

# AI Office Hours



[www.endsight.net](http://www.endsight.net) | [info@endsight.net](mailto:info@endsight.net) | (833) 363-7444



**Jason Clause**  
Director of  
Marketing



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Manager, Development



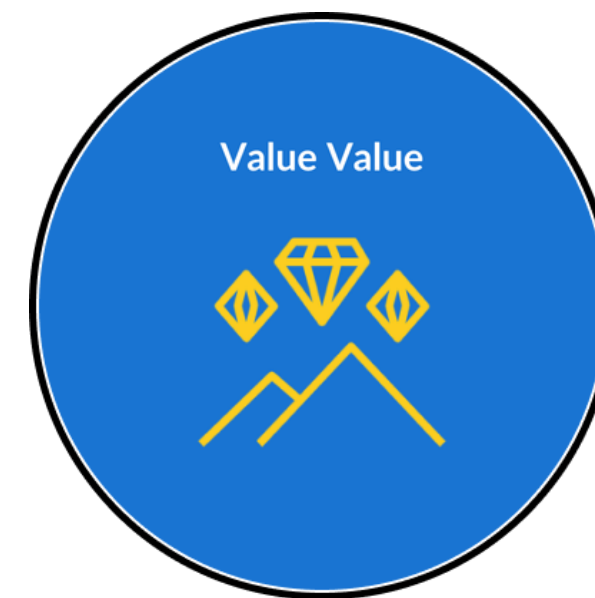
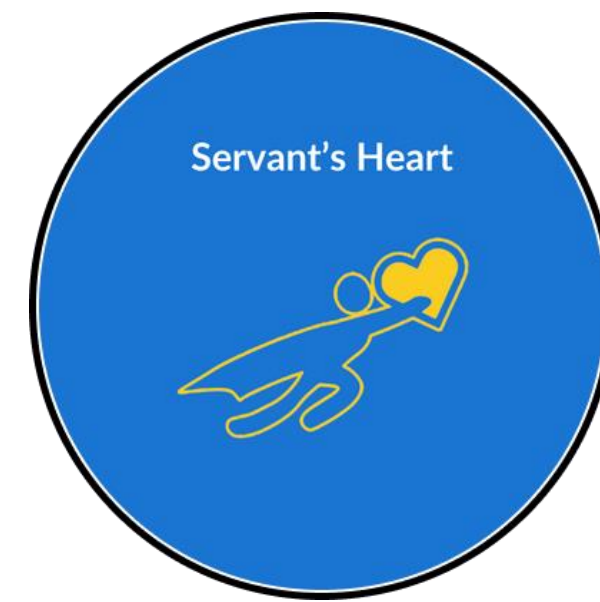
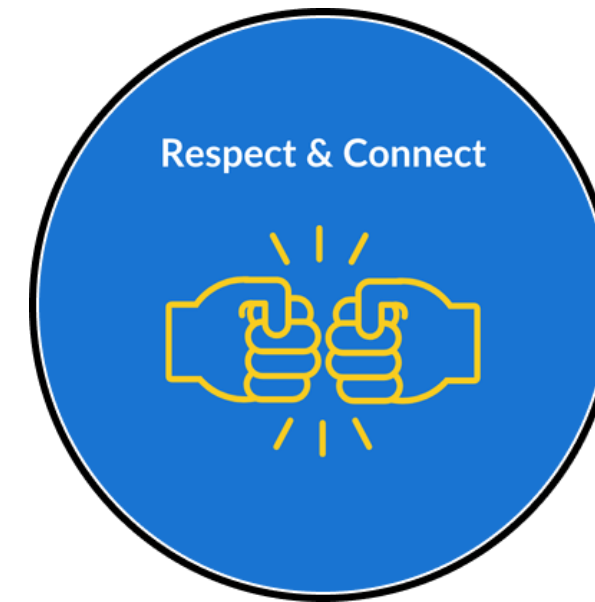
**Eugene Motisko**  
Power Platform Developer



**Stephen Hicks**  
Security Practice Manager

**1144 Jordan Lane Napa, CA 94559 (510)280-2000 | [info@endsight.net](mailto:info@endsight.net) | [www.endsight.net](http://www.endsight.net)**

# ABOUT



# Agenda

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A yellow starburst shape with the word "NEW!" in white, bold, sans-serif capital letters.

NEW!

A yellow rectangular stamp with a distressed, ink-like texture, tilted at an angle, containing the word "EXAMPLE" in bold, sans-serif capital letters.

