Human-Led and Tech-Powered Transformation

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Not legal advice. Sharing Microsoft's perspective for discussion purposes only.
No reliance. Subject to contract terms.

Generative AI is in our lives

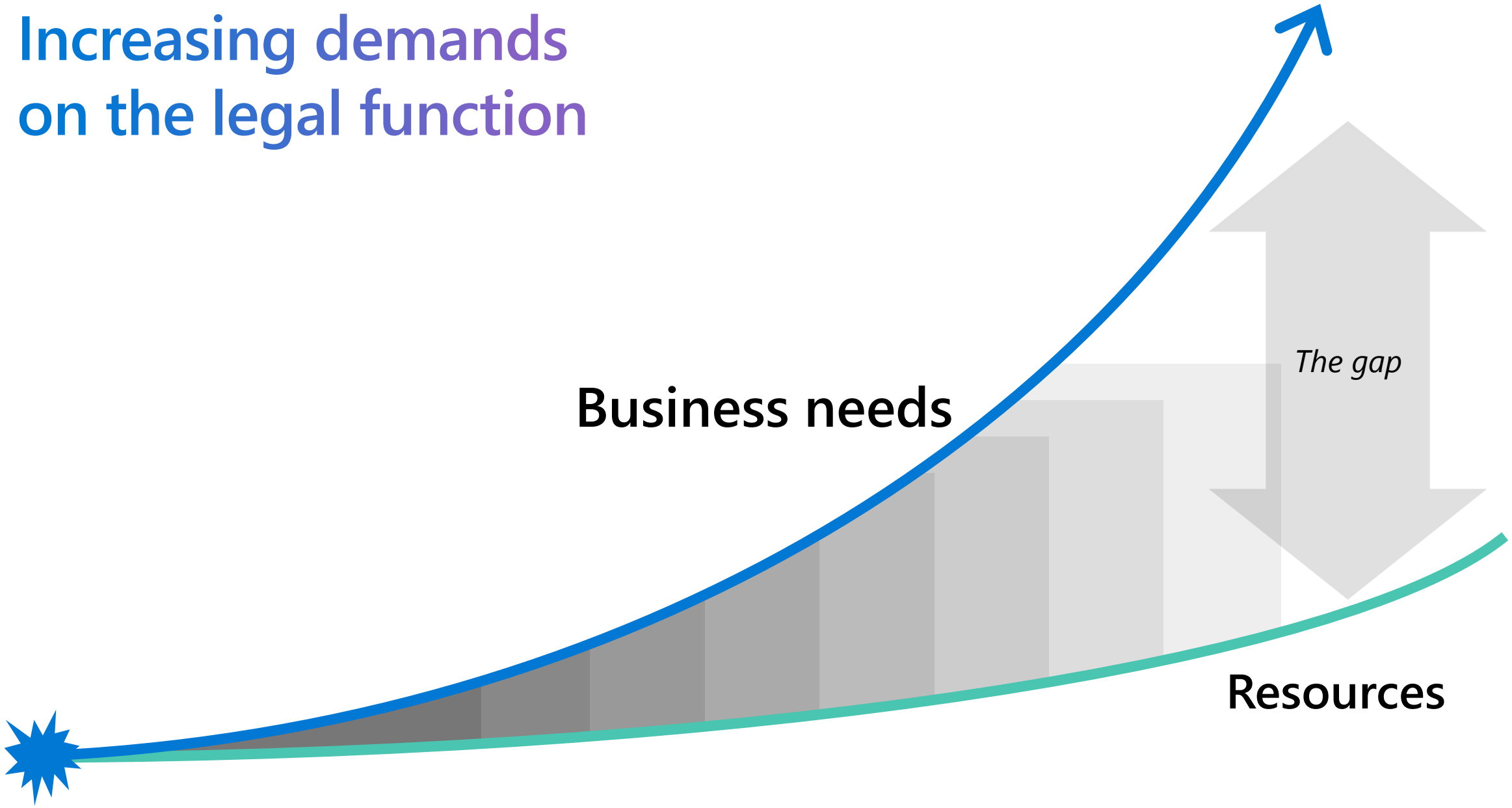
AI is shifting business today

Increasing demands on the legal function

- Increasingly dynamic and complex legal, regulatory, and compliance landscape
- Growing not just in volume, but in speed and complexity
- How can technology help us deliver on increasing demands?

AI-generated

Increasing demands on the legal function



Adoption of AI is not a luxury for legal departments; it's a necessity. Within corporate external and legal affairs, we looked at the promise of the technology and we tried to map it through scenarios where that technology can create efficiencies as a co-pilot for us in the practice of law. **It can never replace human judgment, but it can help us do our work better and faster.**

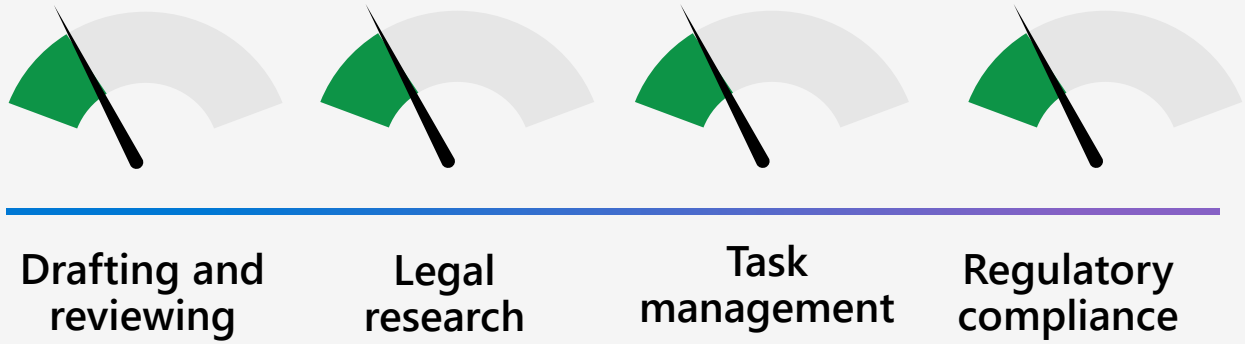
Hossein Nowbar, Chief Legal Officer

Exclusive: Microsoft CLO Nowbar on AI, His 'Immigrant Journey' and Why He Refuses to Play It Safe | Corporate Counsel (law.com)

