

THE INSIGHTS

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Welcome to your January update

We know it's difficult to keep up with the number of changes and releases that come from Microsoft.

That's why every month, we highlight the latest updates that are important to your business.



News

- Highlights from the 2024 Microsoft Data Security Index report



Copilot updates

- New meeting prep features



365 updates

- Schedule channel messages



Security updates

- Microsoft Defender for Office 365 automation update



MICROSOFT NEWS

Highlights from the 2024 Microsoft Data Security Index report

The security challenges that come with adopting Generative AI are well known, but how many companies are preparing for the change?

The [2024 Microsoft Data Security Index](#) surveyed 1,300 security professionals to uncover new learnings on data security and AI practices.

Report highlights:

↑31%

In 2024, respondents using more data security tools (11 or more) experienced an average 31% more data security incidents, compared to those with 10 or fewer tools.

93%

76% of respondents believe AI will improve the accuracy of their data security strategies, and an overwhelming 93% are at least planning to use AI for data security.

12+

On average, respondents are juggling 12 different data security solutions, creating complexity that increases their vulnerability.

Read the full findings [here](#)

The power of tiny gains: how world-class women athletes are using AI

Read the stories of four athletes who have embraced Microsoft Copilot and AI to optimise their tracking and reporting, create recommendations and get a better work/life balance.

The article talks about how these athletes are using technology to help improve their well-being, performance and careers.

Samantha Bosco said, “The analytics helped with really fine-tuning those little things that add up.”

Read the full story [here](#)

The roots of sustainability: Microsoft builds its first datacentres with wood

Microsoft is building its first datacentres made with superstrong ultra-lightweight wood in a bid to slash the use of steel and concrete, which are among the most significant sources of carbon emissions.

Measuring the carbon footprint of your supply chain is a challenging task, so it's great to see companies like Microsoft continuing to innovate and drive a carbon negative operation.

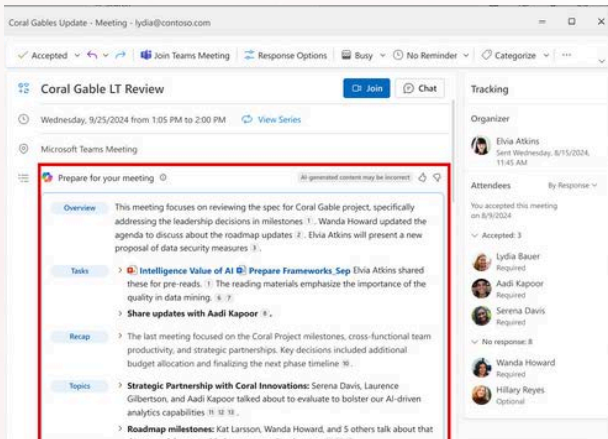
[Explore their new datacentre](#)



MICROSOFT COPILOT

Prepare for your meeting with Microsoft 365 Copilot

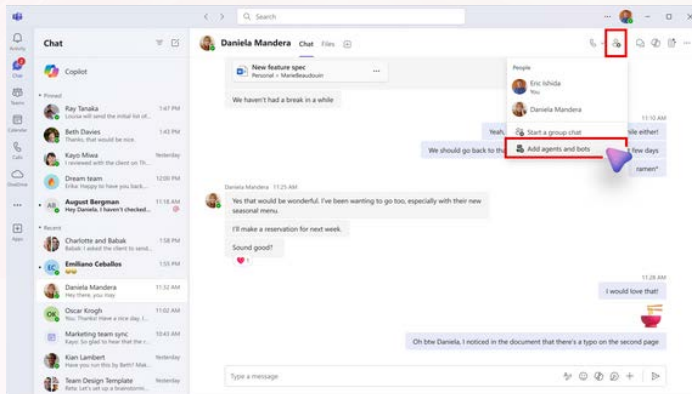
You may be using Copilot to help you create and execute actions from your meetings, but this new update now allows you to prepare in advance. Copilot can now summarise key information about a meeting such as the purpose, action items, pre-reads and



related discussions.

The summaries are based on meeting-related information found on the Microsoft Graph and provide a unique summary for each attendee based on the content they have permission to access.

Using Copilot agents in group chats



Another collaboration update!