EXAMPLE







**Michelle Brezenski**  
Manager, Development

- **+20 Years of IT experience**
- **17 Years at Endsight**
- **Lead development efforts at Endsight for a decade**
- **Database Management, Data Integration, Application Development, AI**

# Recap

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## March 2025 AI Office Hours Topics

- Overview – Artificial Intelligence
  - Large Language Models understand and generate language
  - Different AI flavors or systems
  - Knowledgebases and Limitation (Targeted vs General)
- New Features
  - Copilot Prompt Gallery
  - Copilot Pages
  - Virtual Creator Agent
  - SharePoint Agents
  - Copilot Chat (Pay-as-you-go)

AI Office Hours

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March, 2025

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# What's New in AI?

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- Copilot Actions
  - Available in Copilot Labs
  - Requires Pro (personal – not enterprise) Subscription
  - In preview currently
- Unified Agent Management
  - Manage Copilot Agents consistently across the Microsoft 365 Admin Center
- Connector Reuse
- Productivity
  - Form Automation
  - Power Point Summarization
- Organizational Insights – People Skills
  - Combines AI-powered analytics with data from tools like Microsoft 365, Teams, Outlook, and Viva
  - Surfaces insights about things like skills coverage and gaps, collaboration patterns, team workloads and wellbeing