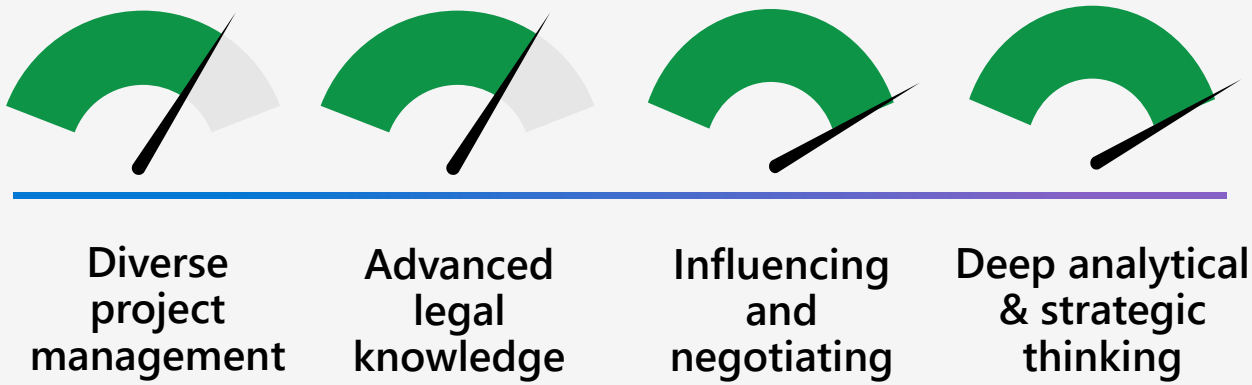
Empowering Legal employees

With AI, legal professionals can **allocate more time** to impactful and meaningful tasks.

Routine tasks



Strategic, meaningful tasks



Copilot for Legal & Compliance

Top 10 to "Try First"

with Microsoft 365 Copilot

Foundational skills for new users

1

Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

- Draft an email with notes and action items from meeting

2

Summarize an email thread

– get quickly caught up to a long, complex email thread.

- Click on the Summarize icon

3

Draft email

– personalize the tone and length.

- Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

4

Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

- Give me a bulleted list of key points from file

5

Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

- Tell me what's new about topic organized by emails, chats, and files?

6

Give me some ideas for …

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

- Suggest 10 compelling taglines based on file

7

Help me write …

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

- Generate three ways to say [x]

8

What did they say …

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

- What did person say about topic

9

How do I …

– let Copilot help you build or fix formulas in Excel.

- How do I sum values that are greater than 0?

10

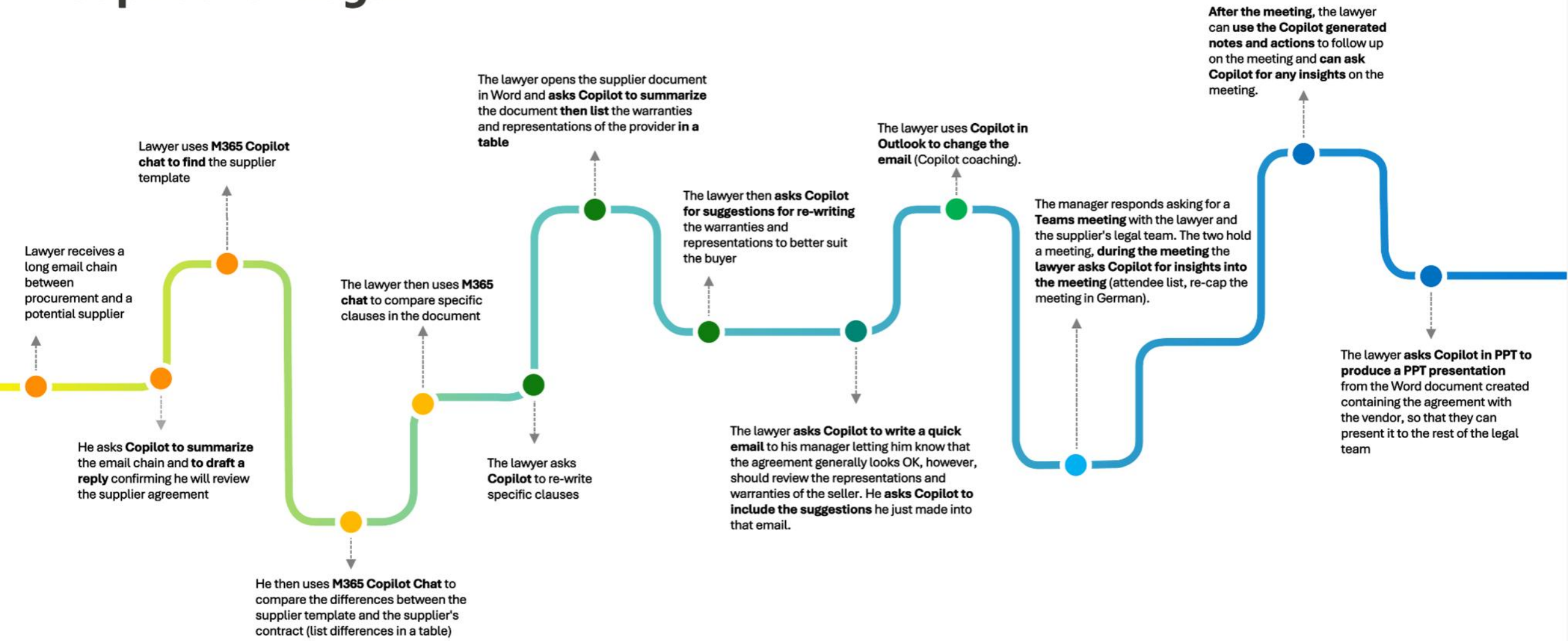
Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

- Translate the following text into French:

For more prompts, visit Copilot Lab at: aka.ms/CopilotLab

Copilot for Legal



Copilot delivers impact for CELA

In a controlled experiment conducted by Microsoft's Office of the Chief Economist, we assigned CELA professionals to complete realistic tasks and randomly granted Copilot to some participants. We measured the speed and quality of their work. The results suggest how rapidly Copilot can deliver value.

