

Previder Corporaties

De toekomst van productiviteit met Microsoft Copilot

Herman Keijzer
Partner Development
Manager (PDM)

Mike van Zandwijk
Technology Development
Manager (TDM)



it voor corporaties.

Show of Hands

Who has heard of **AI**?

Who has heard of Microsoft **Copilot** or **ChatGPT**?

Who is using it at least a couple of times per **month**?

Who is using it per **week**?

Who is using it **daily**?

BONUS: **prompting** ?

it voor **corporaties**.



Plakken Nieuwe dia's opnieuw gebruiken Klembord Dia's Lettertype Alinea Vormen Schikken Snelle stijlen Bewerken Dicteren Vertrouwelijkheid Invoegtoepassingen Designer Copilot

- 1 De toekomst van productiviteit met Microsoft Copilot
- 2
- 3 Agenda

Previder Corporaties

De toekomst van productiviteit met Microsoft Copilot

Herman Keijzer
Partner Development Manager (PDM)

Mike van Zandwijk
Technology Development Manager (TDM)

Microsoft previder

it voor corporaties.

Hoe kan Microsoft Copilot jouw woningcorporatie helpen om slimmer te werken? Verhoog jouw productiviteit, stroomlijn jouw werkprocessen en bespaar tijd. Meld je nu aan voor deze sessie die samen gegeven wordt door Previder Corporaties en Microsoft en kom alles te weten over Microsoft Copilot. De AI assistent die productiviteit verhoogt.

Copilot

I can chat, respond to questions, and help you draft this presentation.

Here are some things you can try...

- Create a presentation...
- Create presentation from file...
- Add a slide about...

locally show a lower number of hands. So start with a very broad statement that almost all audience members should raise their hand to, like who has heard of AI. Then who has heard of Microsoft Copilot or ChatGPT. Then ask who is using it at least a couple of times per month. Then per week and then finally, using it daily.

Agenda

- Welkom en korte inleiding
- Copilot voor Microsoft 365
- Live demo's
- Q&A en afsluiting

Copilot for Microsoft 365

Your AI assistant at work

Herman Keijzer PDM Microsoft





Copilot for Microsoft 365

Built on Microsoft's **comprehensive** approach



Security



Compliance



Privacy



Responsible AI

Microsoft's AI principles



Fairness



Reliability
& Safety



Privacy &
Security



Inclusiveness



Transparency



Accountability

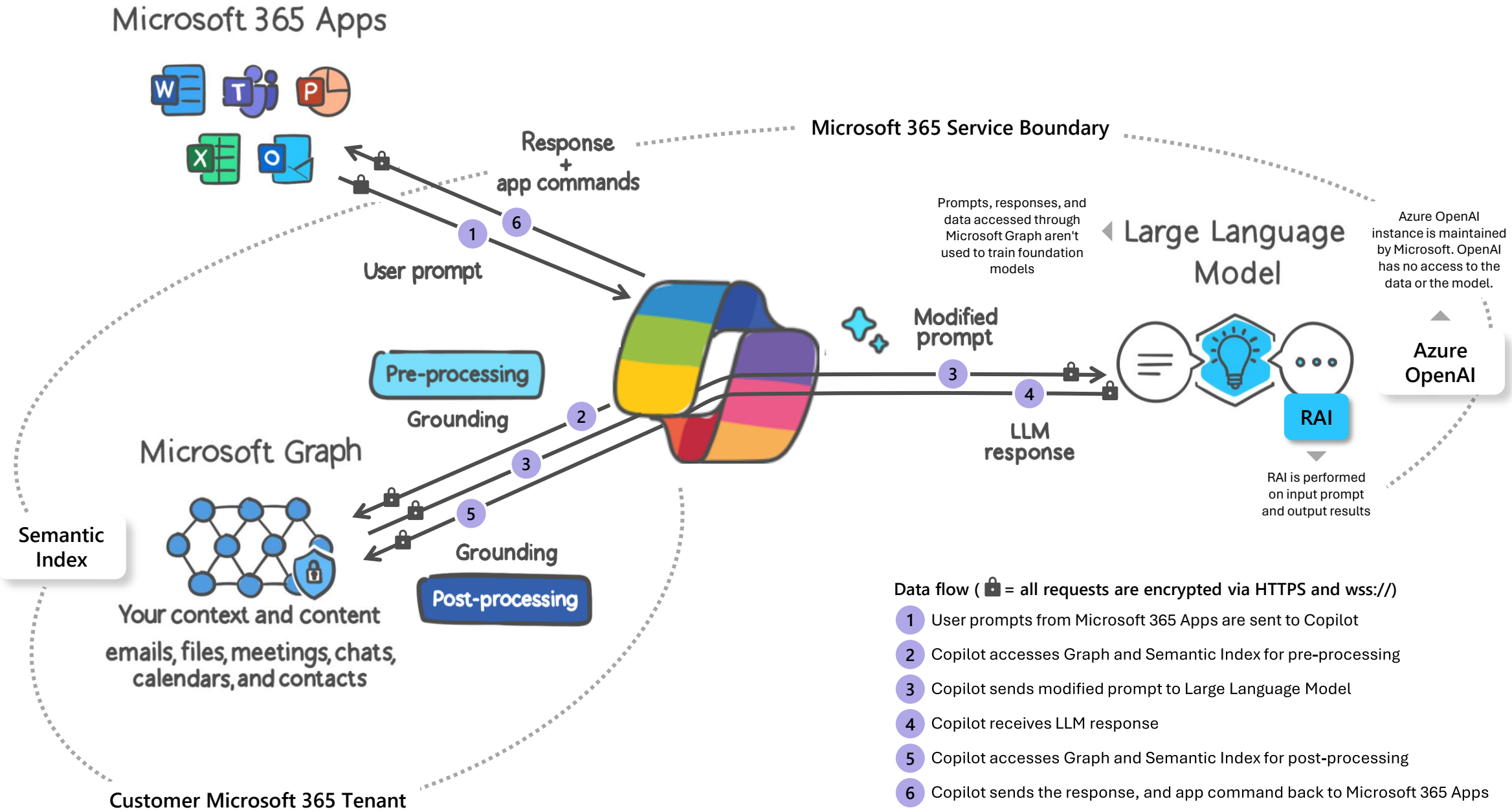
Microsoft Cloud — AI you can trust

Your data is **your** data.

Your data is **not** used to train the OpenAI foundation models without permission.

Your data is **protected** by the most comprehensive enterprise compliance and security controls.

Copilot for Microsoft 365 basic architecture



How does Microsoft 365 Copilot protect your data?

1 Inheriting Microsoft 365 policies and controls

Data access & permissions

Copilot only displays data to users who have at least **view permissions**. Leverage permission models within Microsoft 365 services to ensure appropriate access for users/groups.

User-tenant focus

Copilot exclusively searches and utilizes the current user's Microsoft 365 cloud content within their **tenant**, excluding other tenants the user may be a B2B guest on or non-current user's tenants with cross-tenant access or sync.

Customer data protection

Customer data for each tenant is logically **isolated, encrypted** in transit, processed in-memory by the services, and **never stored outside** the logical boundaries of the tenant.

Data processing and residency

Data is processed in compliance with **GDPR** and other relevant Privacy Laws. Copilot is **EUDB** compliant.

2 Protecting data processed through LLMs

Security/Compliance

When using Copilot, all prompts, retrieved data, and generated responses are **kept within the service boundary**, adhering to existing data security and compliance commitments.

Data usage

Customer data (including prompts, responses, and data accessed through the Microsoft Graph) **is not used to train the foundation LLMs** that Copilot uses. Your data remains confidential and secure within your organization's environment.

Committed to responsible AI

Microsoft is committed to making sure AI systems are developed responsibly. This work is guided by a core set of principles: fairness, reliability and safety, privacy and security, inclusiveness, transparency, and accountability.



It's Copilot

Copilot for Microsoft 365 is an assistant.



Not autopilot

You're always in charge if you want to use or refine the output. Always check Copilot's work.

With Copilot, you're always the person directing the technology.

Copilot brings AI to everyone. Support roles like...

Executive

CEO
CIO
CMO
GM
President
Sr Manager
Team Leader

HR

Employment Specialist
HR Assistant
Recruiter
Labor Relations
Payroll Specialist
Learning Lead

Operations

Operations Analyst
Operations Manager
Quality Control Lead

Sales

Account Executive
Quality analyst
Onboarding Specialist
Sales Associate
Sales Engineer
Sales Representative

Marketing

Brand Manager
Content Strategist
Creative Director
Graphic Designer
Market Researcher
Product Marketing Manager

Finance

Accountant
Financial Analyst
Finance Manager
Investment Manager
Financial Advisor
Risk Specialist

IT

Cybersecurity Analyst
Help desk Support
Hardware Technician
IT Project Manager
Network Administrator
Software Developer

Examples

Keep
Executives
informed

Streamline
Finance
decisions

Boost
Marketing
speed and creativity



Amplify **IT**
efficiency

Keep your
Operations
running smoothly

Help **HR** with
hiring and
engagement

Give your **Sales**
team an AI assistant
to close deals



Prepare for a company-wide address

Executives are always pressed for time and Copilot simplifies many tasks in preparing for a meeting. But some things have to be perfect. Copilot also improves work quality so big events can happen flawlessly.

68% of people

say they don't have enough focus time during the workday

Microsoft WorkLab Work Trend Index, May 2023



Microsoft Copilot

Quickly catch up on the latest developments and discussions related to the announcement by summarizing email threads and chat conversations.



Copilot in Teams

Meet with the executive team to review each business unit's results. When closing the meeting ask Copilot to create action items from the conversation and assign owners.



Copilot in Word

Revise the draft of the speech, asking Copilot to make it resonate more with the workers at the speech location.



Copilot in PowerPoint

Revise the presentation slides changing out a few images with suggestions from Copilot.