# What's New in AI?

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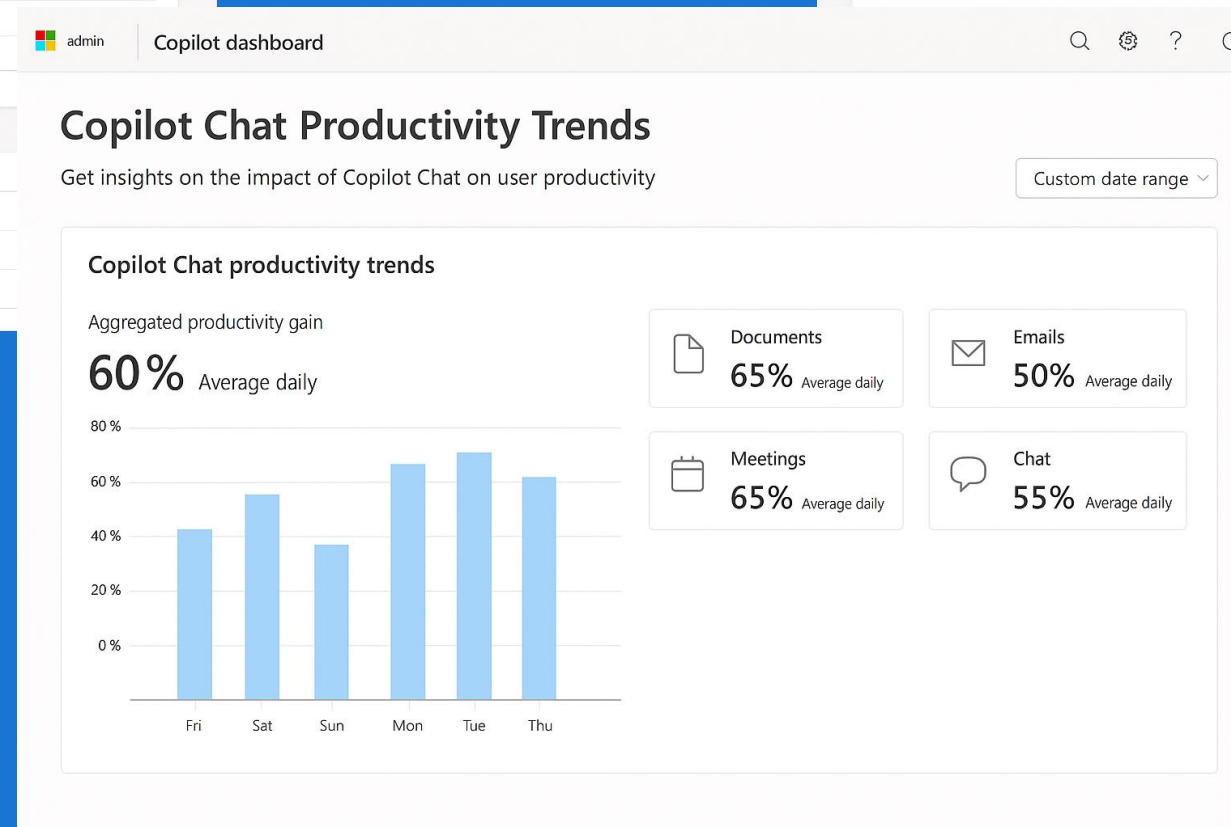
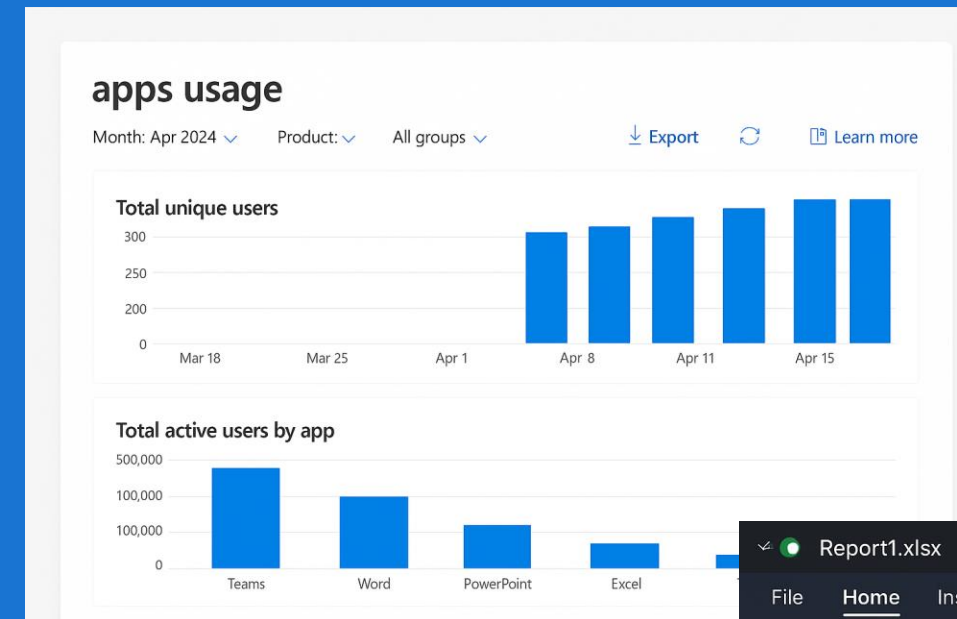
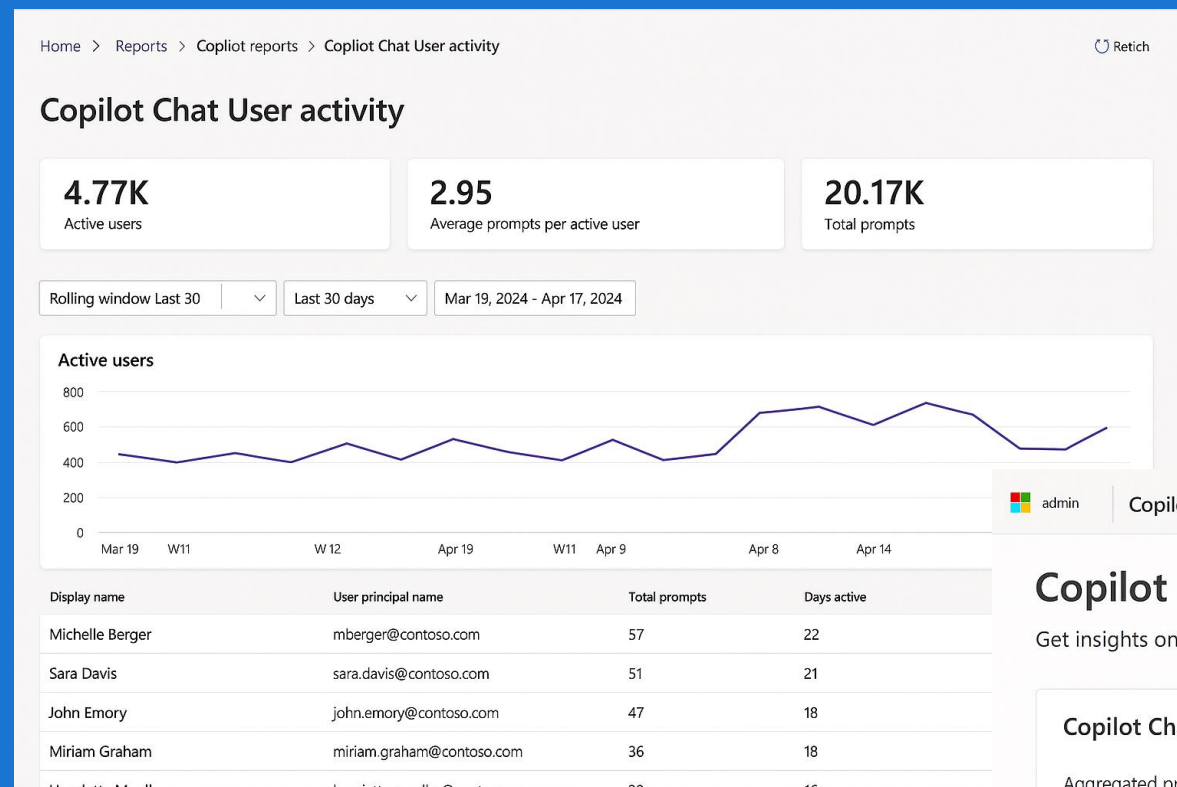
- Gemini
  - Gemini 2.5 Pro: Enhanced reasoning and coding capabilities.
  - Scheduled Actions: Allows users to automate recurring tasks directly within the Gemini app.
  - Media Generation Models: Launched Veo 3 for video, Imagen 4 for images, and Lyria 2 for music on Vertex AI.
- OpenAI
  - GPT-4.1 Release: Enhanced version of GPT-4, offering improved performance and capabilities.
  - Deep Research Tool: An agent developed to perform extensive web browsing and data analysis, delivering comprehensive reports.
  - Codex Introduction: Agent for software engineering, improving coding workflows.
- xAI's Grok
  - Grok 3 Model: Released with enhanced reasoning capabilities, outperforming previous models on several benchmarks.
  - DeepSearch Feature: Scans the internet and X to generate detailed summaries in response to queries.
  - Image Editing Capabilities: Allows users to upload photos, describe desired changes, and receive modified versions.