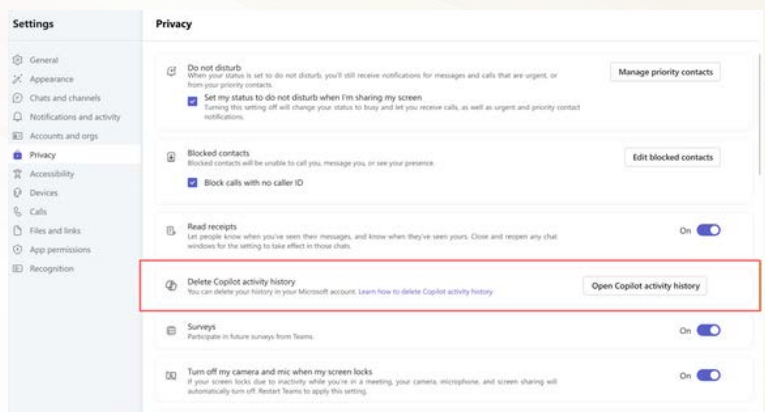
You can now find and add Microsoft 365 Copilot agents to group chats and use the agents to help increase productivity in collaborative scenarios.

If you're a Microsoft Copilot user, but aren't confident with Copilot agents, book a session with one of our experts.

An easier way for users to delete Copilot activity history

Data governance just got easier for individuals!

Copilot users can now access the 'My Microsoft account Settings & Privacy' page directly from Teams. On the 'My Microsoft' page, they can delete the Copilot activity history for all Microsoft 365 apps with Copilot activity history.





MICROSOFT 365

Scheduling channel messages

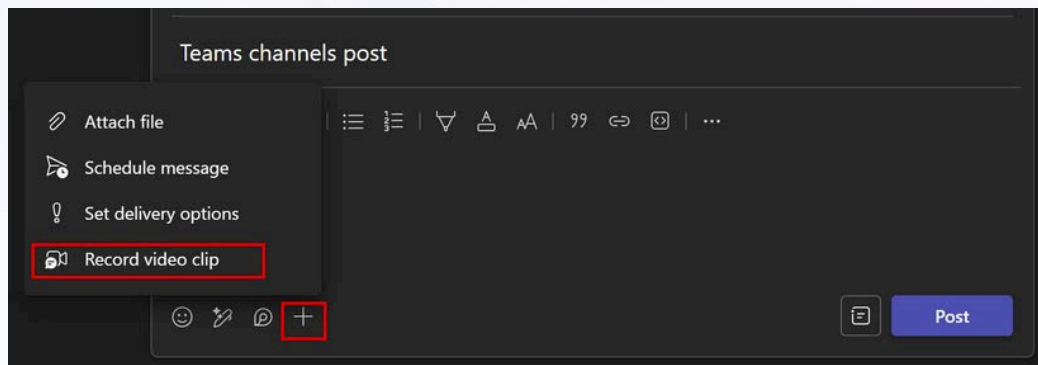
Level up your productivity by scheduling Teams channel messages like you do emails, helping you to work at times that suit you and still catch your colleagues during business hours.

Due to be released in February 2024, this new feature will open directly from the message compose box and will allow you to schedule messages to be posted at a specific date and time in any channel and edit or cancel scheduled messages before they are posted.

Record a video and share in channels

Some things are easier said than written, especially when you're collaborating remotely. But with busy schedules, it can be difficult to catch your colleagues for a call.

This new Teams feature allows you to record a video in Teams channels with the Record video clip option. You and your colleagues can record clips of yourselves, your screen, or audio only and send the clip as a new post or a reply in a channel.



Creating online events just got easier

If you're a lover of Excel, this update is for you!

If you're using Microsoft Forms for your online events and webinars, you can now create a form straight from Excel.

