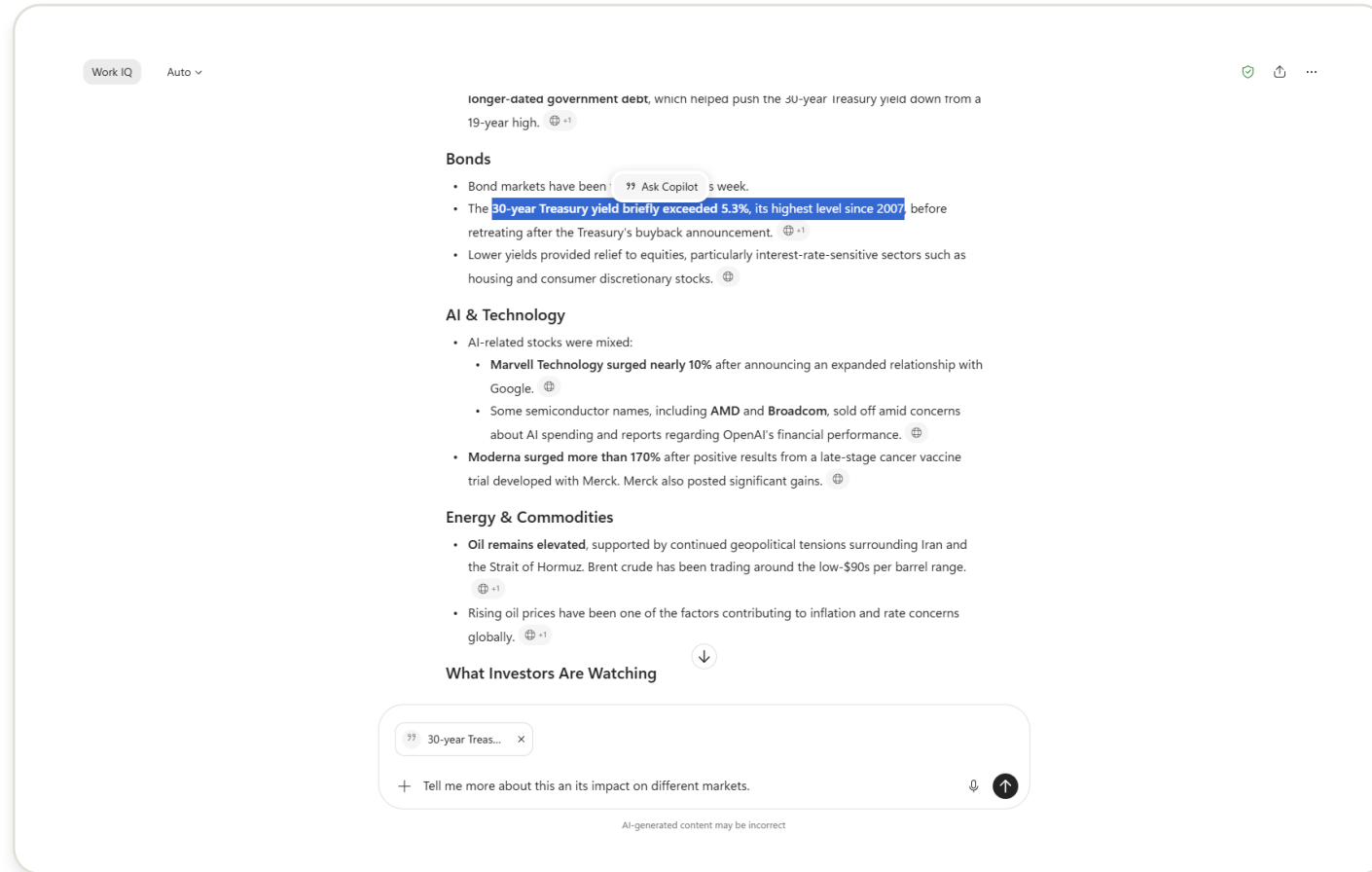
Connectors and reporting

More systems Copilot can reach, and usage data admins can export.

WHAT'S NEW THIS MONTH

Copilot Chat

Text selections and sharing are new in August. Power BI answers are now rolling out worldwide.



Text selections

Users can select a sentence, paragraph or table in a Chat response and ask Copilot to work only on that content. The selected text is previewed in the prompt before sending.

Session and response sharing

Share either a full chat session or an individual response through a link. Recipients get a read-only view and can continue the chat as if it were their own, within organisational controls.

Power BI in Chat and Cowork

Copilot can reason over enterprise data from Power BI reports and semantic models, in both Chat and Cowork. Users ask natural-language questions and get answers from data they already have access to. In preview from June, worldwide in August.

WHAT'S NEW THIS MONTH

Copilot Cowork

All three rolled out in August.

