Top 10 to try first with Copilot for Microsoft 365

Foundational skills for new users

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

1

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

➡️ Click on the Summarize icon

2

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.

3

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

4

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?

5

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

6

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]

7

What did they say …
– when you vaguely remember someone mentioning a topic, have Copilot do the research.

➡️ What did person say about topic

8

Revise this content
– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

➡️ Rewrite with Copilot

9

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:

10

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