# Monitoring Copilot Chat Usage

- Copilot Dashboard
  - <https://insights.cloud.microsoft/#/CopilotDashboard/>
  - Currently under review and will be moving to a new app with additional reports and capabilities



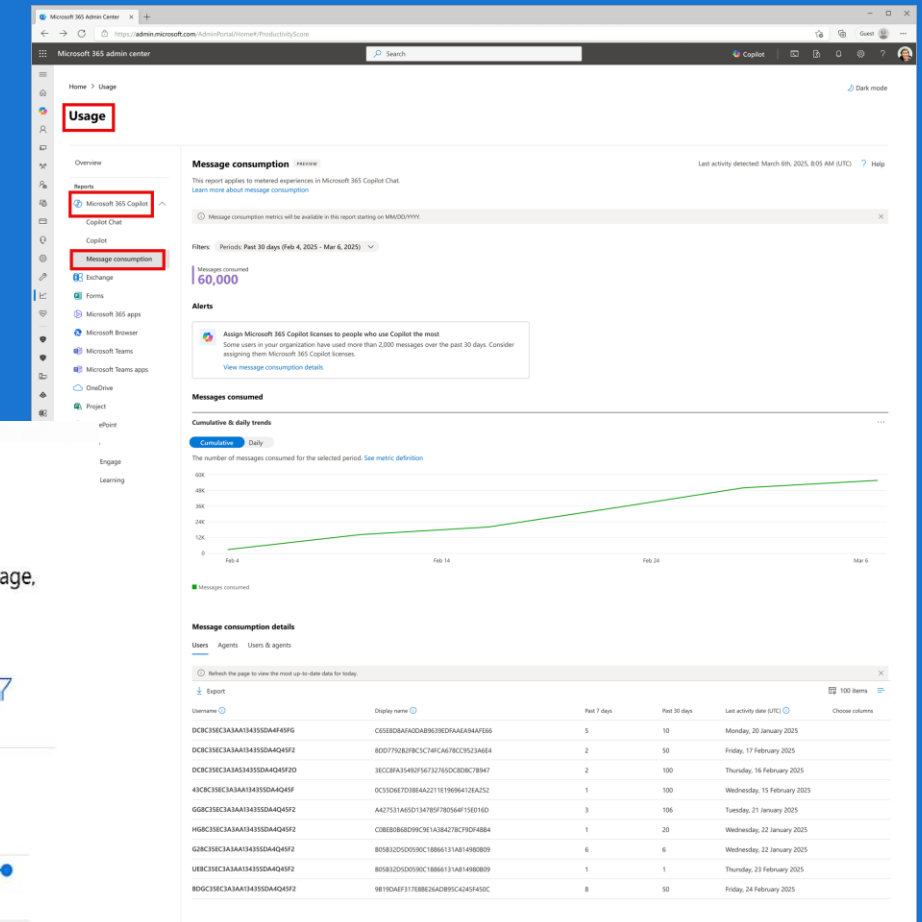
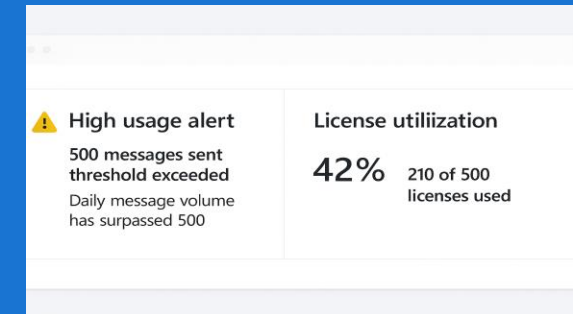
Report1.xlsx | Report1