● Effort levels

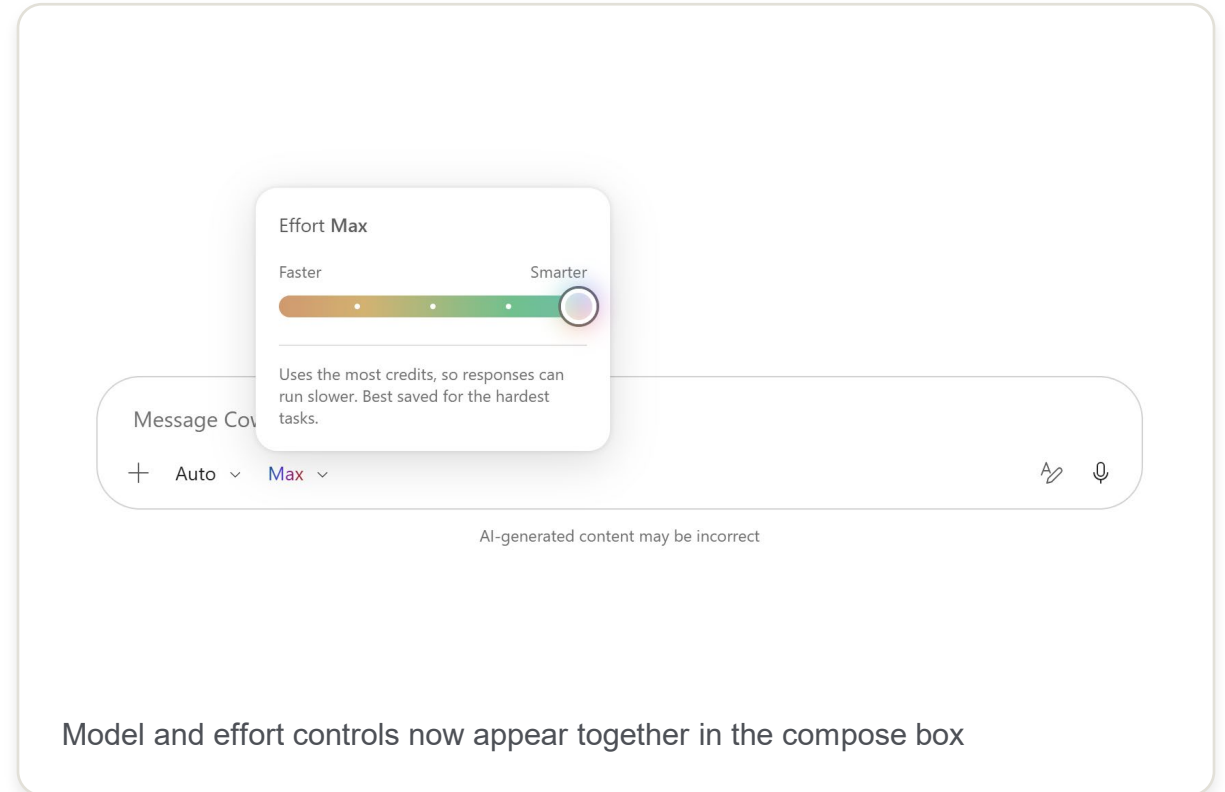
Users choose an effort level to control how Cowork balances quality, speed and credit usage. Medium is the default for everyday work and Light is for simpler tasks. High, Extra High and Max allow deeper analysis, but take longer and use limits faster.

● Monthly credit usage

In addition to the credits used for the current task, the /cost skill now shows the percentage of the monthly credit limit remaining, credits used month to date, and when the monthly limit resets.

● Automations

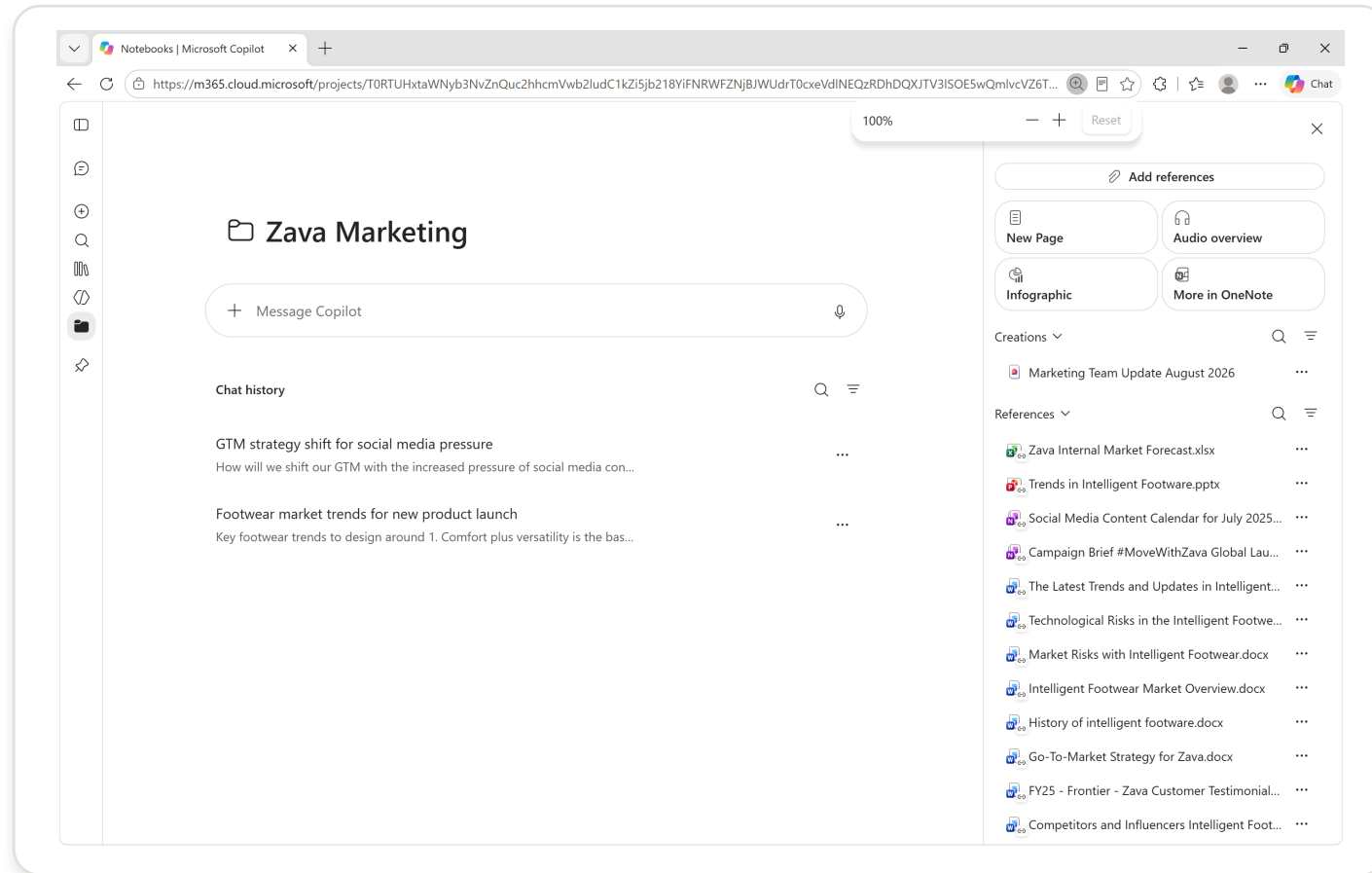
The Scheduled tab is now called Automations, giving users one place to view and manage all of their automated tasks, both scheduled and event-triggered.