Copilot in Teams

Review last quarter's address by glancing over the meeting recap and asking Copilot about the numbers that were presented to ensure consistency.



Copilot in Outlook

Thank the team for watching the address by asking Copilot to draft a response that can be personalized in tone and length, even on the go.

[Copilot Product Documentation](#)

[Copilot for Microsoft 365 Adoption Site](#)

[How to use Copilot](#)

Microsoft 365 Early Access Program survey results

All Up Value

- 70% are more **productive**
- 68% improved the **quality of their work**
- 37% feel more **fulfilled at work**
- 71% spend less time on **mundane tasks**

Value by Workflow

- 64% spend less time **processing email**
- 75% spend less time searching for **information in their files**
- 84% find it easier to take action **after a meeting**
- 3.8x faster at catching up on **missed meetings**
- 85% get to a good **first draft faster**

Value by Role / Function

- 79% reduced their **administrative workload**
- 68% keep their CRM **up to date** with less effort
- 67% spend more time with their **customers**
- 64% better personalize customer **engagements**

How much is Copilot worth to users?

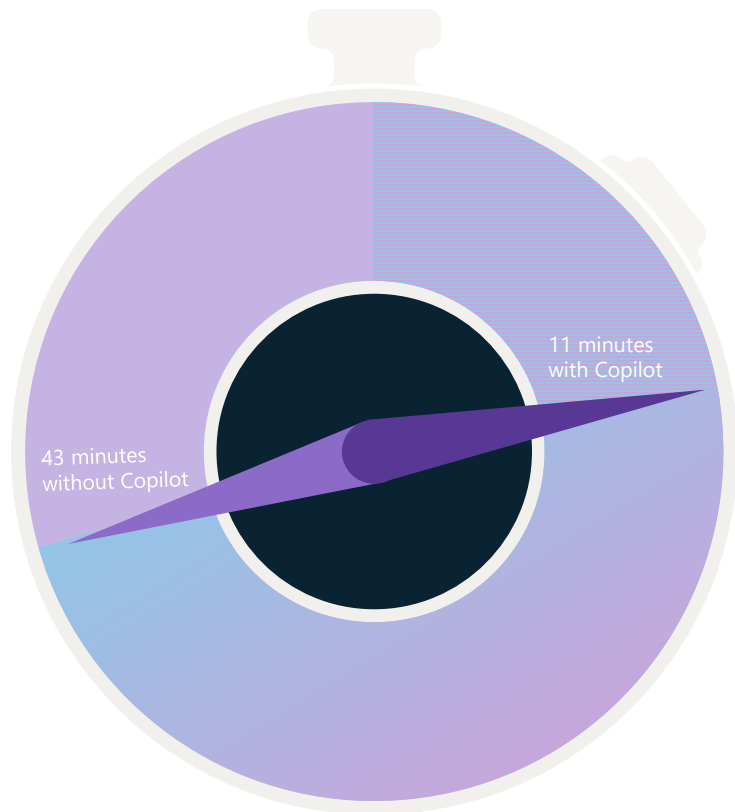
77% choose Copilot over free lunch

77% would not want to go back to working without Copilot

30% say access to Copilot would influence their choice of employer

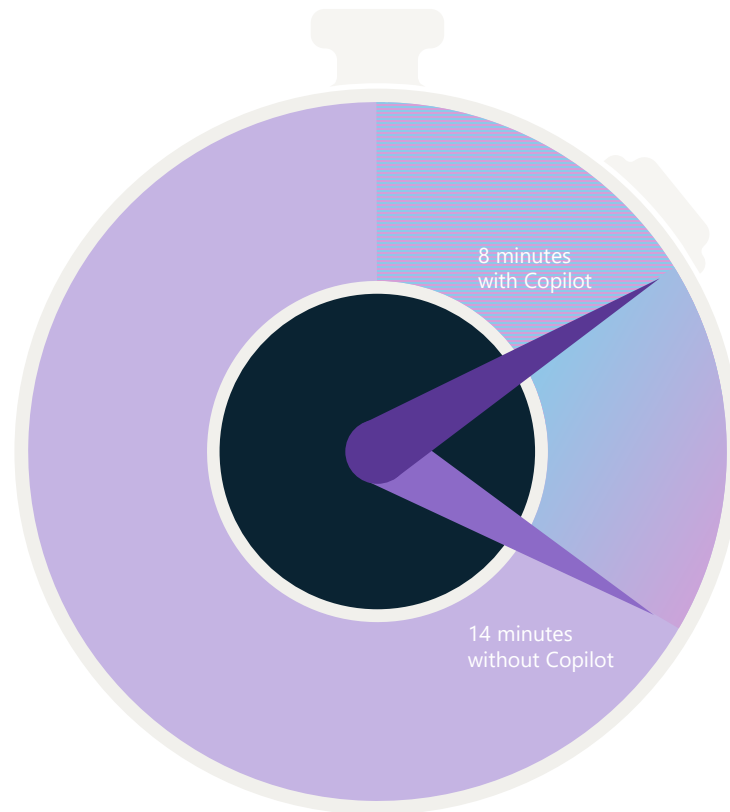
Key Metrics from the Work Trend Index

Summarize a missed meeting



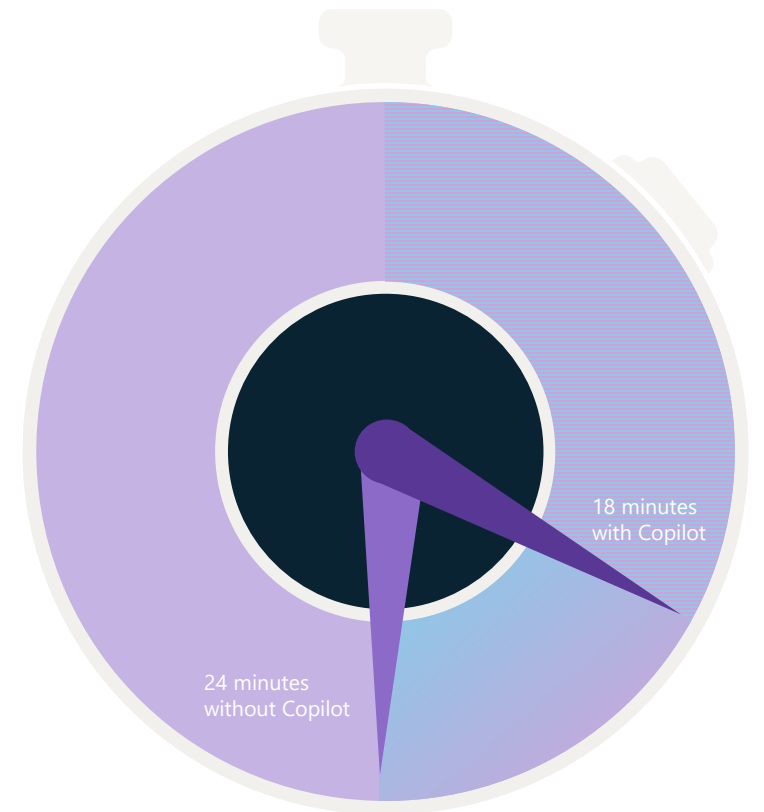
Time Saved
32 minutes

Write a first draft



Time Saved
6 minutes

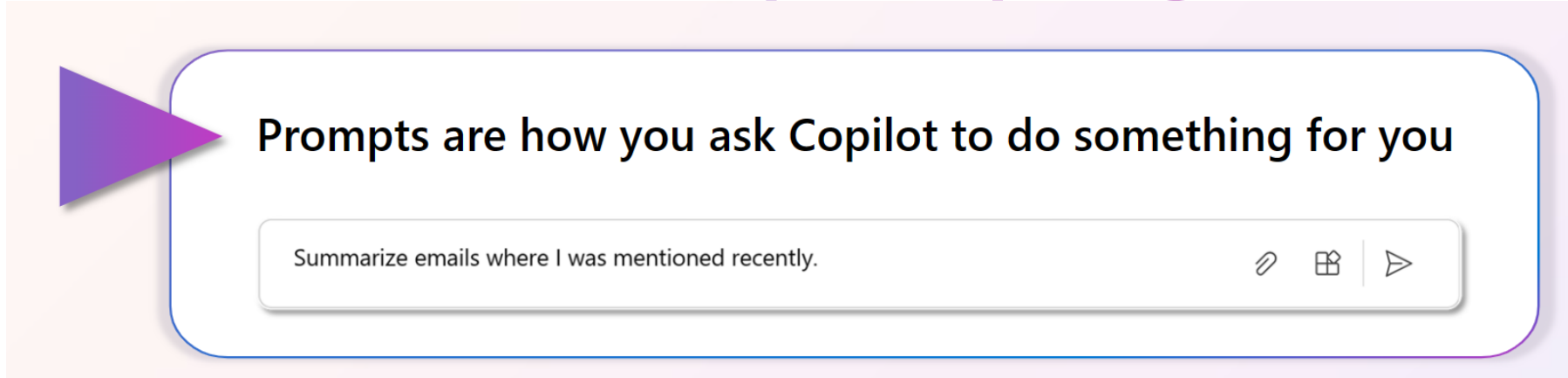
Search for information



Time Saved
6 minutes

Work Trend Index

What is prompting?