32%

faster on tasks

20%

greater accuracy

87%

could more quickly get up to speed on a new regulation with Copilot

81%

found summarizing a new regulation faster with Copilot

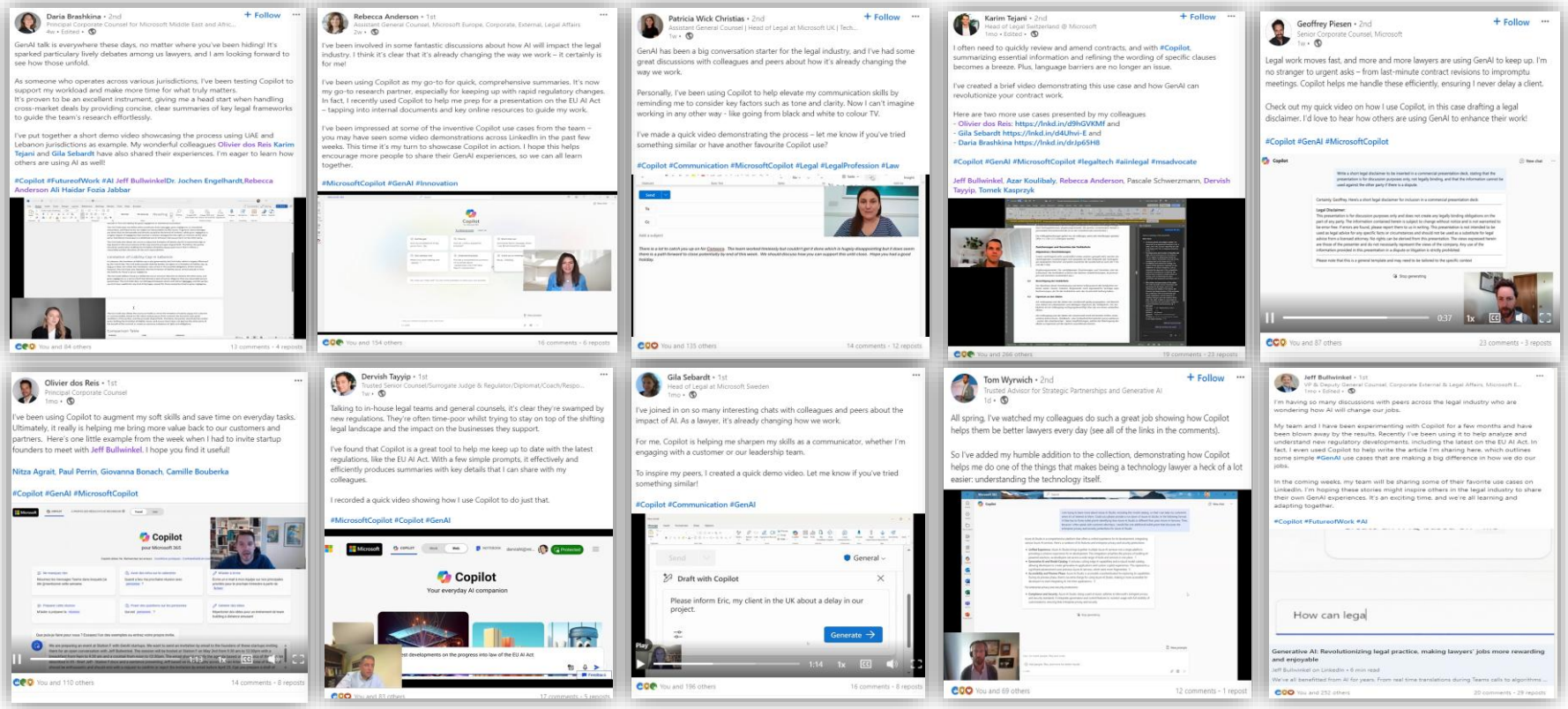
87%

reported enhanced productivity with Copilot

Results based on a randomized controlled trial with over 50 CELA legal professionals by Microsoft Office of the Chief Economist, May 2024. All findings statistically significant at $P<0.05$