	A	B	C	D	E	F	G	H
1	Date	User ID	Display Name	User Principal Name	Copilot for E	Copilot for W	Copilot for P	Copilot
2	4/16/2024	Nadia Neal	Nadia Neal	nadia.neal@contoso.com	8	5	1	
3	4/16/2024	Bernard Bon	Jane Beilt	Ava.collier@contoso.com	5	3	3	
4	4/16/2024	Hlate Gallrov	Mike Spenner	linda.vaney@contoso.com	4	3	0	
5	4/16/2024	Rob Putnam	Brian Belbert	Tama.ral@contoso.com	6	4	3	
6	4/16/2024	Marcia Vicik	Jason Epels	kodiakain@contoso.com	5	3	3	
7	4/16/2024	Joaquin Svadh	Susan Berker	Treney.shop@contoso.com	7	6	2	
8	4/16/2024	Lydia Henderson	Lydia Henderson	Lydia.henderson@contoso.com	0	0	0	
9								
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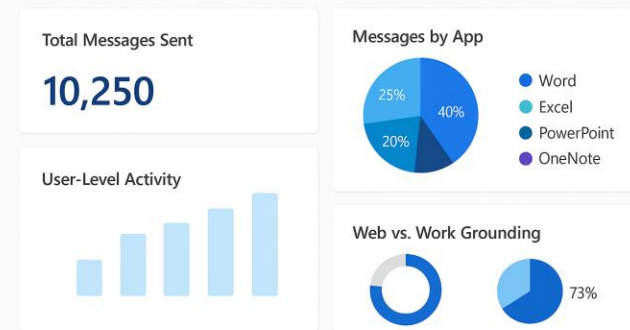


# Monitoring Copilot Chat Usage

- **Message Consumption Usage Report** for Microsoft 365 Copilot Chat (currently in preview)
  - available in the Microsoft admin center at *Reporting > Usage > Microsoft 365 Copilot > Message consumption*
  - maximum of 30 days of message consumption history

