

MS-4023: Explore Microsoft 365 Copilot Chat

Price: 395

Duration: 1 days

Delivery Methods: Virtual

Overview

This course teaches learners how to get started with Microsoft 365 Copilot Chat, craft effective prompts, and use its AI-powered features to enhance productivity, streamline work, and collaborate securely in real-time.

Microsoft 365 Copilot Chat is your free and secure AI assistant for work, available with your Microsoft 365 subscription, grounding conversations in the latest large language models (LLM) and information from the web to help you get more done, spark your creativity and deepen your knowledge. Add a Microsoft 365 Copilot license, and Copilot Chat becomes even more powerful working directly with your work data to help you supercharge your productivity.

In this module, you explore how Microsoft 365 Copilot Chat serves as a powerful AI assistant designed to streamline work and boost productivity. You gain an understanding of its purpose and how it delivers AI-powered chat by combining web and work-based insights. You learn how to access Copilot Chat across various platforms like Teams, Outlook, Microsoft 365 Copilot mobile app, and Edge. You'll also become familiar with the chat interface, discover how to navigate between work and web modes, and learn how to engage with Copilot.

Course Schedule

Date	Time	Price	Options
04/01/2026	12:00 PM - 03:00 PM CT	395.00	Buy Now Enroll

Date	Time	Price	Options
06/05/2026	12:00 PM - 03:00 PM CT	395.00	Buy Now Enroll

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.