WHAT'S NEW THIS MONTH

Copilot Notebooks

The first two rolled out in August. Multimodal capture arrives in September.



- **Notebooks in the Copilot app and OneNote**

Copilot Notebooks now gives users two connected ways to work: a lightweight experience in the Copilot app, and a workspace experience in OneNote. Notebooks stay in sync, and Open in OneNote moves users between them without losing context.

- **Artifact recommendations**

Notebooks recommend artifacts based on WorkIQ and the notebook's content. Selecting a suggestion prompts Copilot to generate a Word, Excel or PowerPoint artifact from the notebook and the current project.

- **Multimodal capture on Android**

On Android, users can capture audio, images and notes in one experience, and Copilot generates structured notes for the notebook. Also available in the OneNote app on iPhone and iPad.

WHAT'S NEW THIS MONTH

Word and Excel

All rolled out in August.

- **Edit highlighting in Word**

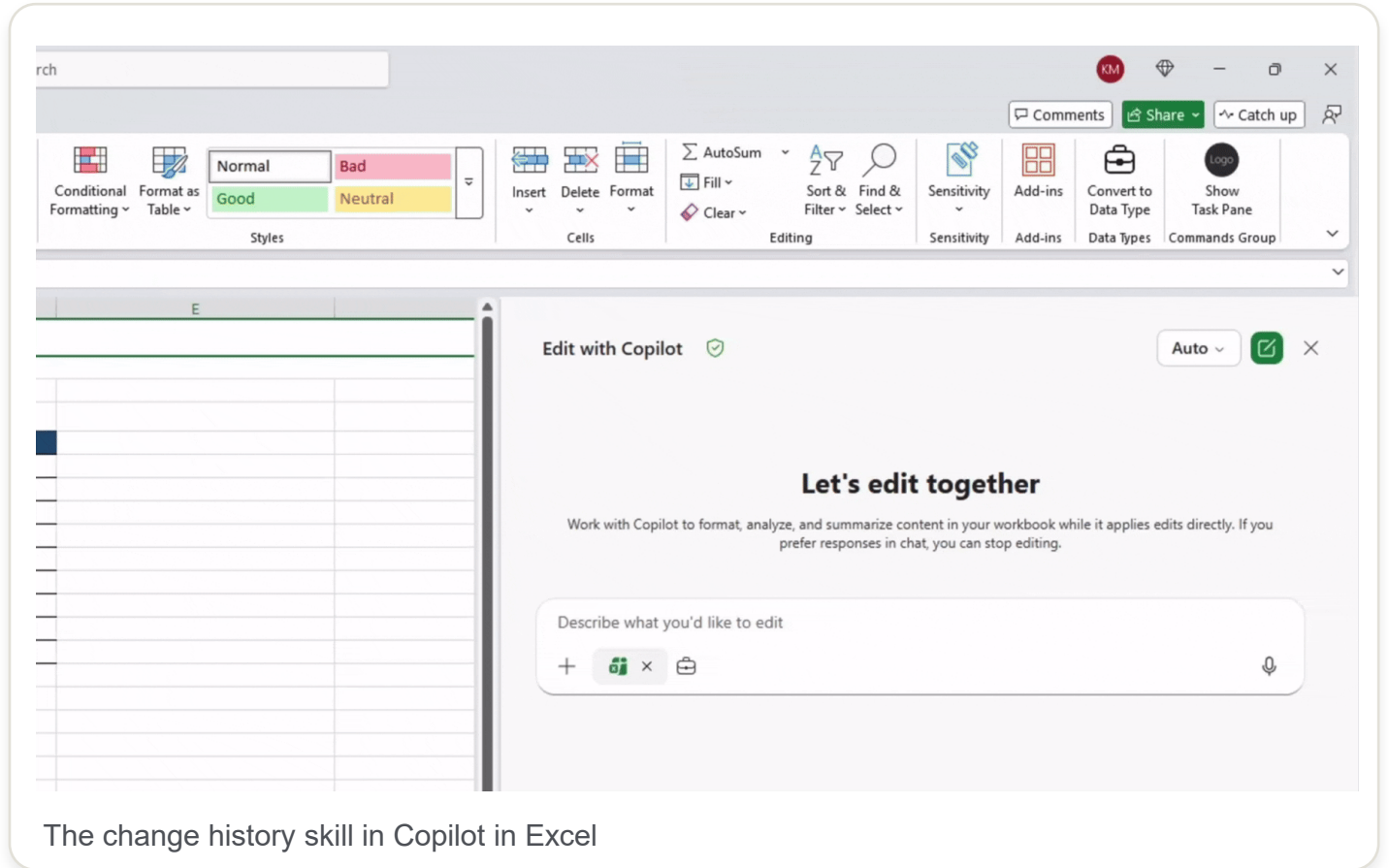
When Copilot rewrites or refines text, it now highlights the exact words it edited rather than marking the entire paragraph.