Generate prompts

- Use ready-made prompts
- Or write your own

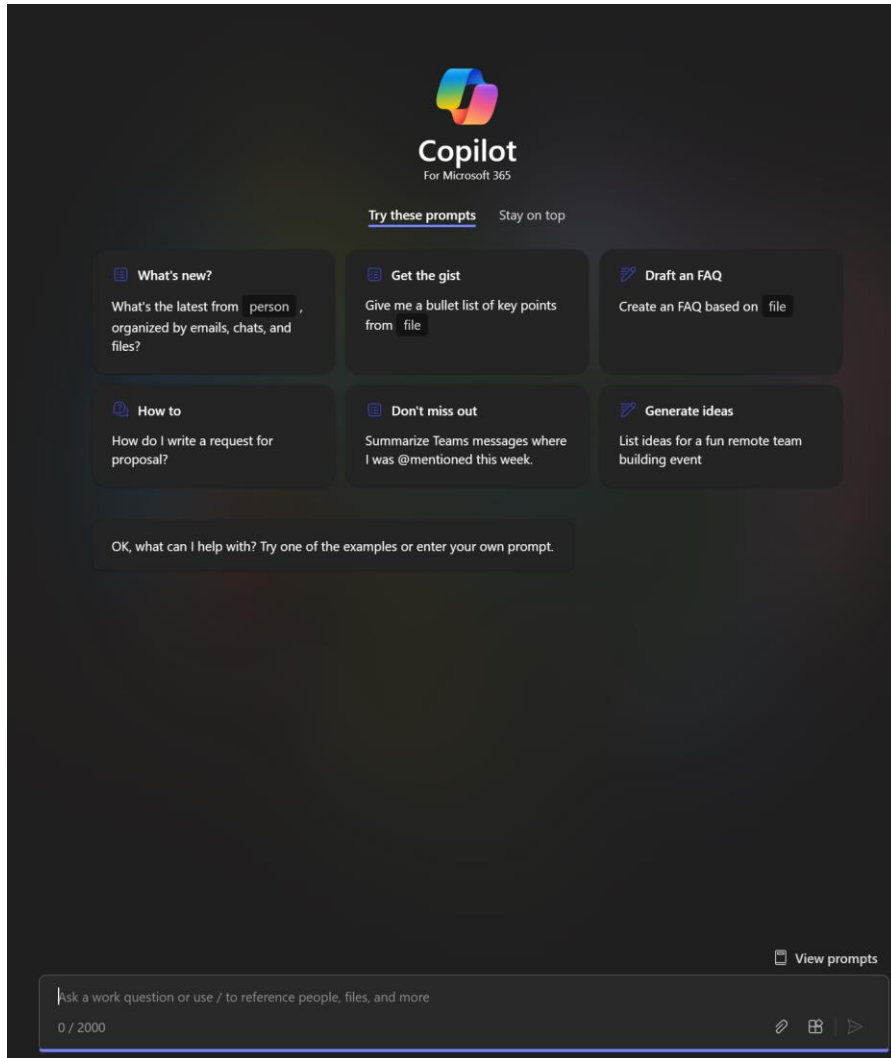
Art of the prompt

- Unique and new skill
- It's not a web search

Privacy

- Your prompts are never used to train large language models (LLMs)
- Visit [Data, Privacy and Security for Microsoft copilot for Microsoft 365](#)

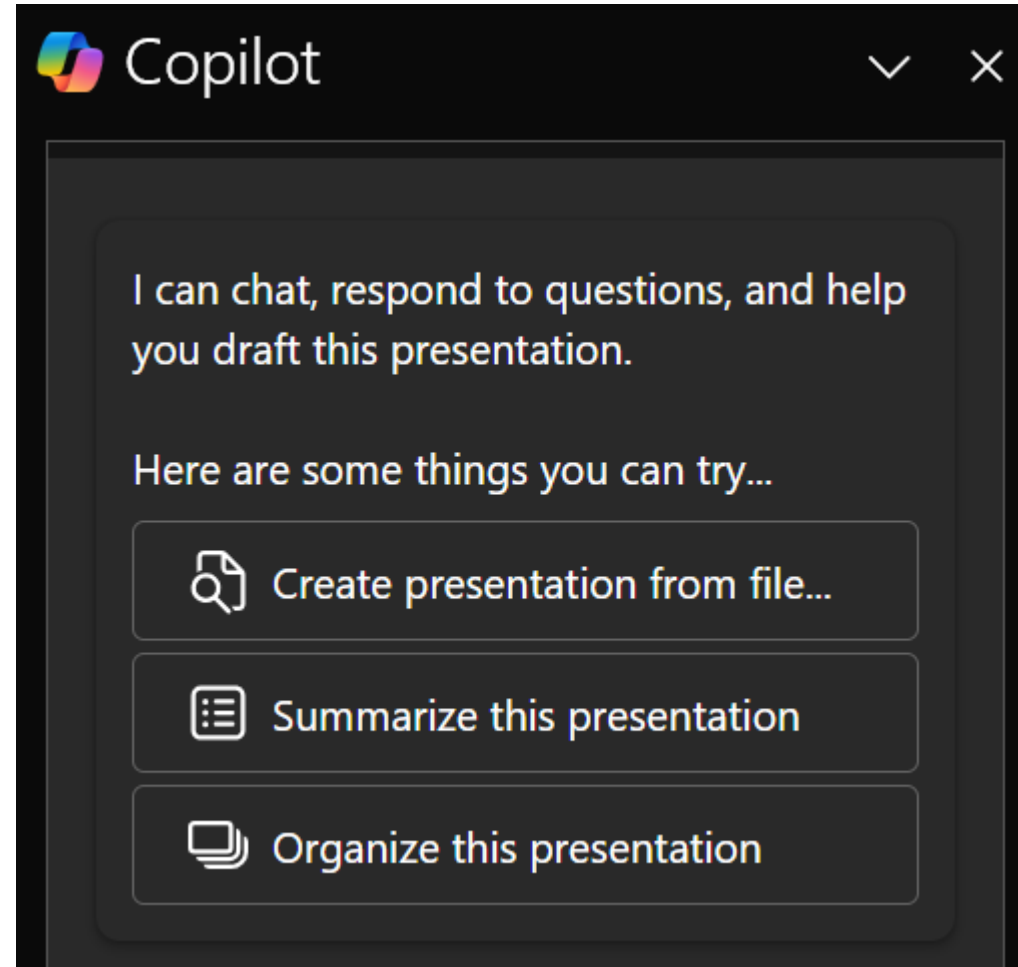
Ready made Prompts



The screenshot shows the Copilot interface for Microsoft 365. At the top, the Copilot logo is displayed with the text "Copilot For Microsoft 365". Below the logo, there are two links: "Try these prompts" and "Stay on top". The main area contains six prompt cards arranged in a 2x3 grid:

- What's new?**: What's the latest from person, organized by emails, chats, and files?
- Get the gist**: Give me a bullet list of key points from file
- Draft an FAQ**: Create an FAQ based on file
- How to**: How do I write a request for proposal?
- Don't miss out**: Summarize Teams messages where I was @mentioned this week.
- Generate ideas**: List ideas for a fun remote team building event




At the bottom of the grid, there is a text prompt: "OK, what can I help with? Try one of the examples or enter your own prompt." In the bottom right corner, there is a "View prompts" link. At the very bottom, there is a text input field with the placeholder "Ask a work question or use / to reference people, files, and more" and a character count "0 / 2000".



The screenshot shows a Copilot window with the title "Copilot" and a close button. The main content area displays the following text:

I can chat, respond to questions, and help you draft this presentation.

Here are some things you can try...

-  Create presentation from file...
-  Summarize this presentation
-  Organize this presentation



Start your Copilot journey

A video thumbnail showing a colorful, abstract shape resembling the Copilot logo on a desk with a play button in the center.

Meet Copilot

A video thumbnail showing a "Create with Copilot" interface with a play button in the center.

What you can do with Copilot

A video thumbnail showing a Copilot chat window with a play button in the center.

Start using Copilot

A video thumbnail showing a chat interface with a play button in the center.

What is a prompt?

Copilot in your everyday apps



<https://copilot.cloud.microsoft>

Reference sources

You can ask Copilot to reference:

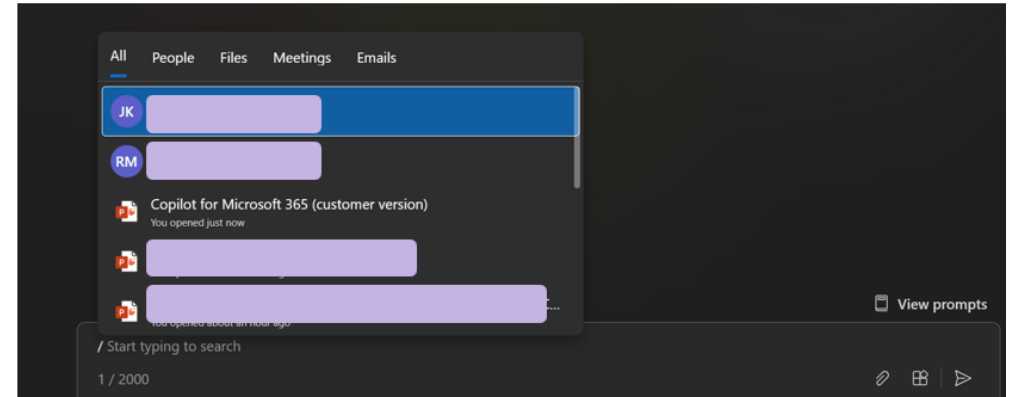
- Files
- People
- Meetings
- Emails

Type the forward slash (/) to begin

- Not yet available in all apps

Example

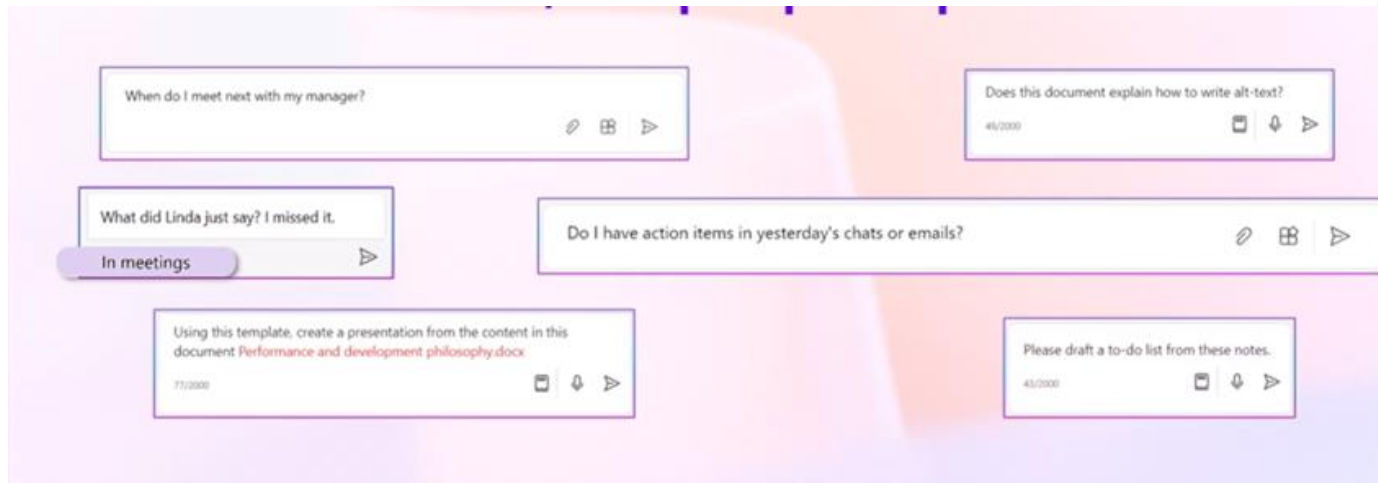
- When do I meet net with / <person's name> ?
- Please list the key points from / <filename>