Our own journey with Copilot for M365…

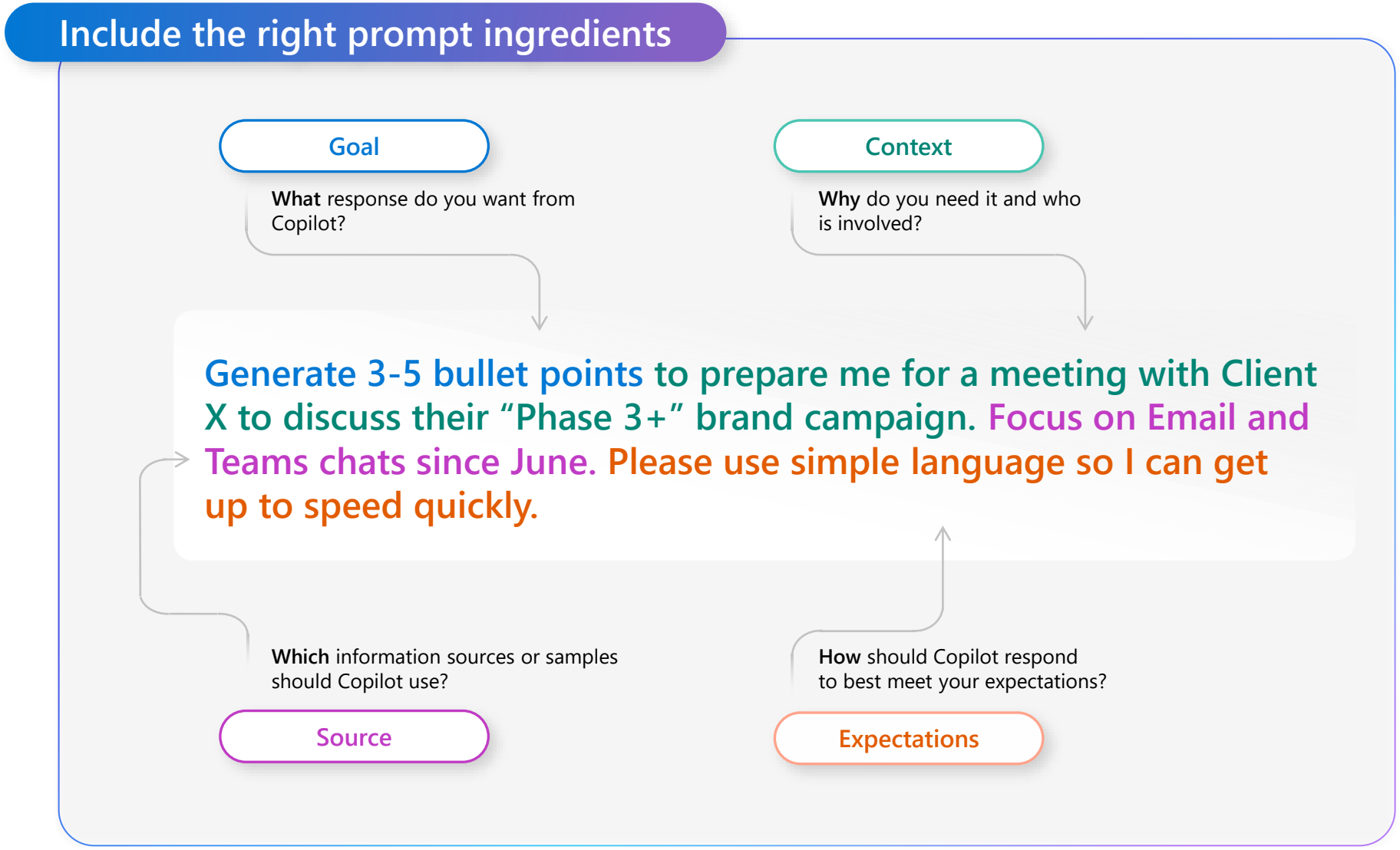
Sharing ten real-life examples of how GenAI can help legal professionals



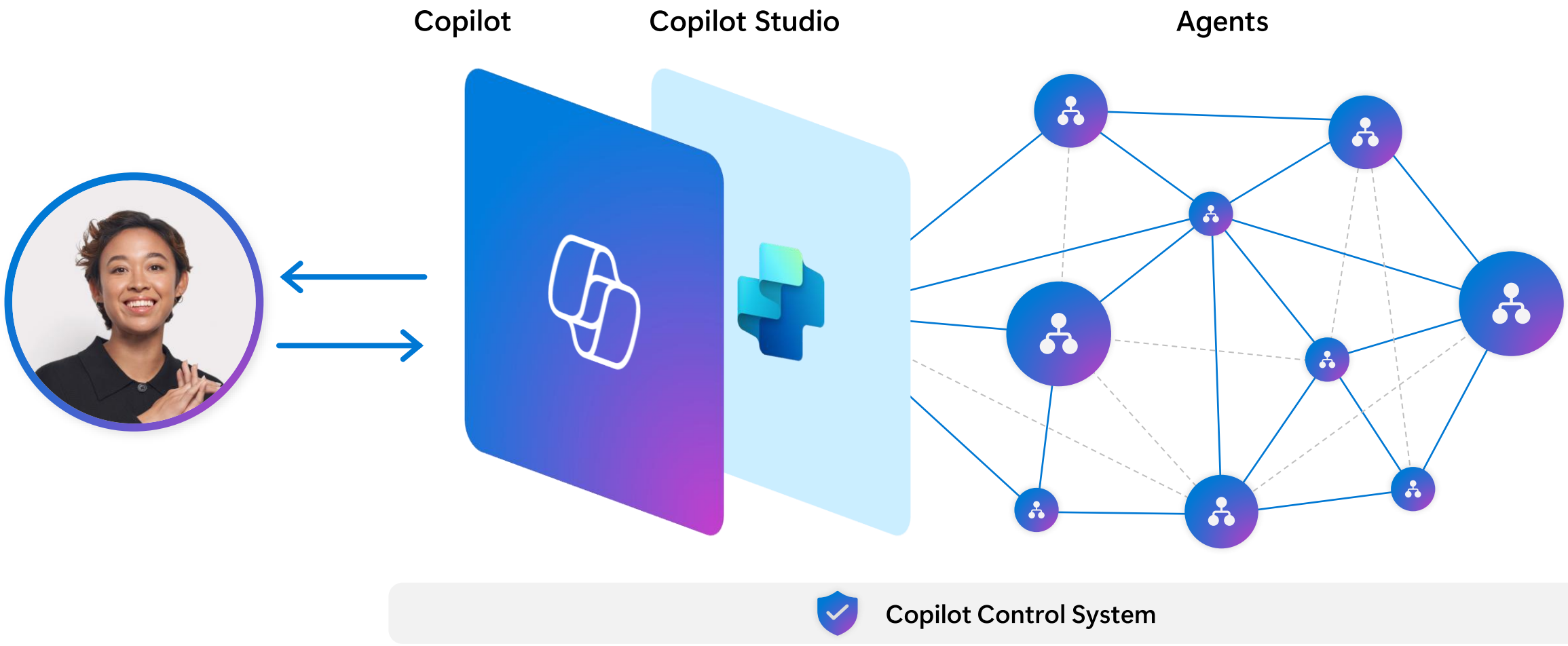
[Ten real-life examples of how GenAI can help legal professionals | LinkedIn]

The art and science of prompting

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.