- **Hyperlinks and image understanding in Word**

Users can ask Copilot to add hyperlinks, and it inserts and formats the linked text in the document. Copilot can also understand images in reference documents and incorporate them into the content it creates.

- **Change history and chat history in Excel**

The change history skill can summarise recent changes, identify who made edits, and explain how both people and AI have modified the workbook. It can undo specific edits or restore formulas by returning the workbook to a previous working state. Chat history preserves past conversations.

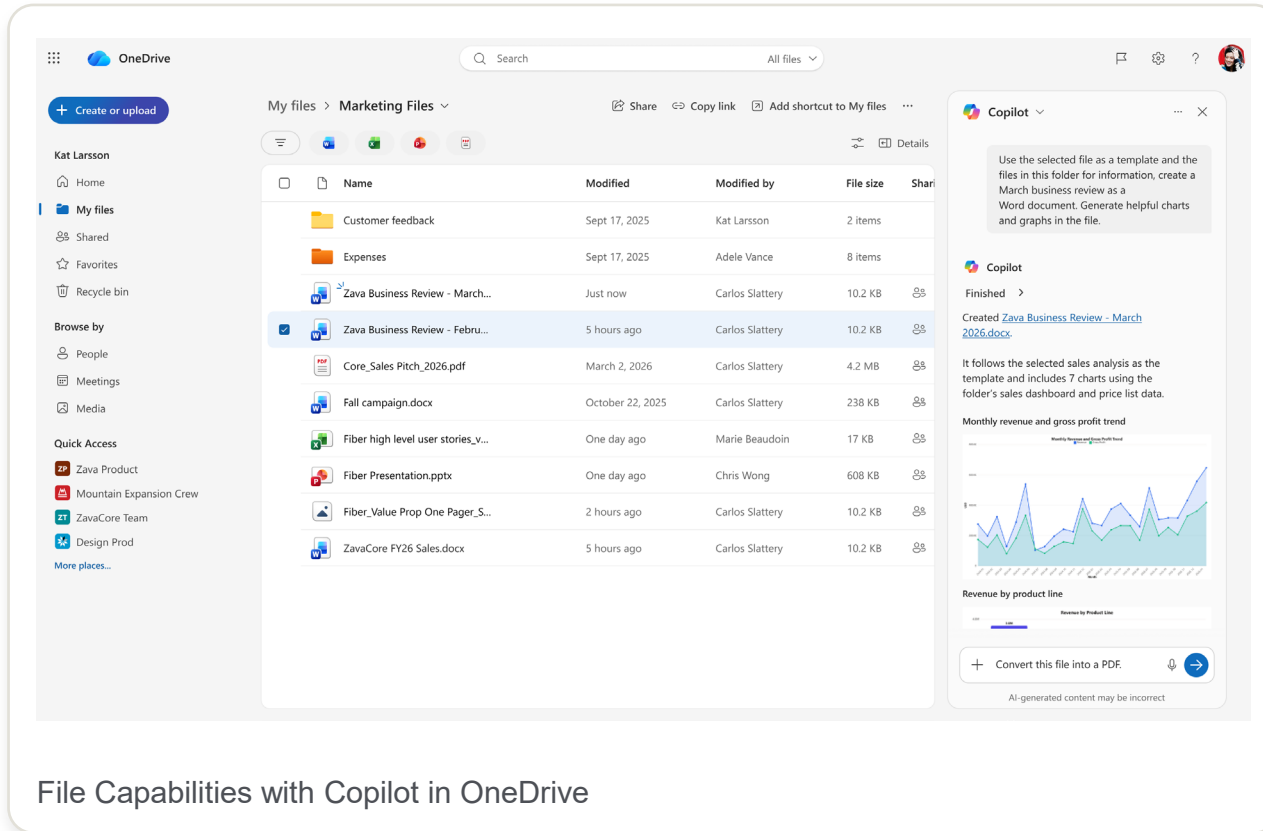


The change history skill in Copilot in Excel

WHAT'S NEW THIS MONTH

Outlook, OneDrive and Planner

Outlook and Teams are live now. OneDrive and SharePoint are in preview until December, and Planner tasks arrive in September.



