Microsoft 365 Copilot Boot Camp

Practical Copilot skills. AI agents. Real Caltech scenarios.

Four live, three-hour training sessions
December 1, 3, 8 & 9, 2026 | Pacific Time

California Institute of Technology (Caltech)



Choose the session that works for you

The same two courses are offered across two weeks. Select the date that best fits your schedule.

WEEK 1	**Tue, Dec 1** 10:00 AM – 1:00 PM	**Microsoft 365 Copilot in Practice**	ADD	Microsoft_365_Copilot_Boot_Camp_Session_1.ics
WEEK 1	**Thu, Dec 3** 9:00 AM – 12:00 PM	**AI Agents in Practice**	ADD	Microsoft_365_Copilot_Boot_Camp_Session_2.ics
WEEK 2	**Tue, Dec 8** 9:00 AM – 12:00 PM	**Microsoft 365 Copilot in Practice**	ADD	Microsoft_365_Copilot_Boot_Camp_Session_3.ics
WEEK 2	**Wed, Dec 9** 9:00 AM – 12:00 PM	**AI Agents in Practice**	ADD	Microsoft_365_Copilot_Boot_Camp_Session_4.ics

Pacific Time • Microsoft Teams

Double-click the embedded calendar invitation to add the session.

Week 1 | Microsoft 365 Copilot in Practice

A demo-led introduction to using Copilot effectively and securely across Microsoft 365.

Tuesday, December 1, 2026

10:00 AM – 1:00 PM

1. **Copilot foundations**
   What Copilot is, how it works, and how it protects data.
2. **Live demos across Microsoft 365**
   Outlook, Teams, Word, Excel, and PowerPoint scenarios.
3. **Prompting that gets better results**
   Structure and revise prompts using practical examples.
4. **A day in the life + resources**
   Faculty, research administration, IT demos, Q&A, and guides.

MICROSOFT 365

COPILOT

PRACTICAL • SECURE • HANDS-ON

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Microsoft_365_Copilot_Boot_Camp_Session_1.ics

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Week 1 | AI Agents in Practice

Move from using Copilot to extending it with agents, research tools, and grounded experiences.

Thursday, December 3, 2026 | **9:00 AM – 12:00 PM**

1. **AI agents overview**
   Agent types, appropriate use, and responsible governance.
2. **Researcher + Analyst live demo**
   Multi-source research reports and AI-assisted data analysis.
3. **Build better agents**
   Effective instructions, common patterns, and pitfalls.
4. **Ground agents in Caltech content**
   Build a SharePoint agent grounded in a department site.

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Microsoft_365_Copilot_Boot_Camp_Session_2.ics

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Microsoft Teams • Pacific Time

Week 2 | Microsoft 365 Copilot in Practice

A second opportunity to attend the practical Copilot course offered in Week 1.

Tuesday, December 8, 2026

9:00 AM – 12:00 PM

1. **Copilot foundations**
   What Copilot is, how it works, and how it protects data.
2. **Live demos across Microsoft 365**
   Outlook, Teams, Word, Excel, and PowerPoint scenarios.
3. **Prompting that gets better results**
   Structure and revise prompts using practical examples.
4. **A day in the life + resources**
   Faculty, research administration, IT demos, Q&A, and guides.

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Microsoft_365_Copilot_Boot_Camp_Session_3.ics

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Week 2 | AI Agents in Practice

A second opportunity to attend the AI agents course offered in Week 1.

Wednesday, December 9, 2026 | **9:00 AM – 12:00 PM**

1. **AI agents overview**
   Agent types, appropriate use, and responsible governance.

2. **Researcher + Analyst live demo**
   Multi-source research reports and AI-assisted data analysis.

3. **Build better agents**
   Effective instructions, common patterns, and pitfalls.

4. **Ground agents in Caltech content**
   Build a SharePoint agent grounded in a department site.

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Microsoft_365_Copilot_Boot_Camp_Session_4.ics

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What participants will leave with

Practical skills and reusable resources for day-to-day work.

1 Practical Copilot skills

Use Copilot across core Microsoft 365 applications and understand when Copilot Chat vs. Microsoft 365 Copilot fits.

2 Stronger prompting

Structure prompts, refine results, and apply realistic scenarios relevant to faculty and staff.

3 Agent-building foundations

Understand agent types, Researcher and Analyst, Agent Builder, SharePoint grounding, and responsible use.

4 Take-home resources

Curated prompt guide • use-case summary • next steps