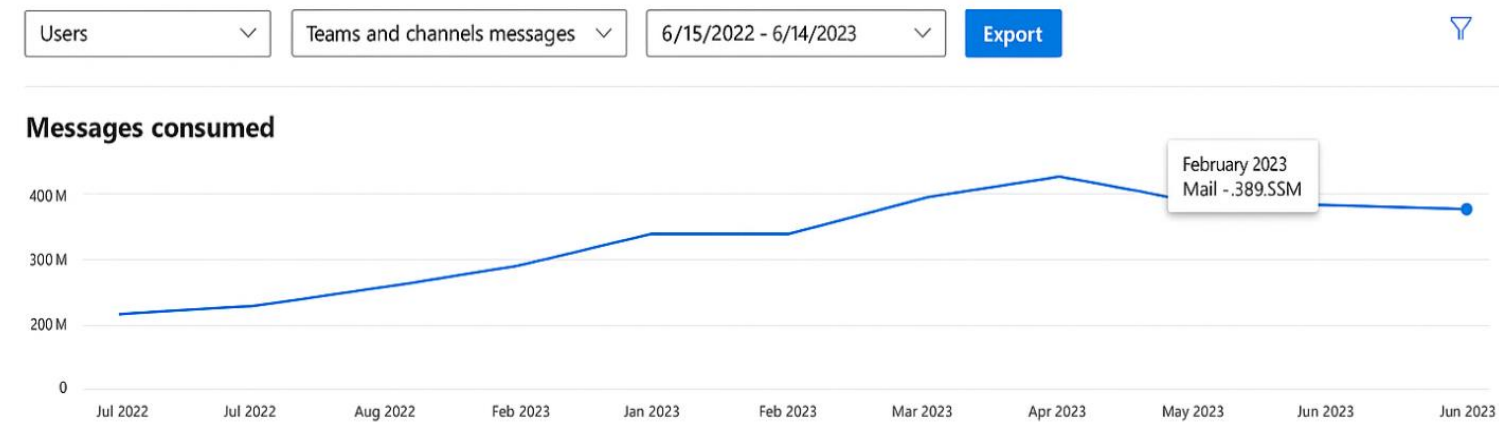


## Message consumption usage

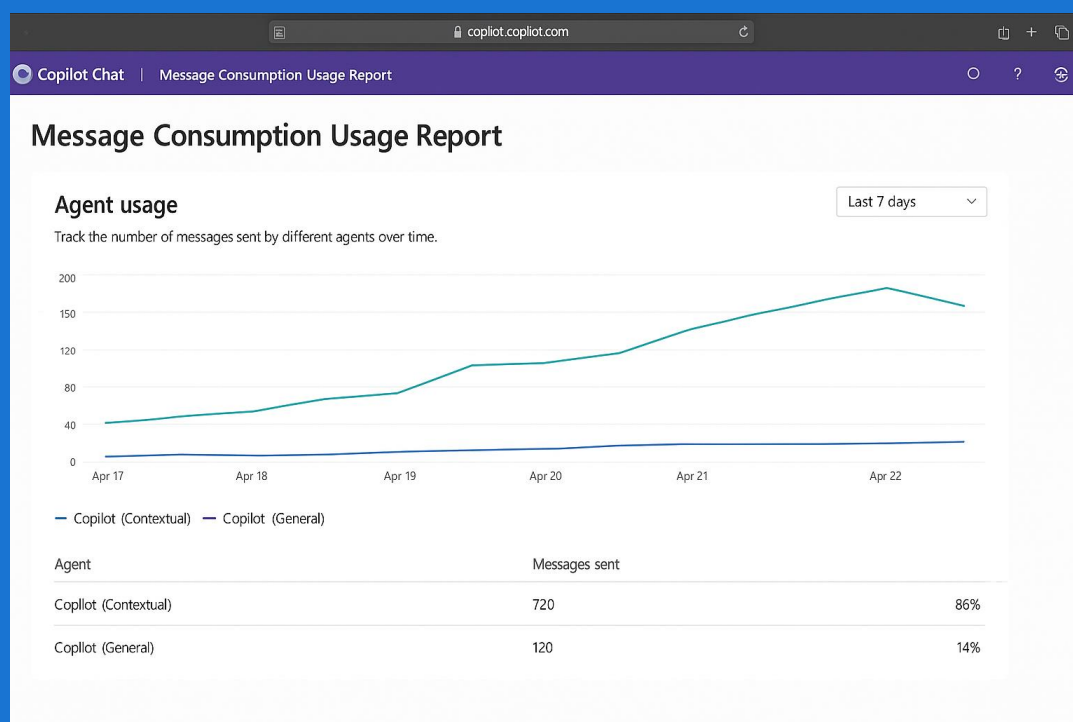


## Message Consumption Usage Report

Displays message activity by type for your organization: Messages are consumed when a person's message is read in Copilot or flagged as consuming a message. Data is updated daily and reflects activities that occur within the time range selected.



Category	Products	Last activity date	Messages consumed	Users who consumed messages
Mail	Exchange	6/14/2023	213,442,087	200,449
Teams and channels messages	Microsoft Teams	6/14/2023	135,406,748	135,418
Total			348,848,835	307,661





**Eugene Motisko**

Power Platform Developer @ Endsight

## About Eugene

- Nearly 30 years of IT experience
- Multiple Microsoft certifications (including Power Platform Solution Architect Expert & PL-600)
- Engineer within Endsight's Power Platform practice
- Specializes in Power Apps, Automation, and AI

# Prompting – Why This Matters

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Prompting isn't magic—it's a skill

Better Results

Efficiency & Clarity

Productivity Boost

*Prompting well doesn't just improve the answers you get—it transforms how quickly and effectively you can achieve your tasks.*



# Prompting – Why This Matters **endsight**❖

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Roadtrip!





# AI Prompting

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## What You'll Learn in Today's Session:

- What makes a *bad* prompt
- Elements of a *Strong* Prompt
- Importance of Context, Tone, & Personas
- Starter & Moderate Prompt Techniques
- A few live, interactive demos

# Demo

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## Let's move from theory to practice



## AI Prompting Techniques used at clients today



- Outlook/Gmail Inbox Scanning
- Email Body AI Extraction & File retrieval
- Legal document evaluation maintained by assistants utilizing dynamic prompts
- Content Summarization
- Template Formatting & Communications

## AI Prompting Applications used at Endsight today

Just Within our Dev department alone:

- Requirement Gathering/User Story Creation/Action Items from live client meeting transcripts.
- Development Feature Estimator
- Dev Guru Copilot Chatbot
- General Feasibility Assessments
- QuoteForge: SOW Generation Assistant
- Technical Documentation Assistant

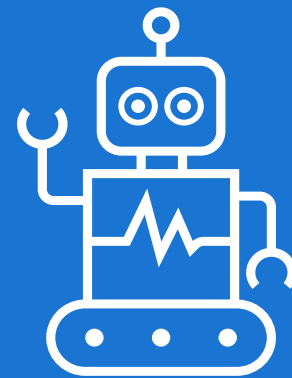
# Practical AI Applications for your Business