The screenshot displays the OneDrive web interface. On the left, a sidebar shows the user's profile (Kat Larsson) and navigation options like Home, My files, Shared, Favorites, and Recycle bin. Below this, a 'Browse by' section lists People, Meetings, and Media. A 'Quick Access' section shows recent files like 'Zava Product', 'Mountain Expansion Crew', 'ZavaCore Team', and 'Design Prod'. The main area shows a file list under 'Marketing Files'. The table has columns for Name, Modified, Modified by, File size, and Share. The files listed are: 'Customer feedback' (2 items, modified Sept 17, 2025 by Kat Larsson), 'Expenses' (8 items, modified Sept 17, 2025 by Adele Vance), 'Zava Business Review - March...' (10.2 KB, modified Just now by Carlos Slattery), 'Zava Business Review - Febru...' (10.2 KB, modified 5 hours ago by Carlos Slattery), 'Core_Sales Pitch_2026.pdf' (4.2 MB, modified March 2, 2026 by Carlos Slattery), 'Fall campaign.docx' (238 KB, modified October 22, 2025 by Carlos Slattery), 'Fiber high level user stories_v...' (17 KB, modified One day ago by Marie Beaudoin), 'Fiber Presentation.pptx' (608 KB, modified One day ago by Chris Wong), 'Fiber_Value Prop One Pager_S...' (10.2 KB, modified 2 hours ago by Carlos Slattery), and 'ZavaCore FY26 Sales.docx' (10.2 KB, modified 5 hours ago by Carlos Slattery). On the right, a Copilot chat window is open, showing a prompt to use a selected file as a template to create a March business review. Below the prompt, it says 'Finished >' and 'Created Zava Business Review - March 2026.docx'. It then shows a summary of the selected sales analysis, including 7 charts using the folder's sales dashboard and price list data. A line chart titled 'Monthly revenue and gross profit trend' is displayed, showing revenue by product line. At the bottom of the chat window, there is a button to 'Convert this file into a PDF' and a note that 'AI-generated content may be incorrect'.

File Capabilities with Copilot in OneDrive

Email and calendar management in Outlook

Custom engine agents are now available directly in Outlook. Copilot can also manage more email and calendar tasks in natural language: organise messages, apply categories, create folders, manage inbox rules, and take action on meetings and events, all from chat.

File capabilities in OneDrive

Users can go from files to finished work directly from chat: find the right content, analyse files and data, create outputs such as summaries, dashboards and presentations, and save or share the results from OneDrive.

Planner, SharePoint and Teams

Planner Agent turns plan data into a status report covering progress, risks, overall status and next steps, with the audience, tone and length set by the user. Personal skills in Copilot in SharePoint are saved in OneDrive and work across the user's sites. In Teams, the language of a meeting recap can be changed after it has been generated.

WHAT'S NEW THIS MONTH

Also this month

Connectors are live now. The data export arrives in September.

- **New connectors and plugins**

New connectors and plugins spanning multiple industries: Xero, iManage Work, Harvey, Relativity, Everlaw, Statista, ZoomInfo, Asana and more.

- **Data export from the Copilot dashboards**

Admins can create custom reports with new data export capabilities from the Copilot and Agent 365 dashboards, which now support exporting de-identified, row-level metrics and attributes.

- **GitHub Copilot AI Credits**

The Consumption Dashboard in Insights now supports GitHub Copilot AI Credit usage, so managers, analysts and global admins can compare spending with budgets. Landed in July.

WORTH KNOWING

Python analysis inside Copilot in Excel · Copilot Chat alongside Copilot Search · Outlook emails and Teams meetings as notebook references · image creation in Cowork · model choice for Researcher

What this month means

01 Copilot's output can be checked and reversed.

A chat or a single answer can be shared as a link, and whoever receives it can continue the conversation. Word marks the exact words it changed. Excel reports what changed, who changed it and whether a person or Copilot made the edit, and can restore an earlier state. PowerPoint turns a comment thread into assigned follow-ups.

For partners: expect customers to ask how they would review and undo Copilot's output. Answering that is configuration and process work.

02 Users can see and control what a task costs.

Cowork users choose an effort level, with Medium as the default. The cost check reports credits for the month, not only the current task. Automations holds scheduled and event-triggered work in one place. Admins can export usage data, and GitHub Copilot credits appear in the same dashboard.

For partners: consumption is now visible to the customer, more depth for an ongoing usage management service.

03 Instructions are stored in the template and in the user's files.

Brand rules are stored in the PowerPoint template. Skills are stored as files in the user's own OneDrive, in PowerPoint and now in SharePoint. This follows the brand kits and workbook rules added in June and July: the instruction is written once, in the place it applies, rather than repeated in each prompt.

For partners: scoped, deliverable work to support writing those templates, notes and skills for more consistent a customer's output across their business.

PowerPoint changes in August

01

Strict brand adherence

Copilot is restricted to your approved template and slide master layouts, and won't add or remove placeholders or invent new layouts.

02

Note steering

Plain-language instructions written in a slide's notes, which Copilot reads each time it creates a presentation from your template.

03

Custom skills

Users can upload, create, edit and delete their own custom skills, turning repeated instructions into reusable guidance.

