

CHECKLIST · TECHNOLOGY

Copilot will reach into files on Copilot+ PCs, and Surface Laptop Ultra starts at A\$4,399

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- ☐ **List your Copilot+ PCs.** Note which office computers are Copilot+ PCs, because Microsoft has announced Copilot's local file access and actions for those PCs.
 - ☐ **Decide who may switch it on.** Agree whether staff can grant Copilot access to files on their own PCs, or whether the business owner or IT provider decides.
 - ☐ **Name the folders that stay off limits.** Write down the client, payroll and confidential files no AI assistant should read, and add them to your AI use policy, or start one.
 - ☐ **Ask your IT provider about Microsoft Execution Containers.** Find out whether you need MXC, Intune or Agent 365 to control which files and networks agents can reach, and what any extra licences cost.
 - ☐ **Watch Windows Update notes for the rollout.** Microsoft has given no date, so check release notes on your Copilot+ PCs before the features appear, rather than after.
 - ☐ **Price Surface Laptop Ultra from the Australian store.** Use the A\$4,399 local price, not a currency conversion, and buy it only for a role that needs local AI models or large memory.
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NOTES

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