Copilot is the UI for AI



Copilot

Every employee will have a Copilot

Works as your personal assistant

Web-grounded and grounded in work content like email, meetings and documents

The UI for AI

Agents

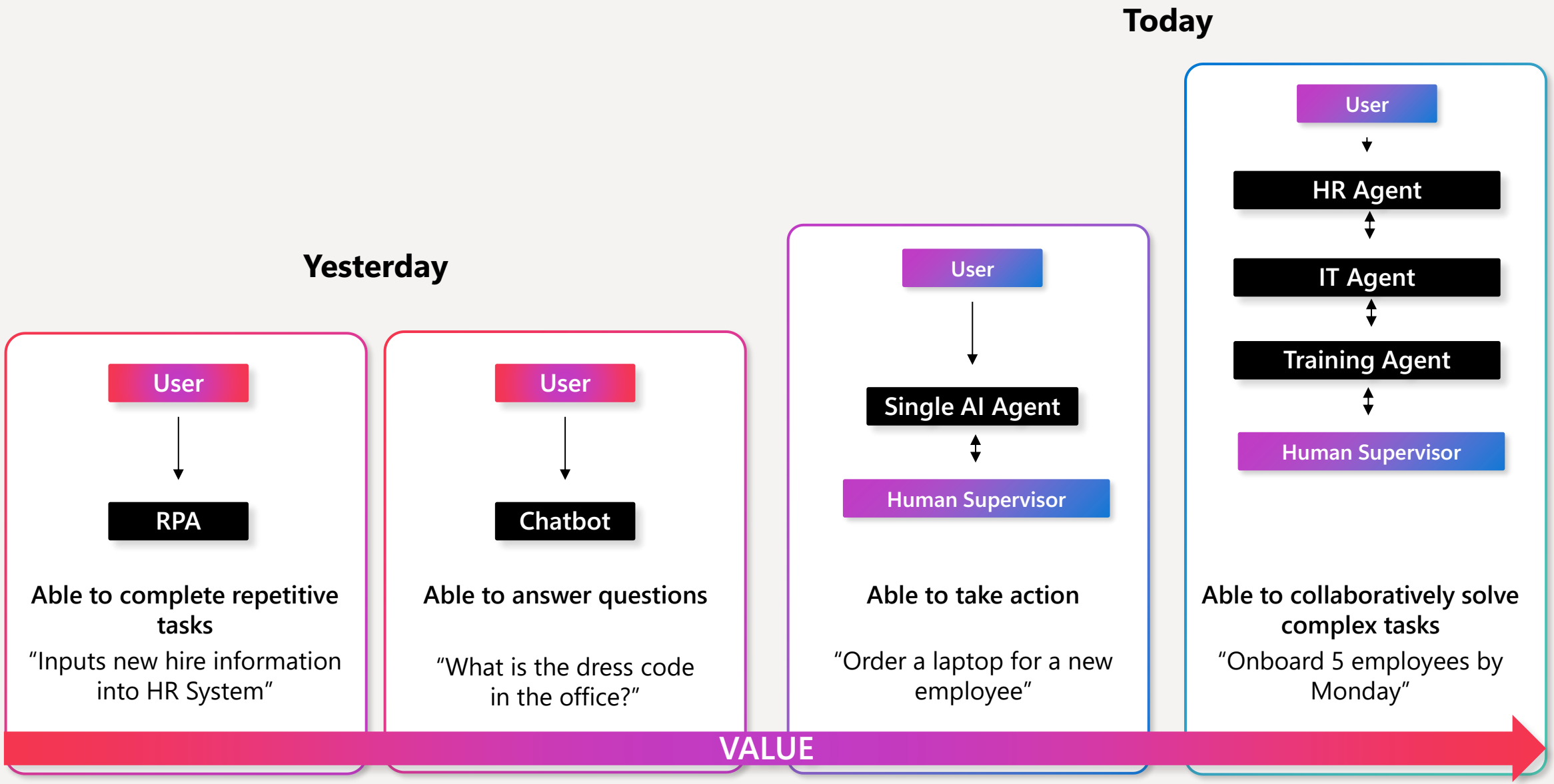
Every business process will have an agent