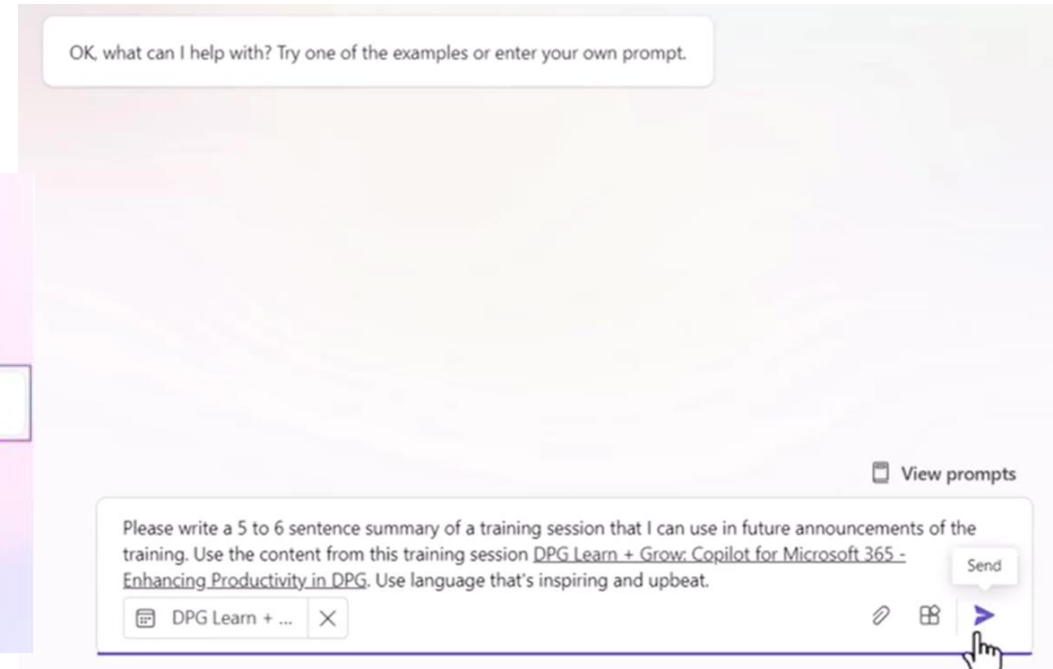
Reminder: Copilot can only reference items to which you have access

Write your own prompts: Basic or detailed

Basic, simple prompts



Detailed prompts



Ingredients of a detailed prompt

1 Goal

- Other goals could be:
- Create a table
 - Write an action required email
 - Create a presentation

Please write a 5 to 6 sentence summary of a training session that I can use in future announcements of the training. Use the content from this training session [DPG Learn + Grow: Copilot for Microsoft 365 - Enhancing Productivity in DPG](#). Use language that's inspiring and upbeat.

DPG Learn + ...



1 Goal

2 Context

- Other context could be:
- For an all-hands meeting
 - To help me write my Connect
 - For customers to use

Please write a 5 to 6 sentence summary of a training session that I can use in future announcements of the training. Use the content from this training session [DPG Learn + Grow: Copilot for Microsoft 365 - Enhancing Productivity in DPG](#). Use language that's inspiring and upbeat.

DPG Learn + ...



- Other sources could be:
- Other files
 - Date ranges
 - Sample documents
 - A person

3 Source

Please write a 5 to 6 sentence summary of a training session that I can use in future announcements of the training. Use the content from this training session [DPG Learn + Grow: Copilot for Microsoft 365 - Enhancing Productivity in DPG](#). Use language that's inspiring and upbeat.

DPG Learn + ...



- Other expectations could be:
- Audience
 - Tone
 - Columns to use

3 Source

4 Expectations

Please write a 5 to 6 sentence summary of a training session that I can use in future announcements of the training. Use the content from this training session [DPG Learn + Grow: Copilot for Microsoft 365 - Enhancing Productivity in DPG](#). Use language that's inspiring and upbeat.

DPG Learn + ...



See more at

- [Get better results with Copilot prompting](#)
- [Edit a Copilot prompt to make it your own](#)
- [Prompts are key in 2023: Twenty-five tips to help you unlock the potential of generative AI | Microsoft Azure Blog](#)
- [Copilot Prompting Toolkit \(download\)](#)

Tips for prompting in Copilot

Iterate, Iterate, Iterate

- Continue your conversation with Copilot.
- If the results aren't quite right, ask Copilot to make modifications.

Review and verify

- Be sure to review and verify the results from Copilot.
- Remember Copilot is an assistant, not a substitute.

Unique responses

- Responses can be unique each time they're asked.
- If you get a response you like, select **Keep it**.

Write in the positive

- Telling Copilot what NOT to do can produce unwanted results.
- Write your prompt in the positive - what TO do.

New chat

- Select or type New Chat (or Change topic) when changing topics.
- This helps keep new and previous conversations separated.

MICROSOFT 365

Copilot in Word

The screenshot shows the Microsoft Word interface within a web browser. The address bar displays a URL from onedrive.live.com. The ribbon is set to the 'Home' tab, and the font is 'Aptos (Body)' in size 11. The document content includes a paragraph about target audience segments and a section titled 'Messaging and Value Proposition'. A Copilot suggestion box is visible at the bottom right, offering to 'Rewrite with Copilot' a highlighted portion of the text. The suggestion includes a 'Preview' button and a page indicator '1 of 3'.

https://onedrive.live.com/:w:/t/EaCKkPs6AchlJwULn3060f4Bvb8jylAFWrkt2bSC8LiaZw?e=CMgqn1

Go to Market Plan - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Aptos (Body) 11 B I U

Our target audience encompasses three key segments: the enthusiasts, contractors and builders seeking quality solutions at large. By catering to these distinct groups, we aim to establish a central hub for all home improvement needs in Maricopa.

Messaging and Value Proposition

Our grand opening messaging will be built upon three pillars: expert guidance, an extensive product selection, and unwavering support. We will spotlight our proficient staff who are poised to provide expert advice, ensuring customers make well-informed decisions. The wide range of premium brands, will be showcased as a testament to our commitment to providing a comprehensive solution for home improvement. Moreover, we will emphasize our dedication to the local community through collaborative partnerships and initiatives.

Rewrite with Copilot Preview < 1 of 3 >

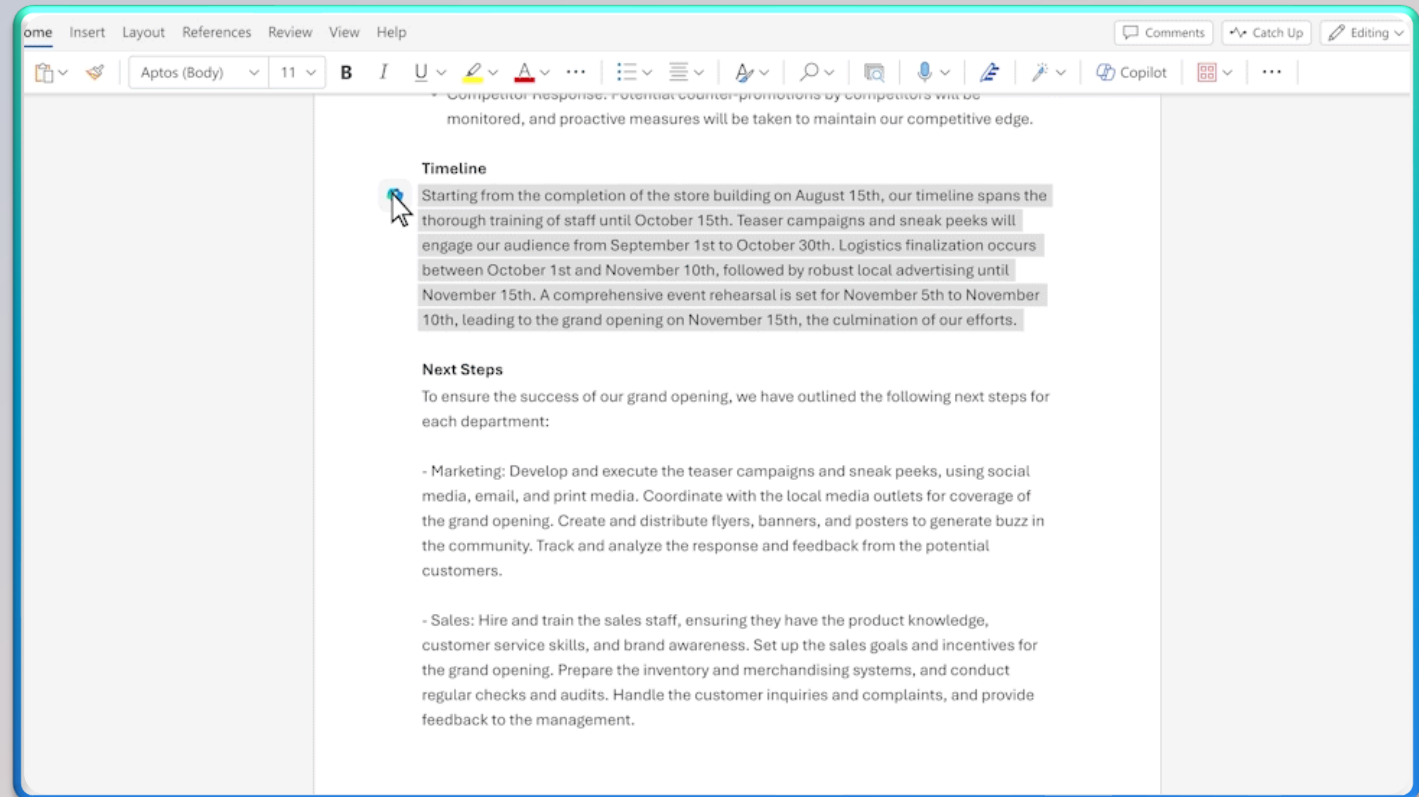
We plan to base our grand opening messaging on three key pillars: a broad selection of products, and a strong commitment to the staff who will be highlighted as experts who can provide valuable advice to make informed choices. We will also showcase our extensive range of premium brands, to demonstrate that we are a one-stop-shop for all home improvement needs. We will emphasize our dedication to the local community through