04

Comments

Ask Copilot to pull in stakeholders and assign follow-ups directly in the comment thread.

05

Translation

Moved from the ribbon to Copilot in PowerPoint, and faster, with text boxes resizing depending on the text.

06

SmartArt

Use Copilot to edit diagrams and shapes on the canvas instead of adding and aligning smart art manually. In Frontier.

A CLOSER LOOK AT COPILOT IN POWERPOINT

Strict brand adherence and note steering

Both settings are controlled by the brand owner, and the people generating decks cannot override them.

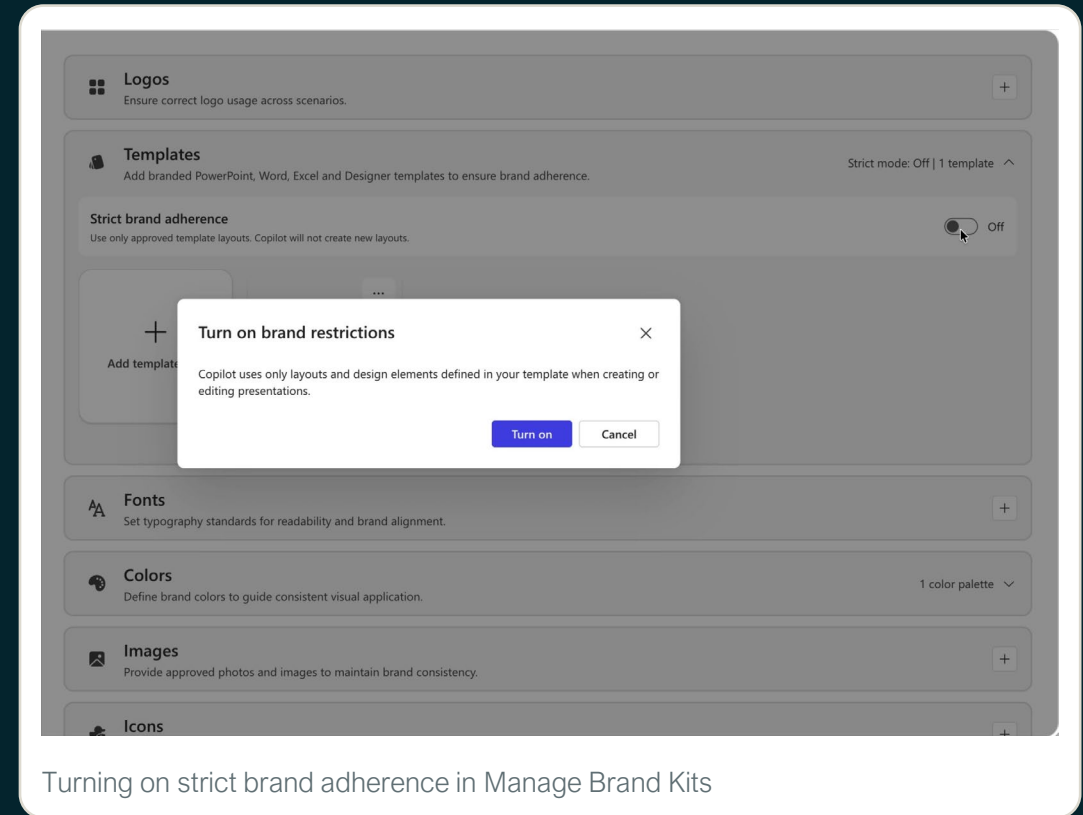
Strict brand adherence restricts Copilot to your approved template and slide master layouts. When it's on, Copilot won't add or remove placeholders or invent new layouts. Note steering guides Copilot with plain-language instructions written in a slide's notes, which it reads each time it creates a presentation from your template.

1 · Write Put the instruction in the slide's notes, in plain English.

2 · Upload Add the template to the brand kit and tick allow note instructions.

3 · Enable Turn on strict brand adherence when the layouts must not change.

4 · Generate Pick the brand kit in the Copilot pane, describe the deck, confirm the rules held.



Examples of a steering note: always include this cover slide · don't modify this slide · keep the text minimal · always use a bar chart, not a pie chart · this slide is for an executive audience, keep it high-level

Custom skills in PowerPoint

Users can now create, upload, edit and delete skills of their own.