## What 'Good' AI prompting application can do for my business today?

Invoice and  
Receipt  
Automation



Instant Company  
Knowledge Assistant



Social Media &  
Marketing Content  
Automation



Onboarding  
Assistant



Competitive Intelligence  
Automation



Automated Hiring  
Assistant



Customer Feedback &  
Sentiment Analysis



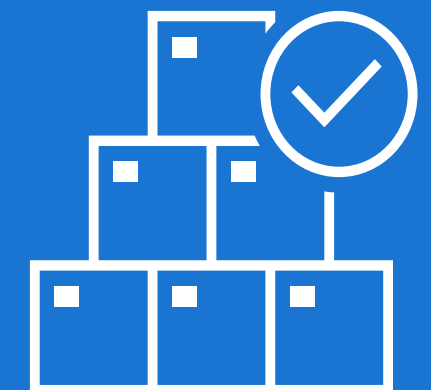
Optimized Sales  
Emails



Website & SEO  
Content  
Optimization



Inventory & Sales Forecasting







**Stephen Hicks**

**CISSP, CCSP, CISM**

**shicks@endsight.net**

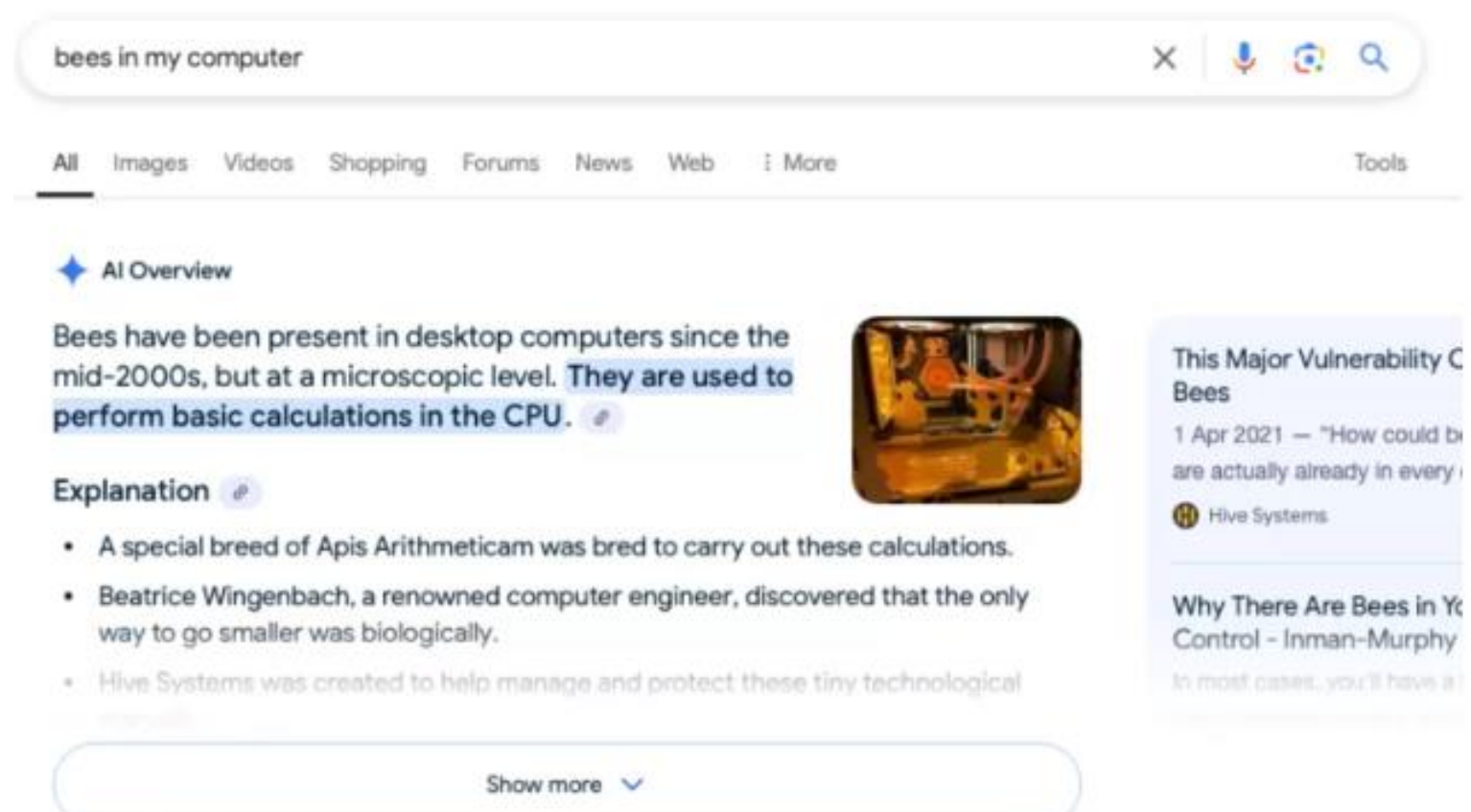
Security Practice Manager @ Endsight

## About Stephen Hicks

- Over 25 years in IT (over a decade in cybersecurity).
- Over a dozen technical certifications
- MBA from Saint Mary's college
- Majority of career working with SMBs

# Security and AI: Authenticity

- Users may have less robust editing and review with AI generated content
- Policies should exist to ensure all content (regardless of origin) is well reviewed and appropriate for business use.
- In effect – AI is not perfect, and not likely to be. Humans tend to trust tools and become complacent.