Copilot in Word

Transforms the writing process to make you more creative and efficient.

With **Copilot** now you can:




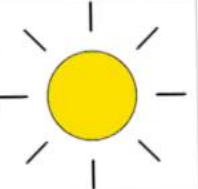
- Create a summary of any document to share as a recap or quickly get up to speed.
- “Rewrite” a paragraph or save time on formatting by asking Copilot to generate a table from your copy.
- Create custom graphics right in the document with Microsoft Designer, which will pull from stock images, or your own uploads in the chat.



Copilot in Excel

The screenshot shows the Microsoft Excel interface with the Copilot pane on the right. The Copilot pane displays a Python code snippet for generating a 5-day weather forecast. Below the code, it provides a structured analysis of the data types used in the forecast table.

```
# Create a DataFrame of the weather forecast results
forecast_df = pd.DataFrame({
    'Weekday': [(datetime.now() + timedelta(days=day)).strftime('%A') for day in range(len(predicted_weather_conditions))],
    'Weather Forecast': predicted_weather_conditions
})
```

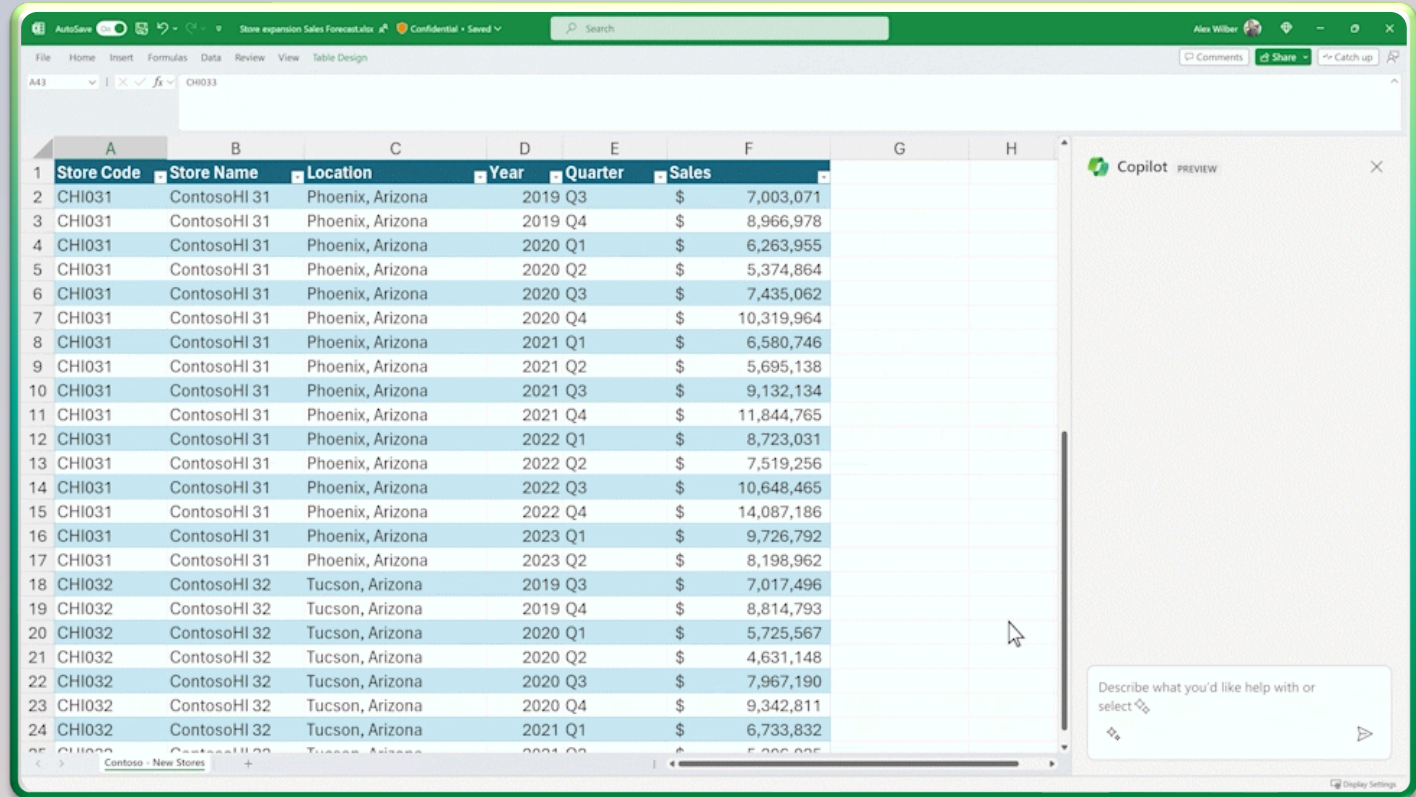
	A	B	C	D	E
1	5 Day Weather Forecast				
2	<i>Generates a forecast (sunny, rainy, cloudy), based on historical data for temperature, humidity and</i>				
3					
4	Historical Data	◇ DataFrame			
5	Weather Labels	◇ DataFrame			
6	Model	◇ DecisionTreeClassifier			
7	Full Forecast	◇ DataFrame			
8					
9					
10	Weekday	Wednesday	Thursday	Friday	Saturday
11	Weather Forecast	cloudy	cloudy	rainy	sunny

Copilot in Excel

Enables anyone to analyze and visualize data like a data analyst.

With **Copilot** now you can:

- Create powerful, professional visualizations, generate forecasts, and save time sorting through data with Python in Excel.
- Prompt: "make all cells red where the value is under 1000," filter and sort your data
- Ask questions about your data to instantly uncover key insights.



The screenshot displays the Microsoft Excel interface with a data table and the Copilot sidebar. The table contains sales data for various store codes and locations over time. The Copilot sidebar is open on the right, showing a 'PREVIEW' tab and a text input field for prompts.

