

Which Microsoft AI Tool Should I Use?

The Right Tool for the Right Work

Start with your situation. Choose the Microsoft AI tool that saves you time and delivers value.

QUICK DECISION GUIDE

1

What are you trying to do?

2

How often do you do it?

3

Does it involve other people or systems?

4

Which tool matches your need?

	COPILOT CHAT (aka Microsoft Copilot)	MICROSOFT 365 COPILOT	AGENT BUILDER (In Microsoft 365 Copilot)	COPILOT STUDIO	MICROSOFT FOUNDRY (Formerly Azure AI Foundry)
BEST FOR	Getting answers, ideas, summaries, and drafts on demand	Working inside the apps you use every day	Creating simple AI agents that answer questions or help with repeatable processes	Building advanced agents and automations that connect to systems and workflows	Building custom AI solutions, models, and enterprise-scale applications
USE WHEN YOU NEED TO...	- Ask questions - Research topics - Brainstorm ideas - Create first drafts - Summarize content	- Composing in Outlook - Summarizing in Teams - Writing in Word - Analyzing in Excel - Creating in PowerPoint	- You do the same task repeatedly - Information is in SharePoint, Teams, or files - You need a knowledge assistant	- Process involves multiple steps - You need approvals or data actions - You need to connect to business systems	- You need custom AI development - Advanced data science or models - Building enterprise AI applications
EXAMPLES	"Summarize this document" "Draft an email" "What are the key takeaways?" "Give me ideas for..."	- Draft an email in Outlook - Summarize a meeting in Teams - Improve content in Word - Analyze data in Excel - Create slides in PowerPoint	- Onboarding assistant - Meeting follow-up agent - Project status agent - Policy & FAQ assistant - Sales proposal helper	- Employee help desk - Approval workflows - Ticket routing - Customer service bot - Data collection and updates	- Custom AI apps - Multi-agent systems - Fine-tuned models - Advanced analytics - Developer-led solutions
KEY CAPABILITIES	- Web-grounded answers - Natural language chat - Document analysis - Image generation - Upload files	- In-app AI assistance - Uses your work content - Context-aware - Save time on daily work	- Build with natural language - Connect to knowledge sources - Works within Copilot and Teams - No code required	- Low-code agent builder - Workflow automation - Connectors to systems - Actions & approvals - Publish to Teams, web, and more	- Model development & management - Advanced AI services - Data & MLOps - Governance at scale
INCLUDED IN MICROSOFT LICENSING?	INCLUDED Free with Microsoft 365 (Work or School)	INCLUDED Requires Microsoft 365 Copilot license*	INCLUDED Available with Microsoft 365 Copilot license*	PURCHASED REQUIRES ADD-ON Licensing varies based on needs and usage	PURCHASED REQUIRES ADD-ON Usage-based pricing (typically Azure consumption)
NOTES	Great starting point for any task. Works in your browser or at copilot.microsoft.com .	Built into Word, Excel, PowerPoint, Outlook, Teams and more.	Best for knowledge agents and personal/team productivity assistants.	For scenarios that require integrations, automations, and multi-step processes.	Designed for IT/developers and advanced AI initiatives.

COMMON WORK SCENARIOS AND RECOMMENDED TOOLS

I need quick answers or summaries

I'm writing emails or replying to messages

I have lots of meetings to catch up on

I need help writing or editing documents

I need to analyze or visualize data

I repeat the same task every week/month

My team asks the same questions

Our process needs approvals or steps

We need to connect to other systems

We want to build our own AI application

Copilot Chat

Microsoft 365 Copilot

Microsoft 365 Copilot

Microsoft 365 Copilot

Microsoft 365 Copilot

Agent Builder

Agent Builder

Copilot Studio

Copilot Studio

Microsoft Foundry

LICENSING AT A GLANCE

INCLUDED (with qualifying Microsoft 365 licenses)

- Copilot Chat – Free with Microsoft 365 (Work or School)
- Microsoft 365 Copilot – Requires Microsoft 365 Copilot license*
- Agent Builder – Available with Microsoft 365 Copilot license*

*Microsoft 365 Copilot license is an add-on to most Microsoft 365 business and enterprise plans.

PURCHASED ADD-ONS (separate licensing)

- Copilot Studio – Licensing varies based on usage and capacity
- Microsoft Foundry (Azure AI Foundry) – Usage-based pricing through Azure (pay-as-you-go or provisioned capacity)

IMPORTANT:

Availability of features depends on your organization's licensing, settings, and IT policies. Check with your IT or Microsoft 365 admin for what is enabled in your tenant.

START SMALL. GET VALUE. BUILD MOOMENTUM.

Identify a time-wasting task

→

Choose the right tool

→

Try it this week

→

Measure the time and value saved

→

Build on your success

The best AI tool is the one that helps you get your time back and focus on what matters most.