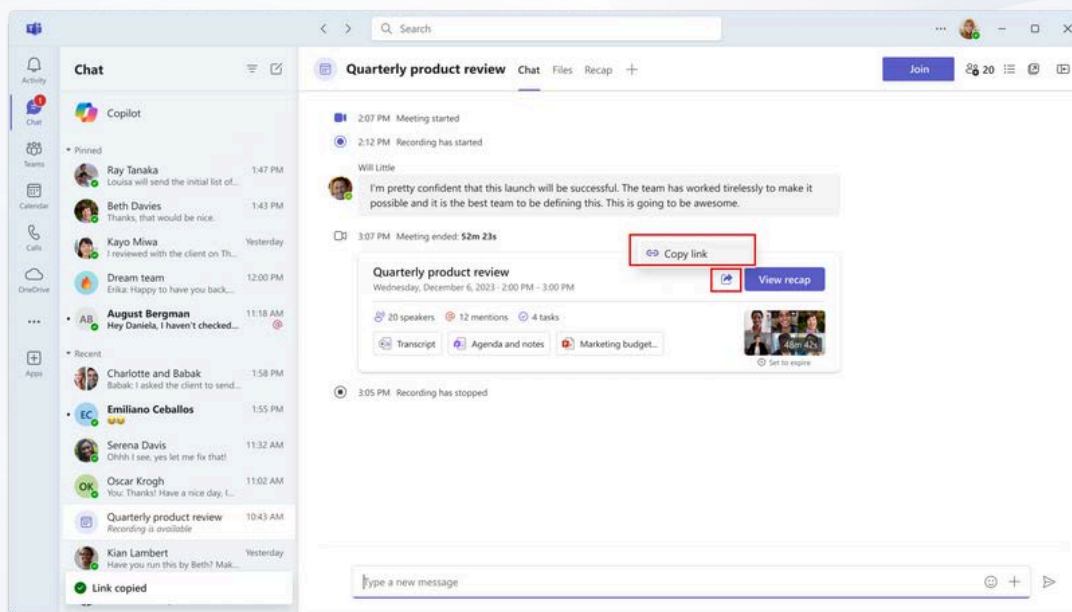
In addition to this, moderating your events just got easier too.

A new Microsoft Teams feature empowers moderators to respond discreetly to attendee questions during Teams events. This functionality ensures that responses to sensitive questions, personal inquiries, or follow-up discussions are not broadcast to the entire audience, allowing for a more tailored and respectful communication experience.

Share meeting recaps across the business with a click

Microsoft's focus on making collaboration easier continues with this latest feature that allows you to share meeting recaps with your colleagues.

You can share a link to the Meeting recap from the meeting thumbnail in chat and the Recap tab, making it easier to reference and share insights with anyone in your business. Those who don't have access can request it, ensuring sensitive information is still protected.



The new Outlook

Over the past few years, Microsoft has been in an opt-in phase for the new Outlook. As they plan to transition to an opt-out model, some organisations have already begun migrating on their own.

We anticipate that small and medium-sized businesses (SMBs) with Microsoft 365 for business plans will begin to be moved into this phase starting in January 2025, and with customers with Microsoft 365 for enterprise licenses following in 2026.

If employees aren't ready to use the new Outlook, they can opt out of the experience in Outlook Options > General. Those who are toggled into the new Outlook can toggle back to classic Outlook if they choose to.

Users will not be toggled if one or more of the following is true:

- Your Microsoft admin has opted you out of being automatically toggled
- New Outlook toggle is hidden via policy
- Perpetual license is in use
- On-premise account

If you need advice on changing your policies to accommodate this change, [speak to one of our experts](#).

Viva Goals Retirement Announcement

Viva Goals will be retired on December 31, 2025. Microsoft will continue to maintain Viva Goals' availability, accessibility and security through retirement.

If your business relies on Viva Goals and you want advice on the next steps, you can [speak to one of our experts](#).

Update for admins: new “Message trace” functionality in Exchange Online

Auto archiving is a useful tool in keeping your inbox organised, but finding information in your archive can be a challenge.

To combat this, Microsoft has announced the public preview of the new version of Message trace in the Microsoft Exchange admin centre (EAC) in Microsoft Exchange Online.

Key functionality changes

- **Extended query range:** You can query up to 90 days of historical data for near real-time queries. However, please note that you can only query 10 days of data at a time. Please note that you will initially only have 30 days of historical data for near real-time queries, and this will build over time to 90 days of historical data.
- **Subject filter:** You can select a subject filter for Message trace queries, such as Starts with, Ends with, and Contains functions. This filter also supports special characters.
- **Delivery status filter:** The delivery status filter will now support searches for Quarantined, Filtered as spam, and Getting status statuses.



MICROSOFT SECURITY

Microsoft Defender for Office 365 automation update

If your organisation is using third-party solutions to report suspicious messages in Microsoft Outlook this update is for you.

As of February 2025, you will be able to configure Defender for Office 365 to automatically send these messages for analysis, helping to keep repetitive and monotonous tasks away from your busy IT team and consolidate your security tools.

[Click here to get more technology insights across Microsoft and more on our website](#)