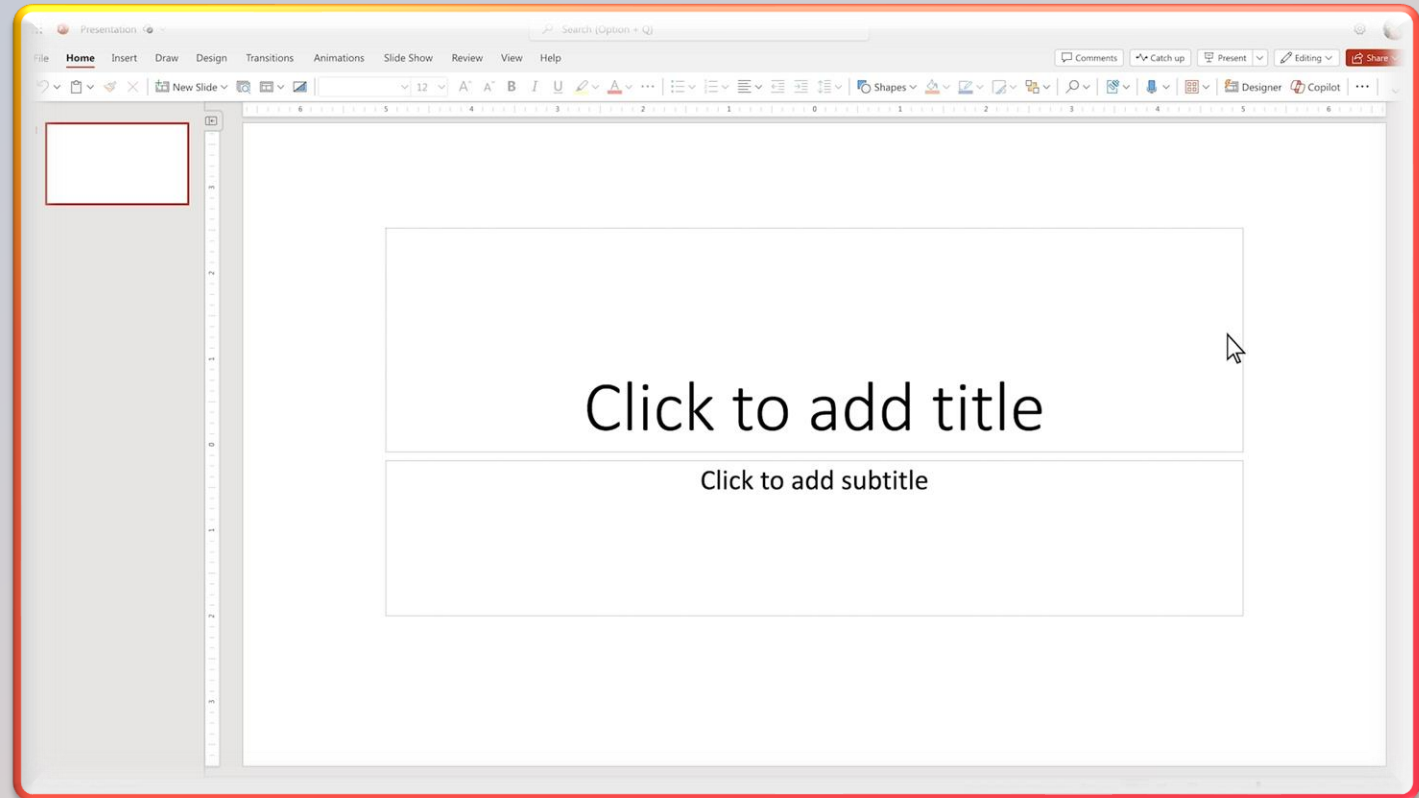
Store Code	Store Name	Location	Year	Quarter	Sales
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q3	\$ 7,003,071
CHI031	ContosoHI 31	Phoenix, Arizona	2019	Q4	\$ 8,966,978
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q1	\$ 6,263,955
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q2	\$ 5,374,864
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q3	\$ 7,435,062
CHI031	ContosoHI 31	Phoenix, Arizona	2020	Q4	\$ 10,319,964
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q1	\$ 6,580,746
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q2	\$ 5,695,138
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q3	\$ 9,132,134
CHI031	ContosoHI 31	Phoenix, Arizona	2021	Q4	\$ 11,844,765
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q1	\$ 8,723,031
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q2	\$ 7,519,256
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q3	\$ 10,648,465
CHI031	ContosoHI 31	Phoenix, Arizona	2022	Q4	\$ 14,087,186
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q1	\$ 9,726,792
CHI031	ContosoHI 31	Phoenix, Arizona	2023	Q2	\$ 8,198,962
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q3	\$ 7,017,496
CHI032	ContosoHI 32	Tucson, Arizona	2019	Q4	\$ 8,814,793
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q1	\$ 5,725,567
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q2	\$ 4,631,148
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q3	\$ 7,967,190
CHI032	ContosoHI 32	Tucson, Arizona	2020	Q4	\$ 9,342,811
CHI032	ContosoHI 32	Tucson, Arizona	2021	Q1	\$ 6,733,832

Copilot in PowerPoint

Copilot helps you turn your ideas into stunning presentations.

With **Copilot** now you can:

- Create a five-slide presentation based on a Word document, include relevant stock photos.
- Consolidate this presentation into a three-slide summary.
- Reformat these three bullets into three columns, each with a picture.



MICROSOFT 365

Copilot in Teams Meetings

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes the Teams logo, navigation arrows, and a search bar. The meeting title is "Core accounts business review", with tabs for Chat, Details, Files, and Recap. The meeting time is "Mar 16, 10:00 AM" and there is an "Open in Stream" button. A "Shared content" section shows a file named "Proseware Proposal.pptx". Below this is a video player showing a hand pointing at a screen with a play button and a duration of "48m 42s". A "Speakers" section is visible with a "Topics" button. The main content area shows notes generated by Copilot for the meeting, starting with "Core accounts.loop" and "Quarterly results and forecasts for Core Account".

Core accounts.loop

Quarterly results and forecasts for Core Account

Summary

Based on what attendees said in the meeting

- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled materials)
- Account leads to propose discounting scenarios to lower inventory
- Proseware was discussed as a leading opportunity

Notes

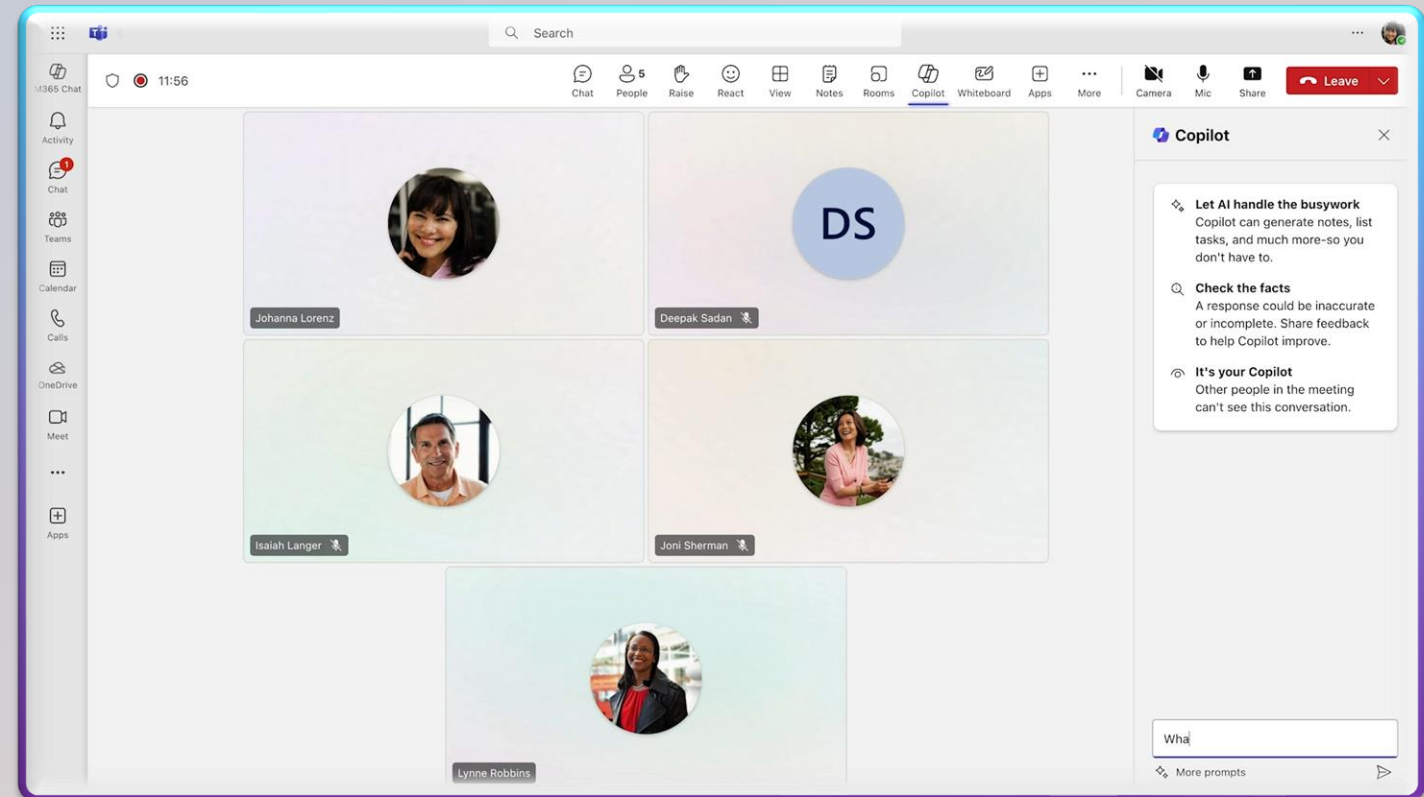
- ❖ Beth emphasized importance of Proseware negotiation strategy with offers - this is a must win deal.
- The team identified a new opportunity with Proseware that could be pursued through a joint venture with ACAD.

Copilot in Teams

Copilot helps you run effective meetings, get up to speed, organize key discussion points, and summarize actions.

With **Copilot** now you can:

- Summarize what you've missed in a meeting.
- Create a table of pros and cons for *[topic]*.
- What decisions were made, and what are some suggested next steps?



Intelligent recap in Copilot

- Built-in and automated
- Standardized
- Video, speaker, and chapter markers
- Available after meeting only

The screenshot displays a Microsoft Teams meeting interface. At the top, a purple callout box labeled "Intelligent recap" points to the "Recap" tab in the meeting header. The meeting title is "Product roadmap discussion". Below the header, there's a video player showing a meeting recording. To the right of the video, there's a "Content" section with links to "Product Roadmap...", "Marketing budget...", and "Marketing demo f...". Below that, there's a "Notes" section with a "AI notes" button. The "Meeting notes" section contains several bullet points summarizing the meeting. To the right of the meeting notes, there's a "Copilot in Teams" panel. The Copilot panel shows a prompt: "Create a table with pros and cons of option 1". Below the prompt, there's a table with two columns: "Pros" and "Cons". The table contains the following data:

Pros	Cons
Wider range of potential leads	Less persuasive
Simpler, faster sign-up process	Difficult to segment audience
Streamlines multiple campaigns	Less engaging

Below the table, there's a "Copy" button and a "References" dropdown. At the bottom of the Copilot panel, there's a text input field with the placeholder "Ask a question about this meeting".

- On-demand
- Based on unique prompts
- Conversational interaction, with citations.
- Available real-time (during and after meeting)

Use **built-in meeting summaries** and **ask any question** about the meeting

*Intelligent recap is also available in Teams Premium

MICROSOFT 365

Copilot in Outlook

The screenshot displays the Outlook interface for a meeting titled "Profitable Projects Pitch & Plan" on Wednesday, 9/8/2023, from 11:00 AM to 12:00 PM. The meeting is part of a "Marketing Sync" event. The interface shows a video conference grid with six participants. Below the grid, there are controls for "Speakers", "Topics", and "Chapters". The "Content" section includes a "Product Roadmap..." document. The "Notes" section features "AI notes" and a warning that "AI-generated content may be incorrect". The "Meeting notes" section contains a list of notes, including one from Daniela highlighting the effectiveness of before-and-after images, and another from Babak suggesting a prosperous home improvement project.