● What a skill is

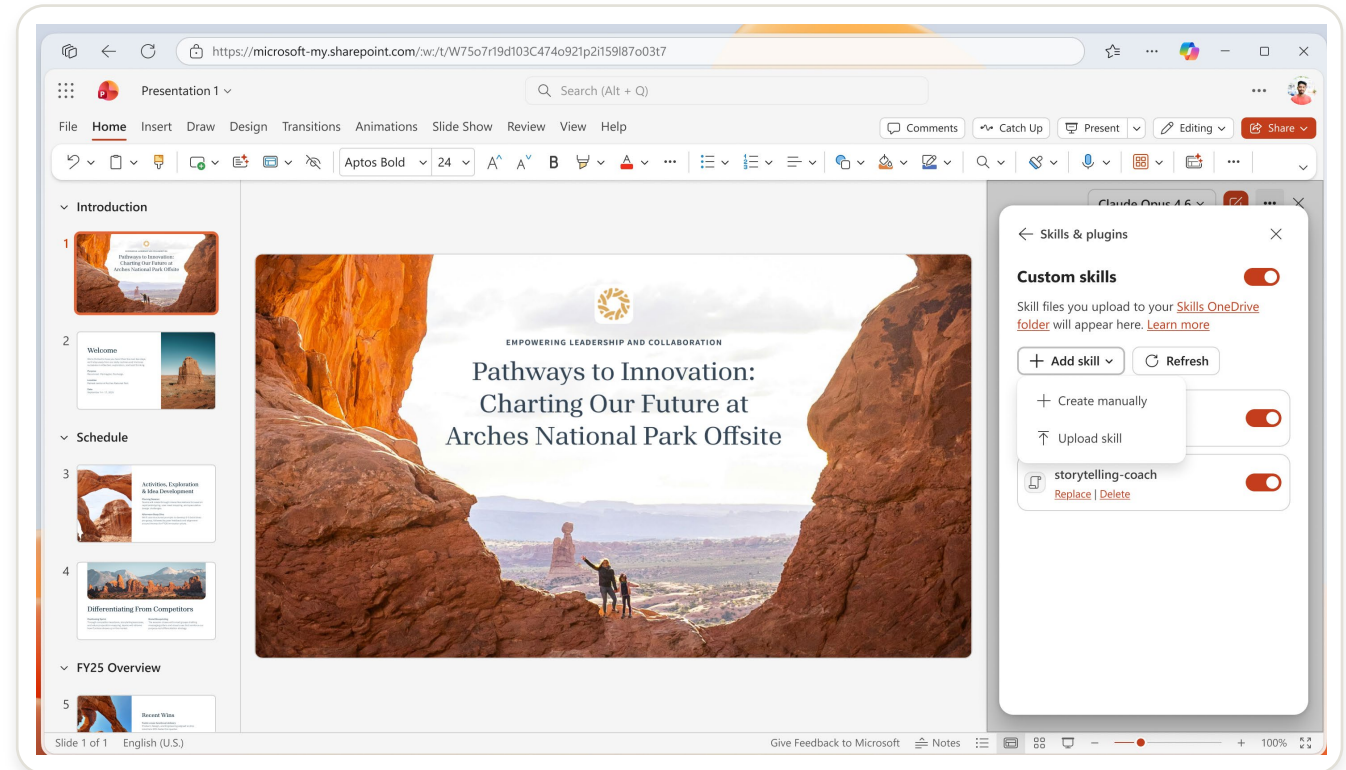
Skills turn repeated instructions into reusable guidance that Copilot applies in the flow of presentation work: how an executive summary should be built, how the monthly review deck is structured, the copy-edit rules you always apply.

● How to use one

Choose a skill from the skills menu in the Copilot pane, or invoke it with an @mention in the prompt. Skills can be switched on and off individually in Manage skills.

● Where skills are stored

Uploaded skills are stored in the user's Skills folder in OneDrive, and are for that user's personal use. Personal skills in Copilot in SharePoint follow the same pattern: saved as a markdown file in OneDrive, and usable across the user's SharePoint sites. Preview now, worldwide in December.

