PRESENTATION WORKFLOW · 27 NOVEMBER 2026

A one-page brief for IT

Built in Europe, developed in Belgium. Turn team notes into interactive presentations in an approved AI assistant. Keep business content with the team, or review optional hosting separately.

1. Keep business content with the team

The default route uses public instructions to create a downloadable presentation in your approved assistant. No brief, deck or brand content is sent to Skills for Business. No Skills for Business account is needed. Public requests can produce technical metadata; the assistant's own storage and retention rules still apply.

For a European team, this supports data minimisation. Your review still needs to cover the assistant's contract, settings, access and any international transfers. Local delivery alone does not establish GDPR compliance. European team review.

2. Review optional storage separately

Optional hosting receives the submitted presentation, embedded notes and revision context after explicit confirmation. New drafts require authenticated owner access. Creating an anyone-with-the-link review URL is a separate action; it expires after seven days. Expiry does not delete the stored deck.

Hosting keeps the latest ten drafts and the ready version. Deletion blocks access and queues file removal. Saving company guidance also stores content. Neither service is needed for local delivery.

3. Set a free local-only rule and try one task

In your connected assistant, say: **"Keep my Skills for Business files local-only."** Workspace owners can say: **"Set our Skills for Business workspace to local-only."** Approve the policy permission if asked, then check that the assistant confirms the rule is active.

A workspace rule covers every member and cannot be overridden personally. It blocks new content submissions here, including old upload links. Existing files need a separate deletion request. It does not control your assistant or other apps. Technical specification.

Try a non-sensitive brief and one revision in the actual work account. If it cannot create files, use the ordinary-chat route and build the slides on your device. Questions: info@skillsforbusiness.ai.