Outlook

Marketing Sync - meganb@contoso.com

Event [Meeting recap](#)

Profitable Projects Pitch & Plan | Wednesday 9/8/2023, from 11:00 AM to 12:00 PM

Content

Product Roadmap...

Notes AI notes

AI-generated content may be incorrect

Meeting notes

- > Daniela highlighted the s before-and-after images i their effectiveness. Seren suggestion into the team'
- > Babak suggested conduc prosperous home improv

Speakers Topics Chapters

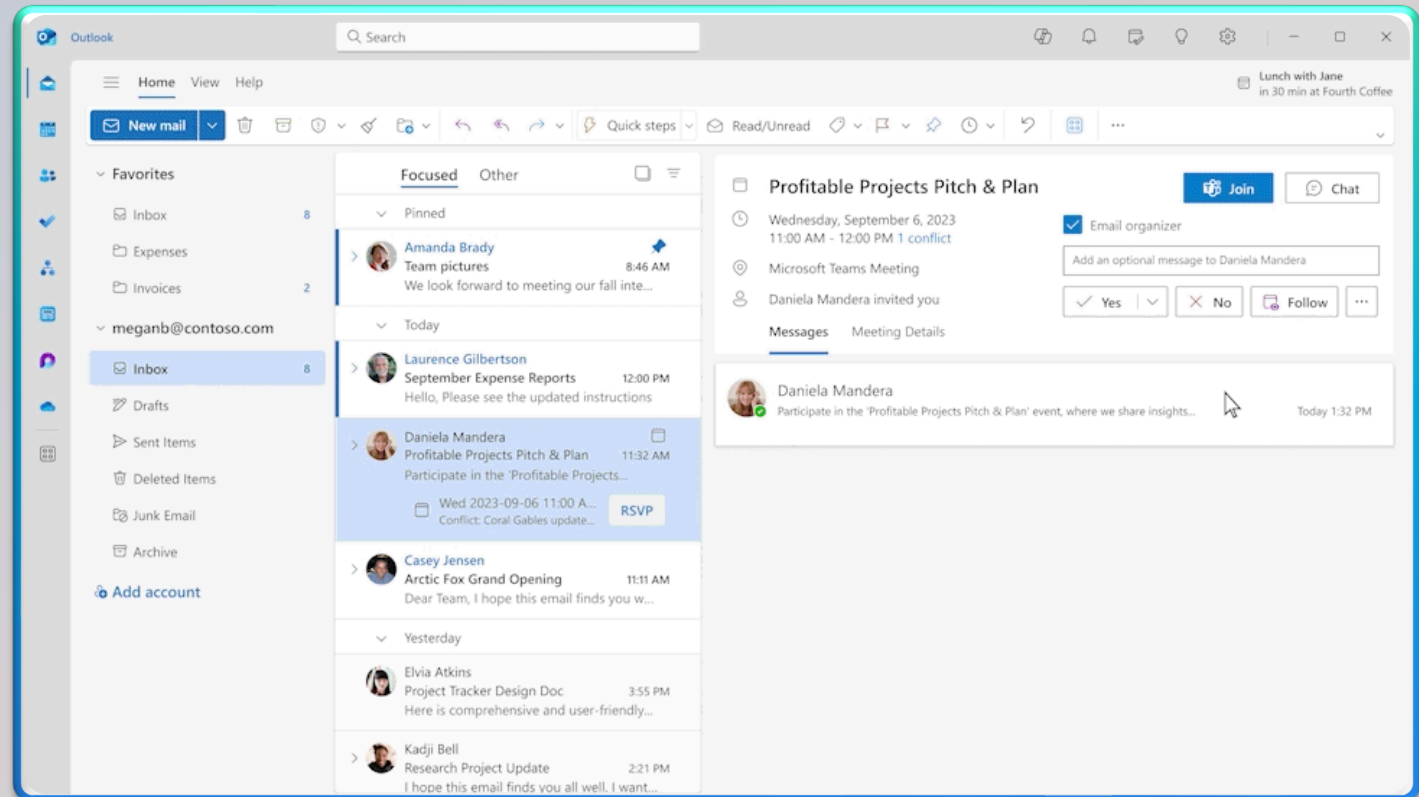
Serena Davis

Copilot in Outlook

Helps you stay on top of your inbox and create impactful communication in a fraction of the time.

With **Copilot** now you can:

- Summarize an email thread and suggest action items, replies, and follow-up me
- Choose “Sounds like me” to match your unique writing style and voice.
- Follow along with a Teams meeting right from Outlook. Organizer will be notified to record it and Copilot will notify you when the recording is ready.

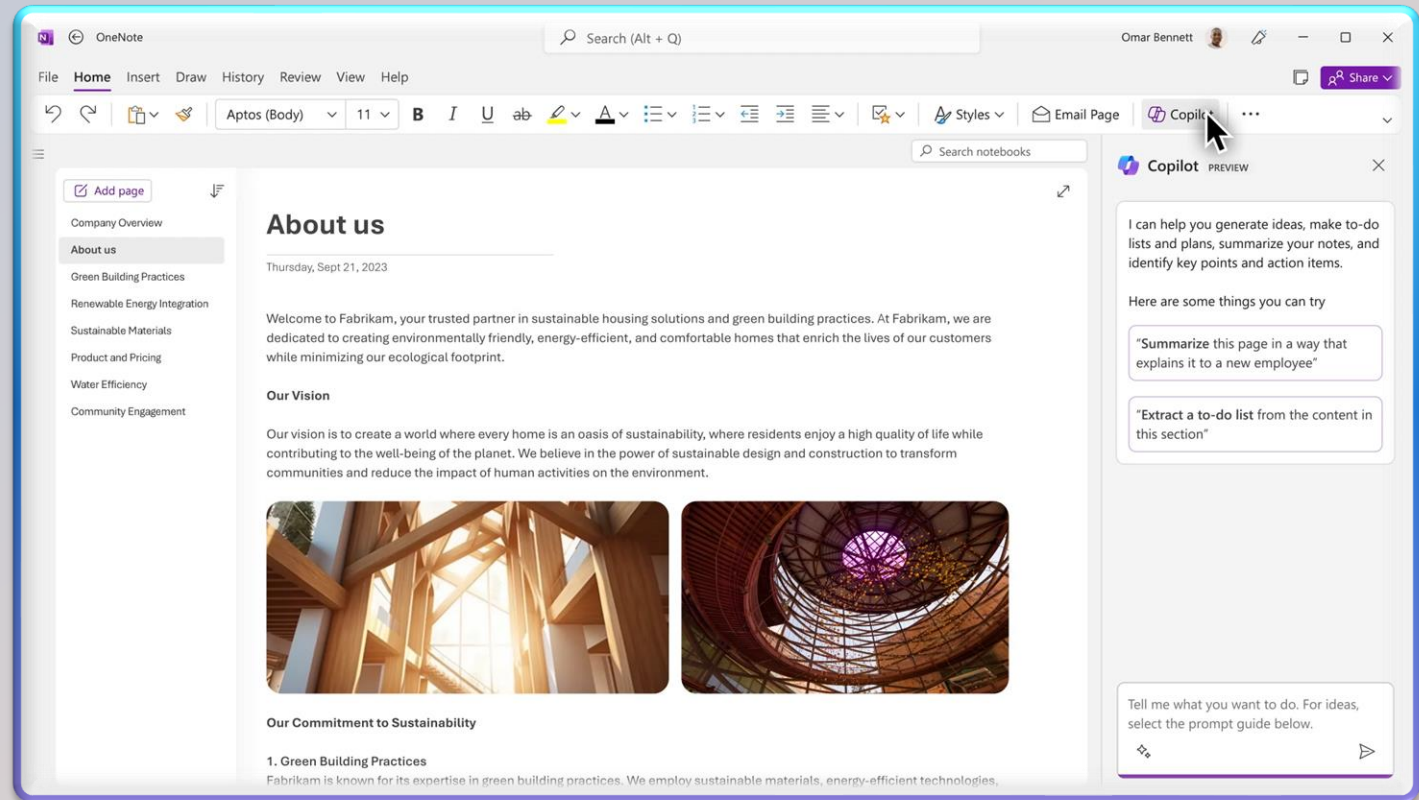


Copilot in OneNote

Helps you find all the insights and information you need.

With **Copilot** now you can

- Ask open-ended questions related to an individual file or get a summary of the content, without ever opening a file across OneDrive and SharePoint.





Copilot for Microsoft 365



Generally Available

[We will start rolling out Dutch language support over March and April](#)

previder

Q&A: vragen?

it voor corporaties.



Herman Keijzer

Partner Development Mgr.

herman.keijzer@microsoft.com



Microsoft



Mike van Zandwijk

Technology Development Mgr.

M.vanZandwijk@previder.nl

previder

it voor corporaties.

