Top 10 prompts 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