



Microsoft 365 3rd Quarter 2026

News, Features, & Updates

Microsoft Teams

- New Visibility for AI Meeting Assistant Bots

Microsoft Outlook

- Meeting Insights is Retiring

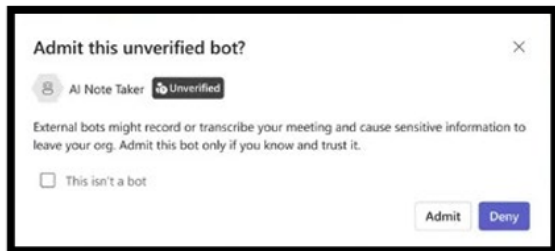
Microsoft Copilot Chat

- New Experience in Outlook
- File Size Limitations
- Using Your Voice
- Planet Technologies Learning Resources

Microsoft Teams

New Visibility for AI Meeting Assistant Bots: Available Late September

Microsoft Teams is adding new controls to help meeting organizers recognize and manage AI meeting assistant bots that attempt to join meetings. AI meeting assistant bots are automated tools that can record meetings, create transcripts, generate summaries, and capture notes. **When a detected bot attempts to join a Teams meeting**, organizers may see it identified in the meeting lobby and can choose whether to admit it. This new capability provides greater visibility into automated participants and helps organizers make informed decisions about who has access to meeting content.



Microsoft Outlook

Meeting Insights is Retiring: End of September

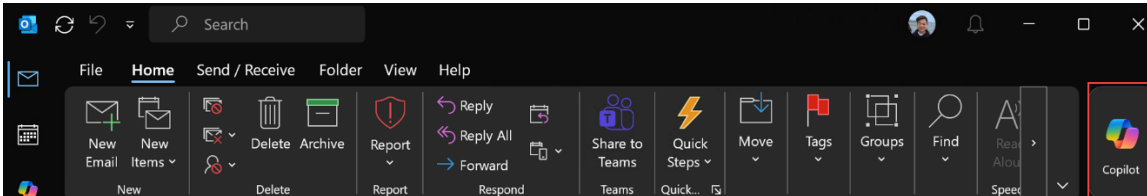
Microsoft is retiring Outlook's Meeting Insights by late September 2026. The feature will be removed across all platforms. No action is required from users. In the future, Microsoft 365 Copilot Chat users can utilize Copilot Chat's meeting preparation features, which provide more intelligent, context-aware summaries of relevant content, tasks, and information to help them prepare for meetings.



Microsoft Copilot Chat

New Copilot Chat Experience in Outlook: Available late November

Copilot Chat in Outlook will no longer be limited to one email thread. It can now look across your full inbox, calendar, and meetings to help you find updates, identify follow-ups, manage your schedule, and draft emails. Your data access and storage aren't changing — Copilot will only use information you already have permission to see. Within Classic Outlook, the entry point icon will move next to the ribbon. The update will roll out automatically, and you don't need to do anything.



To learn more, visit: [Microsoft Copilot for Outlook: New Copilot Entry Point in Classic Outlook](#)

File Size Limitations

Microsoft doesn't offer a definitive maximum content size for documents, rows, or cells Copilot Chat can handle. We suggest that Copilot Chat users focus on whether the file's size or complexity fits your task rather than word or page counts. If responses seem incomplete or inconsistent, try submitting a smaller portion of the document to see if that helps. Some guidance suggests that around 2,000–3,000 words (roughly 4–6 pages) may be the point where issues appear.

Using Your Voice

M365 Copilot Chat doesn't currently include the microphone feature, as it isn't available yet for Government customers. Here's a workaround to save time when you're too busy to type the first draft of an idea.

 **Tip:** Use the microphone feature in **Microsoft OneNote** to record voice notes, then upload the transcript to Copilot Chat and prompt it to help you get started.

For reference: [Frequently asked questions about voice features in Microsoft Copilot | Microsoft Support](#)

Planet Technologies Resources and Learning Opportunities

- Additional Microsoft training opportunities are available to State of DE employees utilizing the [State of DE Evolve 365](#) learning portal in partnership with Planet Technologies.
- Sign up for [1-on-1 coaching sessions](#) with Planet Technologies learning strategists for individualized help.
- View or revisit previous [Training Recordings](#) to review topics that may be more relevant to you as you become more familiar with Copilot Chat.

Additional O365 Resources and Learning Links

[Office 365 Website](#) [O365 Applications](#) [Message Center](#) [The Delaware Learning Center \(DLC\)](#)

Note: While our M365 licenses are a governmental (GCC) version, the Microsoft commercial-based courses found on the DLC, produced by CyberU, provide relevant and valuable training.