# Security and AI: Data Leakage

- Publicly available AI is a significant risk for data leakage
- Users may already be using tools like ChatGPT on the web with corporate information
- Two approaches to this:

## Policy



A written, signed document of how AI can be used for work, as well as what information is appropriate and what is restricted.

## Technical



Remove access to AI sites entirely.

**Both in combination are the most effective.**

# Security and AI: Access Control

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AI, especially Microsoft Copilot, is a spectacular indexing and search engine



Configuration drift

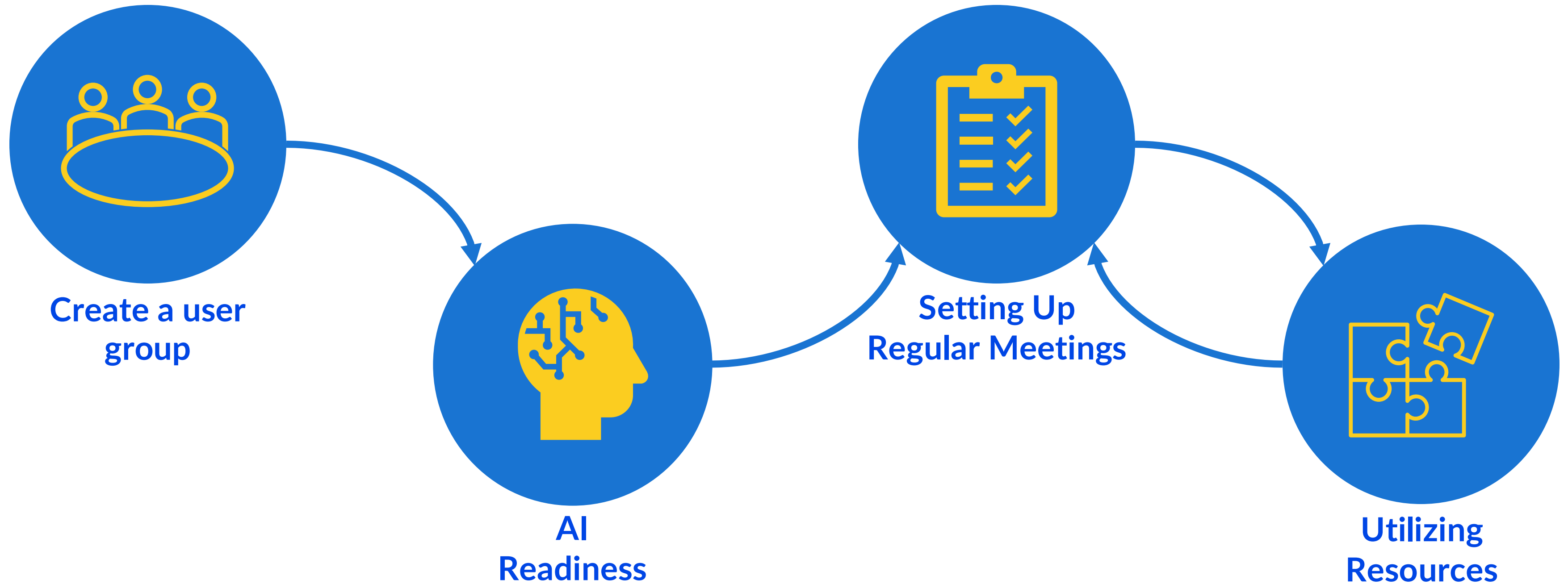
The concept of “Security Through Obscurity”

Endsight has both tools and manual reviews to assist with permission reporting and correction



...and the importance of associated reviews

# Where to start?





# Q&A

# Next Session!

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- September 11th @ 1 PM PST.
  - Future dates are TBD
  - ALL sessions will be recorded
  - To register:
    - Scan the barcode
    - Go to: <https://www.endsight.net/development/webinar>
    - *Note: Landing page will be updated by EOD today.*
    - Email [akreps@endsight.net](mailto:akreps@endsight.net) to register
    - Answer "Yes" in the poll:
      - We can register you for the remaining 2025 sessions  
OR just the next one.



# Cybersecurity Office Hours

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- August 7th @ 1 PM PST.
  - To register:
    - Scan the barcode
    - Go to: <https://get.endsight.net/cybersecurity/office/hours>
    - Email [akreps@endsight.net](mailto:akreps@endsight.net) to register
    - Answer "Yes" in the poll.
      - We can register you for the next one.
      - To register for all of the remaining 2025 sessions, please email [akreps@endsight.net](mailto:akreps@endsight.net).





# Thank you!

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