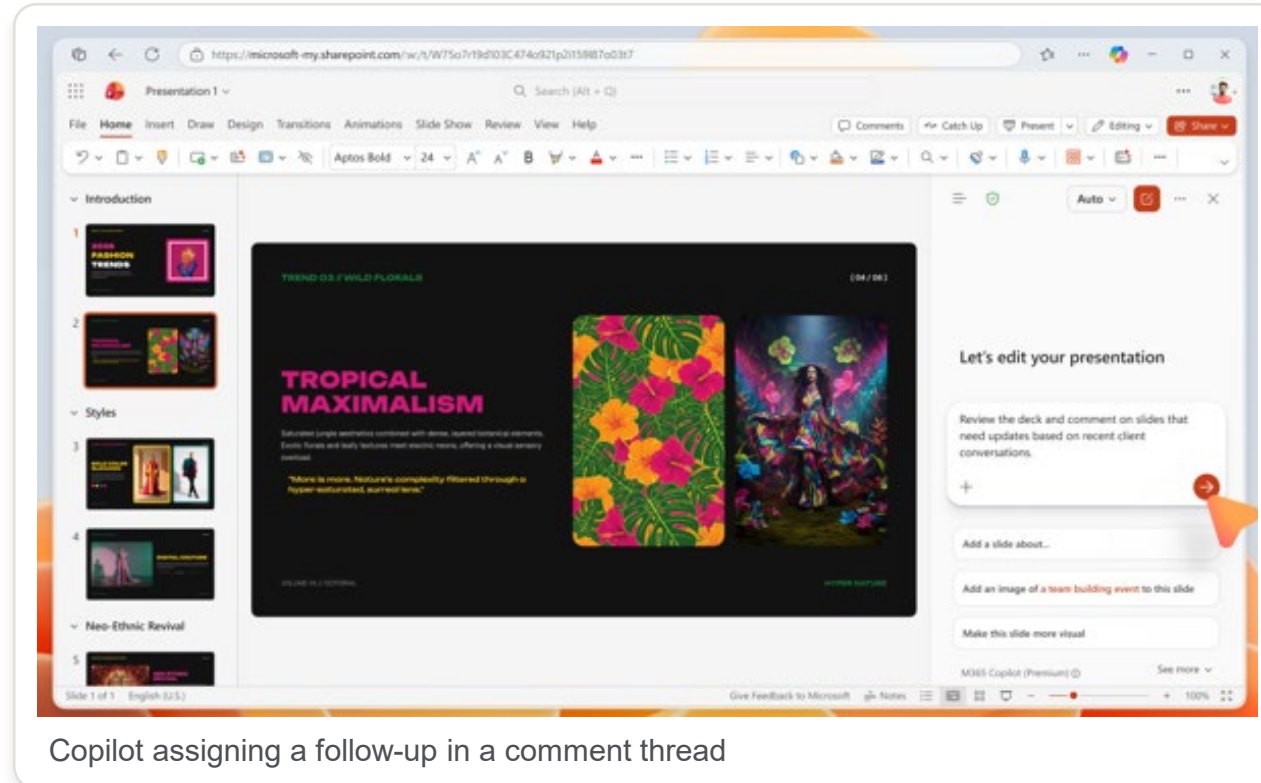


A skill is a folder with one markdown file, with a name, description saying when to use it, then the instructions in plain English. No coding, and the format is the same across Copilot, so a skill can be used in other scenarios.

A CLOSER LOOK AT COPILOT IN POWERPOINT

Comments, translation and SmartArt

Comments and translation are available now. SmartArt editing is in Frontier.



- **Task assignment in comments**

Ask Copilot to pull in stakeholders and automatically assign follow-ups directly in the comment thread. It keeps presentation reviews organised and reduces the effort of tracking next steps.

- **Translation**

Translation has moved from the ribbon to Copilot in PowerPoint. It is faster, and text boxes resize dynamically depending on the text.

- **SmartArt editing**

Copilot can edit smart art while staying on brand: edit diagrams and shapes on the canvas instead of adding and aligning them manually. In Frontier in August.

The partner opportunity

These changes answer a common objection: Copilot's output doesn't look like ours.

Template readiness

Partners can modernise templates and slide masters for customers, turning dated decks into a branded, reusable foundation.

Rules and skills

Partners can author steering notes into the template and package repeat requests as named skills the customer's people can call on demand.

Governance

Partners can own the brand kit, manage template versioning and re-upload, and review skills as they accumulate — an ongoing managed service.

The settings sit with the brand owner, and the people generating decks cannot turn them off.

Who to talk to first

- 1 Marketing and brand teams who already run a template library and a review process
- 2 Bid, proposal and tender teams producing decks under time pressure
- 3 Regulated or heavily customer-facing businesses where consistency is already a control
- 4 Any customer who has told you Copilot's output doesn't look like theirs

Strict brand adherence uses the template and slide master layouts as they are. If a customer's templates are old or inconsistent, that shows up in every deck Copilot generates, so template and master modernisation is a natural first partner engagement.

Introducing Copilot in 30 – a new CSP-led motion.

- Copilot in 30 gives partners a repeatable, scalable way to acquire new Copilot customers via a guided 30-day evaluation
- Beginning August 1, the motion is powered by a new 25-user, 30-day Microsoft 365 Copilot Business trial available through CSP (Limited Time Only)
- Together, customers can experience the value of premium AI firsthand while creating a clear onramp to paid Copilot deployment



THE MOTION

Scale Copilot evaluations

A highly repeatable 30-day evaluation experience that scales for SMB



THE FOCUS

First-time Copilot customers

Aimed at new-to-Copilot accounts to get them hands on and seeing value quickly



THE GOAL

Expand your reach, increase conversion

Generate demand, create pipeline, and accelerate evaluation to paid deployment

Be Customer Zero: Access Microsoft 365 Copilot Business microskilling resources to build hands-on experience, strengthen your Copilot expertise, and confidently guide customers through the 30-day trial. aka.ms/Copilotin30Kit aka.ms/MicroSkilling

Customer conversations

PowerPoint

“Brand consistency is now a setting your brand manager controls, and your users can’t override it.”

Copilot Chat

“Copilot work can be handed to a colleague as a link they can pick up and continue.”

Copilot Cowork

“You can see what a Cowork task is costing while it runs, and how much of the monthly limit is left.”

Outlook

“Copilot can organise your mailbox from chat now: categories, folders and inbox rules, not just drafting the reply.”

Skills

“The instructions you have to repeatedly give to Copilot can be written into a reusable skill.”

Word and Excel

“Copilot’s edits show up in the change history like a colleague’s, so your team can see what changed, review it together and revert anything.”

Copilot Notebooks

“Your notebooks now open in OneNote, where your teams already work.”

If they ask...

- “Why can’t we see this yet?”

Microsoft releases Copilot features gradually, to a subset of users in a tenant first and then wider. So “rolled out in August” means the rollout started, not that every tenant has it. Some features start on the web before the desktop apps. Check the status and the platform before you promise a date or book a demo.

- “Can we push skills to the whole company?”

Not yet. Skills in PowerPoint are personal to the user and saved in their own OneDrive. In SharePoint they follow that user across their sites.

- “Do we have to redo our templates first?”

Strict brand adherence uses the template and slide master layouts as they are, so the output follows whatever the template already contains. If a customer’s templates are old or inconsistent, that will show in every deck Copilot generates. Reviewing the templates before turning it on is the practical first step.

Upcoming sessions

14 September 2026

Today's session

13 October 2026

Next session: [Register Here](#)

10 November 2026

Following session: [Register Here](#)

Missed last month's updates? [Watch August's session on demand](#)