AI-powered system with actions, triggers and knowledge

Works on behalf of employees, teams and functions

Connected to Copilot or autonomous

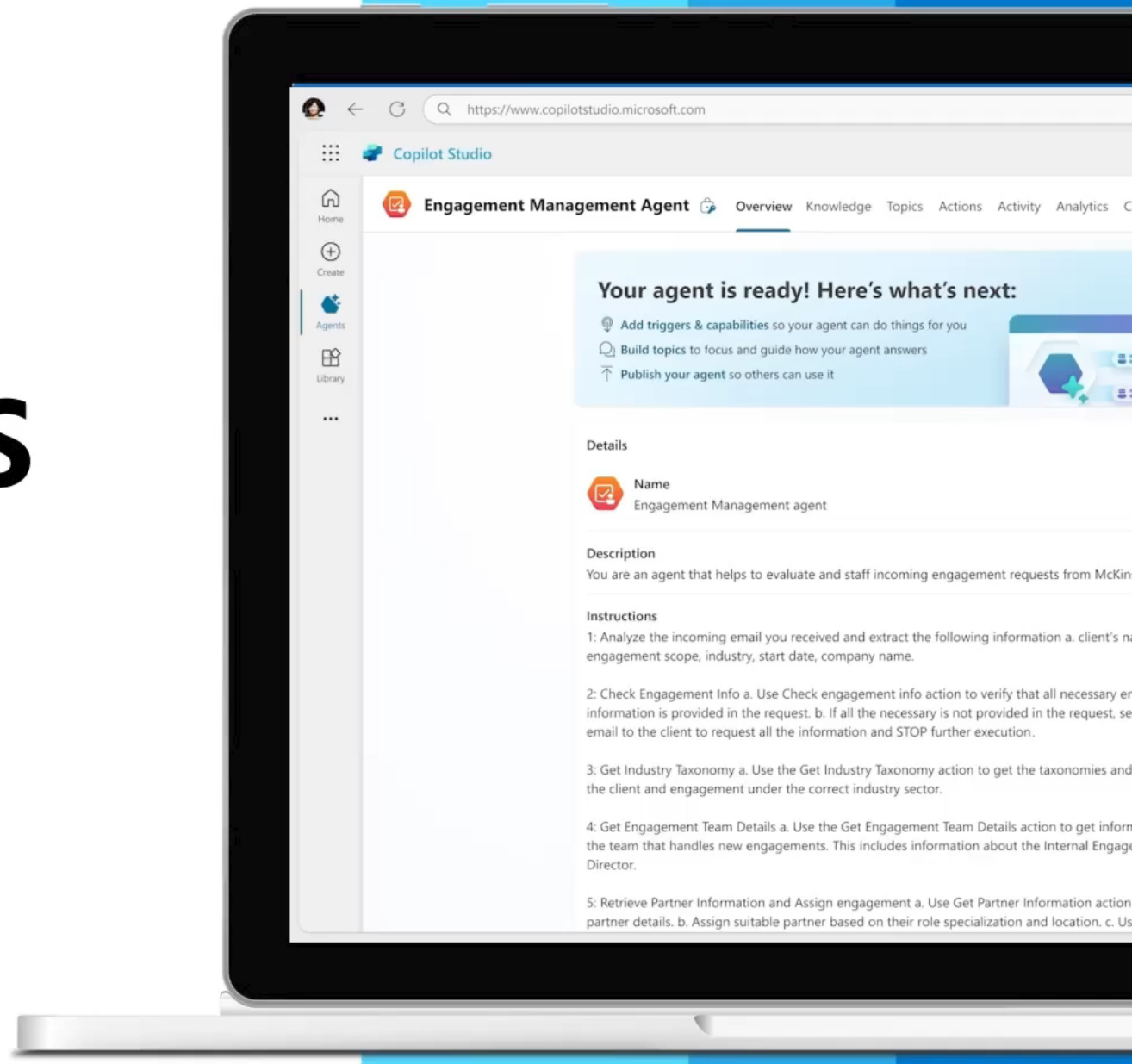
Promising even more efficiency, value, and advantage



How to create your agent?

Copilot Studio

Autonomous Agent



Example

Autonomous

1) Trigger >>>>>>>>> 2) Instruction >>>>>>>>> 3) Plan >>>>>>>>> 4) Outcome

The agent automatically reacts to triggers

When a new life changing activity happens

The agent follows instructions provided by the maker

Instructions

- You are an agent that helps to evaluate and staff incoming engagement requests from clients.
- First, analyze the incoming email to extract key client details. Verify the engagement information and confirm the industry sector. Assess historical data and identify the required expertise. Assign a suitable partner and notify them. Log the engagement details and inform the engagement director.

The agent takes action using your data and systems

- Engagement staffing logic
- Submit engagement
- Send an email
- Retrieve partner
- Message in Copilot

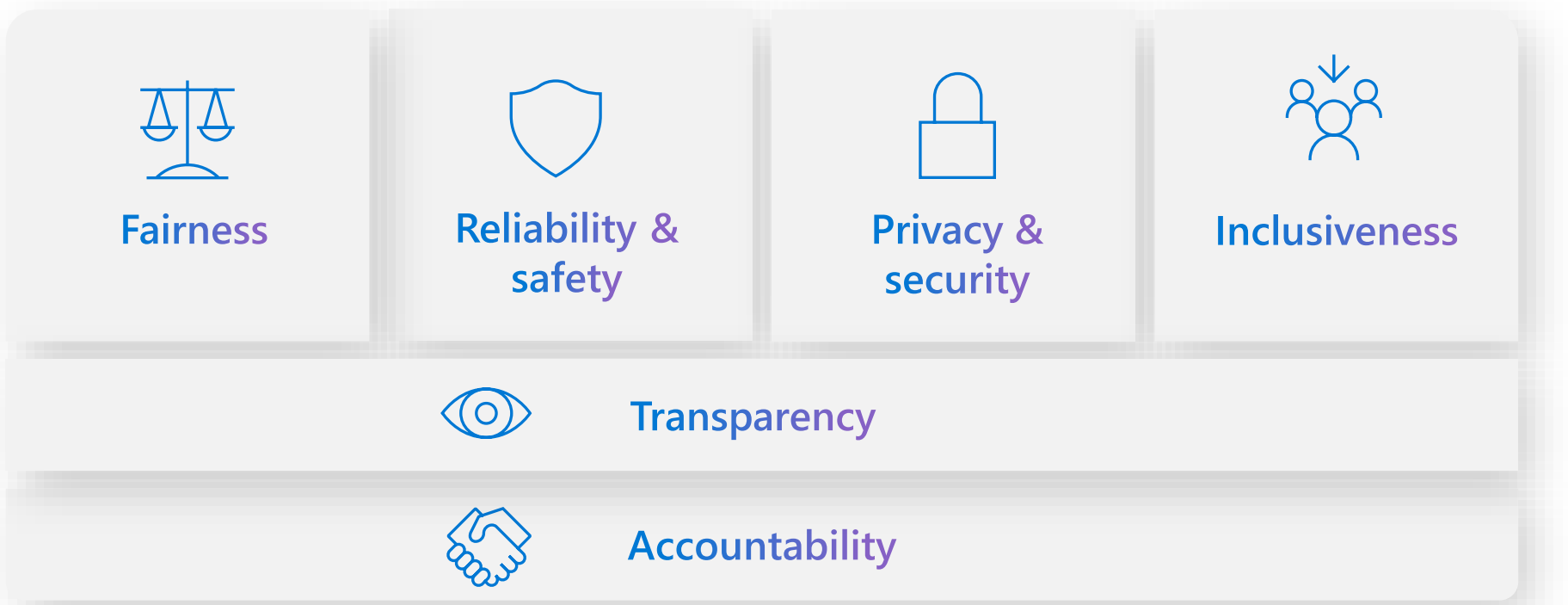
The agent generates a response

Agent

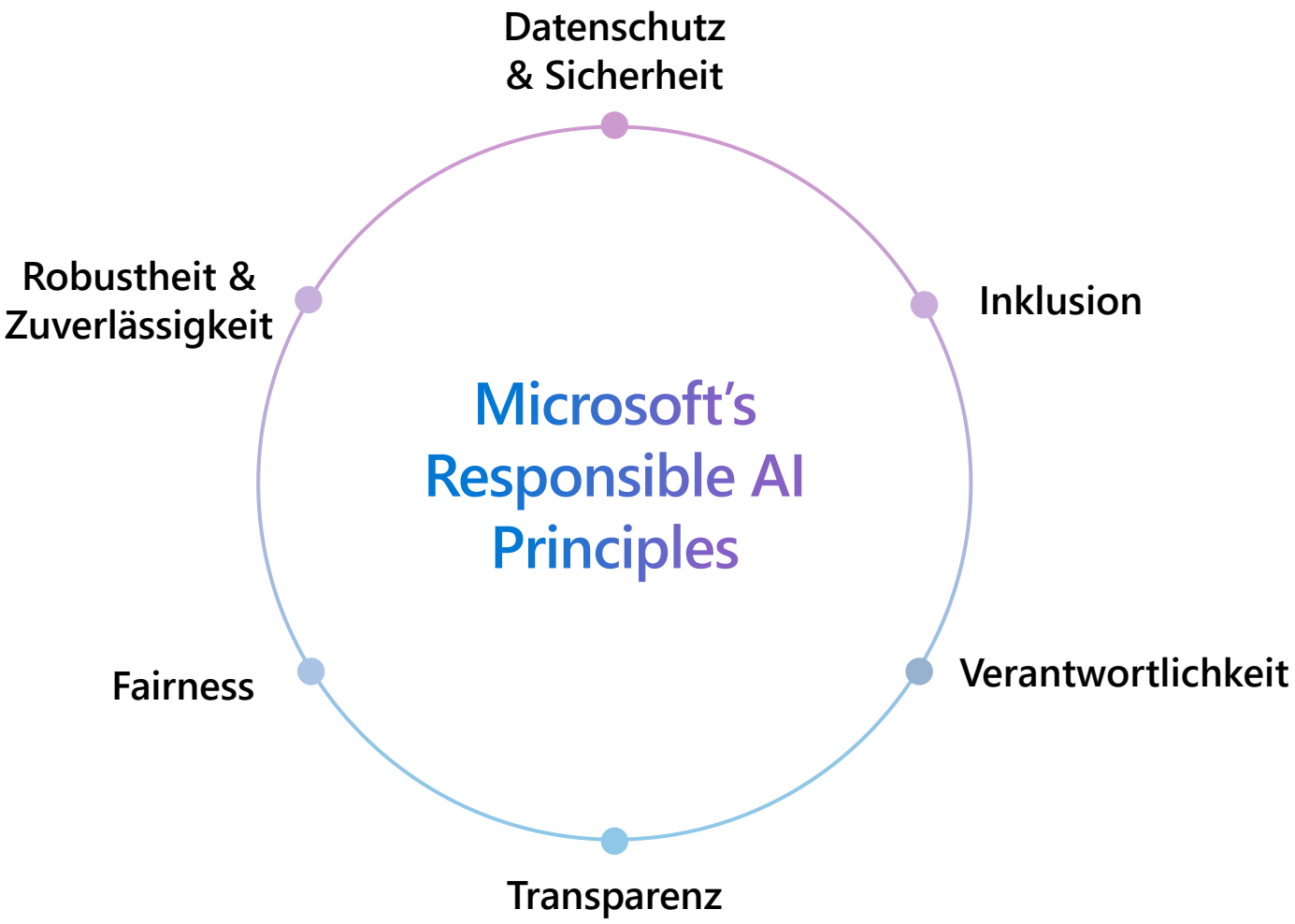
You have been assigned to a new engagement requiring your expertise in Technology Solutions.

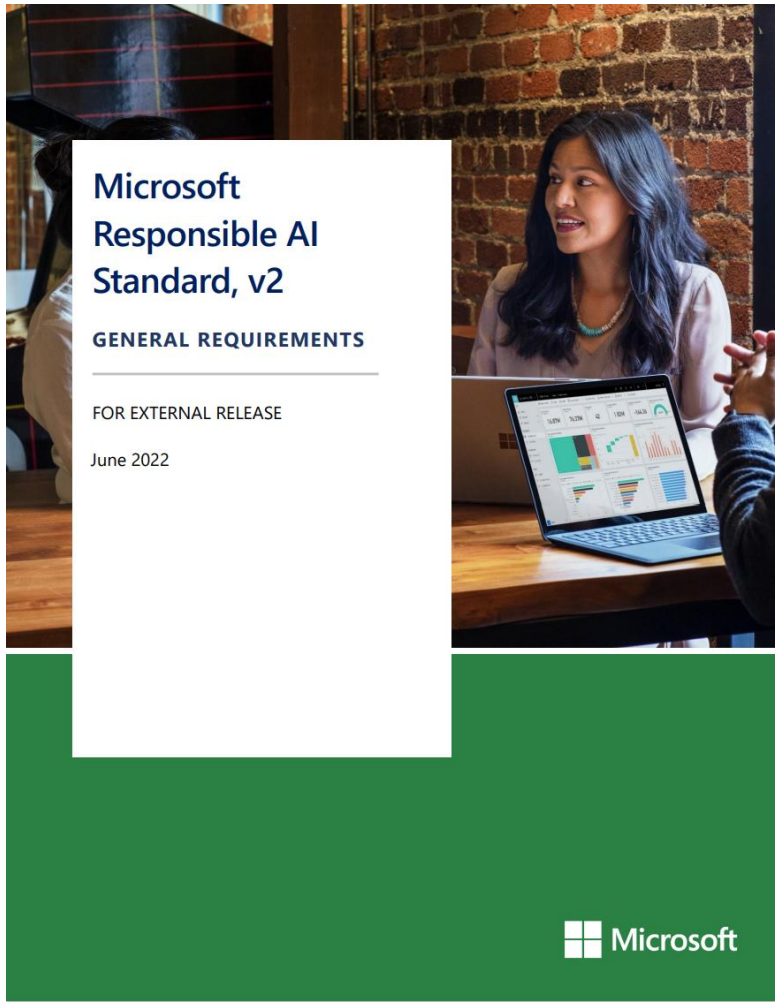
Relocation Agent

Microsoft's Responsible AI principles



Responsible AI





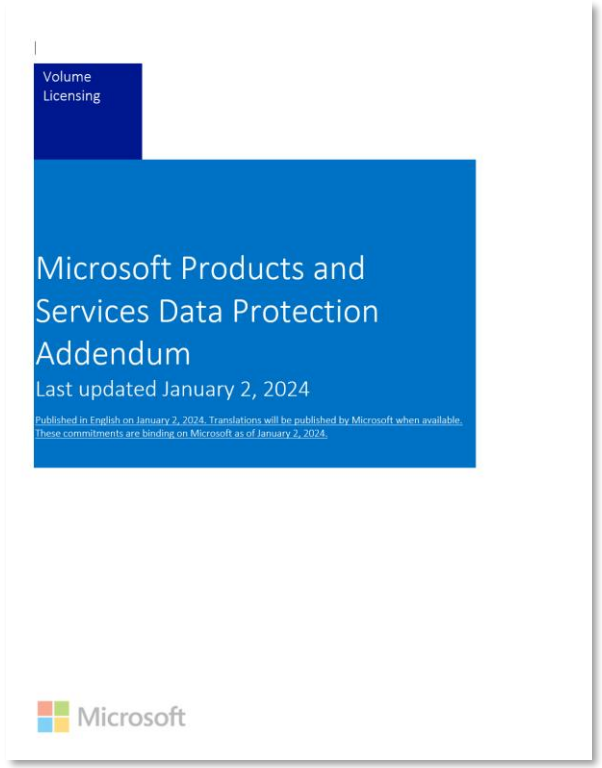
Microsoft's commitments

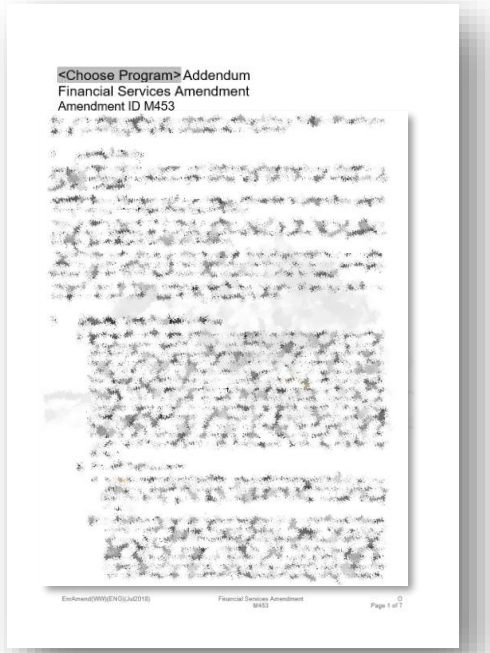
Your data is your data

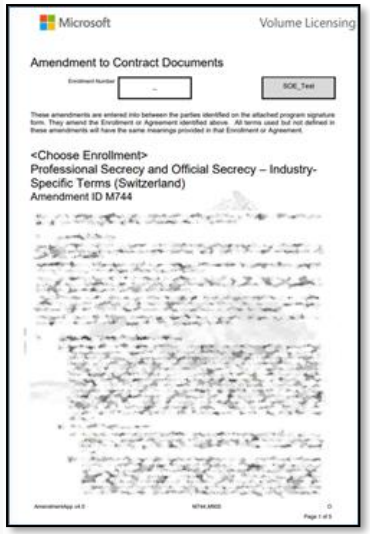
Your data is not used to train the foundation AI models without permission

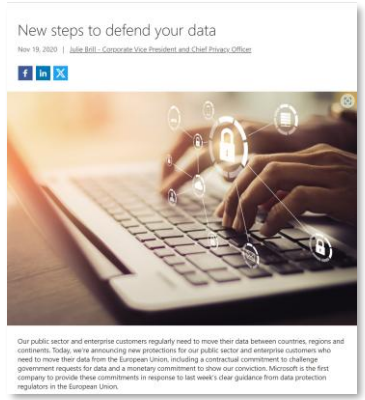
Your data is protected by the most comprehensive enterprise compliance and security controls

Contractual Commitments









Sharing AI learnings

Responsible AI principles

Fairness
Reliability & safety
Privacy & security
Inclusiveness
Transparency
Accountability

Corporate standard

Goals
Requirements
Practices

AI impact assessment template

AI impact assessment guide

Transparency notes

Guidelines for human-AI interaction

Annual AI transparency report

Please visit http://aka.ms/rai

Microsoft

Thank you

Let’s stay connected!

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