Appendix



Microsoft Copilot

Copilot

Copilot for Microsoft 365

Free

\$30

Foundational Capabilities

Web grounding

Commercial Data Protection

Enterprise-Grade Data Protection

Graph Grounding

Microsoft 365 Apps

Copilot Studio





Microsoft Copilot

Copilot

Copilot for
Microsoft 365

Copilot for
Sales

Copilot for
Service

Foundational Capabilities



Web grounding



Commercial Data Protection



Enterprise-Grade Data Protection



Graph Grounding



Microsoft 365 Apps



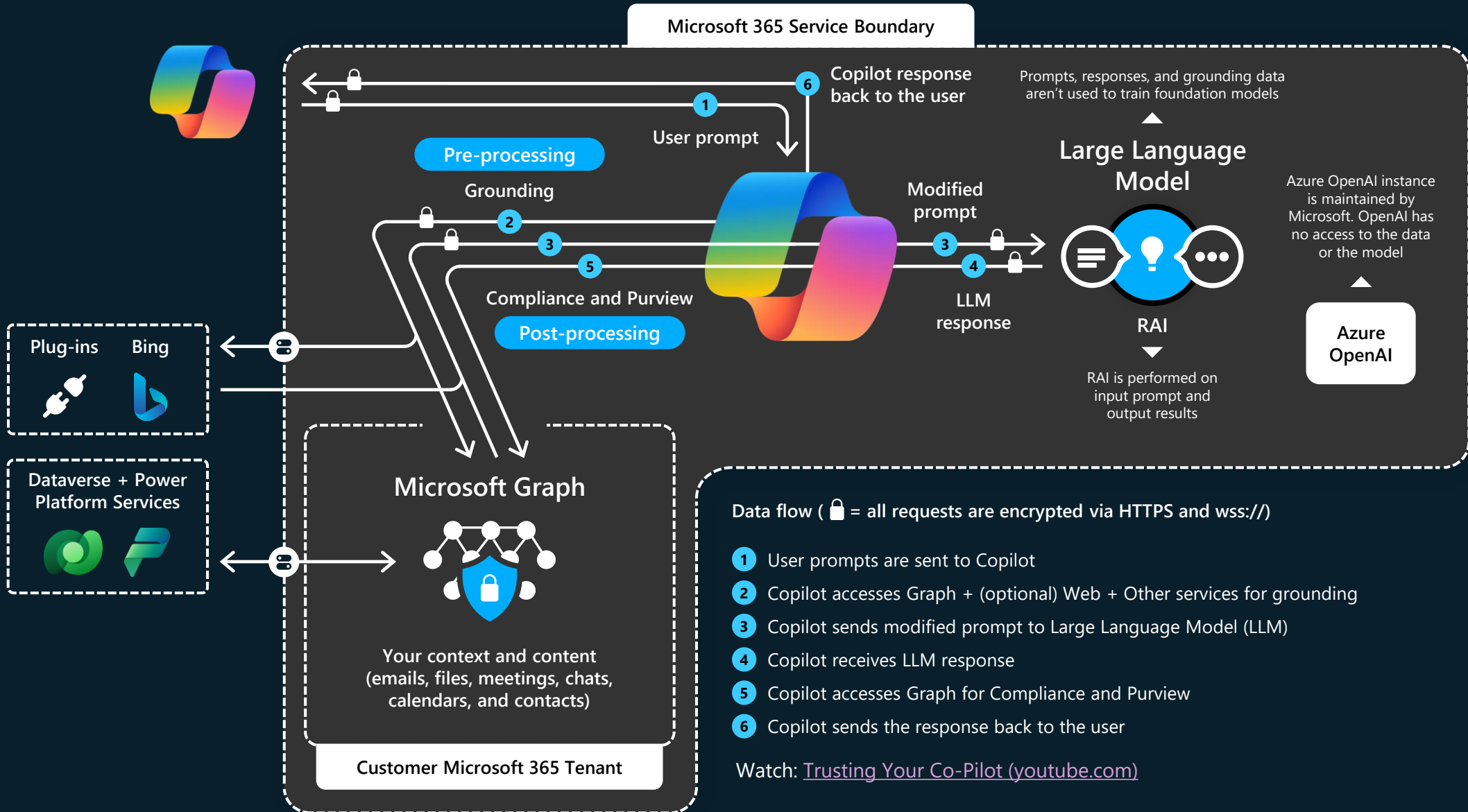
Copilot Studio



Role Specific capabilities



Copilot for Microsoft 365 architecture



See how the apps work – Click on the icon for a demo





Learn how to prompt Copilot

Prompting Copilot is the process of giving instructions or asking questions to Copilot in natural language. You can prompt Copilot by typing your request in the Copilot window. To prompt Copilot effectively, follow the below best practices:

Use the default prompts provided in the menu for better results:

These prompts have been designed to provide clear instruction for Copilot to follow. You can then add more details as required.

Use clear and specific language:

This helps Copilot understand your request and provide a more accurate response. For example, instead of asking "How do I write a good email?", you can ask "How do I write a formal email requesting a meeting with a client."

Provide as much context as possible:

The more information you provide, the better Copilot can tailor its response to your needs. For example, you can provide the purpose, audience, tone, and format of your document, as well as any relevant details or examples. You can also attach or link any existing documents or sources that you want Copilot to refer to.

Review the Prompt guidance and Prompt elements for more information on how to use prompts effectively:

You can access infographic capabilities by clicking on the Help icon in the Copilot window. This infographic explains the components and structure of a good prompt, as well as tips and examples.

If you are writing a prompt, it's important to focus on some of the key elements below to get the best response from Copilot.

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations

How to use: Copilot in PowerPoint

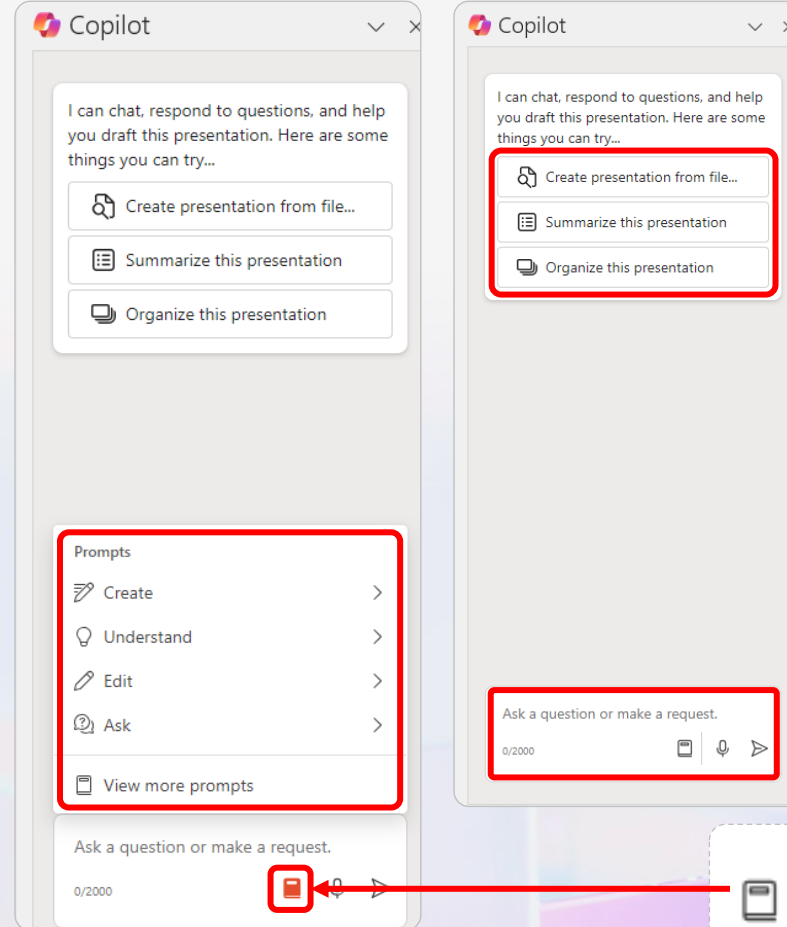
Note the specific prompts shown may vary

Sample use cases

- Turn an idea into a presentation
- Turn a Word doc into a presentation
- Improve an existing presentation
- Prepare to give a presentation by summarizing key points and creating slide notes

Use the Copilot chat pane to

- Create
 - Create a presentation from a description
 - Create a presentation from a Word document URL
- Refine (Edit)
 - Add a slide about a topic
 - Add an image based on a description
 - Change the text format
 - Organize the presentation by adding an agenda and creating Sections
- Summarize (Organize)
 - Create a summary
 - Show key slides – Provides a list of slides with important information
- Discover (Understand)
 - Show action items and next steps
 - Ask questions about the presentation
- Command (Ask)
 - Reformat text
 - Create a new slide



Select a predefined prompt in the Copilot sidebar. You can then add more context

Ask general knowledge questions or ask for creative ideas. You'll need to review any content for factual mistakes

Click on the **Prompt Guide** icon to show the prompts to edit a slide or learn about the presentation



Find more PowerPoint prompts to try in [Copilot Lab](#)

Add an agenda

Add an agenda slide



Add images

Add a relevant image to this slide



Add a summary

Add a slide that summarizes this presentation



Add a slide

Add a slide about [the benefits of meditation].



Get a head start

Create a presentation about [team icebreaker activities]



Generate ideas

Create a presentation about how to [effectively volunteer for non-profit organizations] with a slide about impact



Create presentations

Create a new presentation based on `file`



Organize your thoughts

Organize this presentation into sections



Rewrite this slide

Rewrite the slide to be more persuasive



Stay on track

Show action items



Extract key information

Summarize this presentation



Stay on track

What are the dates and deadlines mentioned in this presentation?



How to use: Copilot in Word in the document



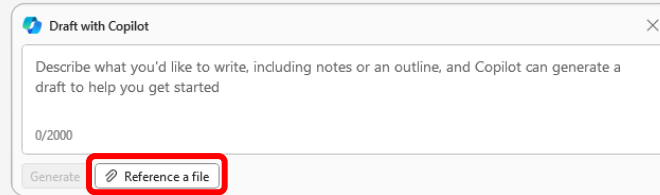
Note the specific prompts shown may vary

Sample use cases

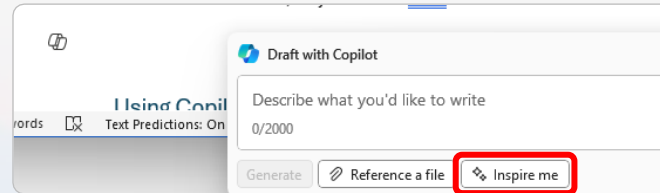
- Turn an outline or idea into text
- Rewrite existing text for length, tone, new phrasing
- Add tables based on the text

What can you do in the document

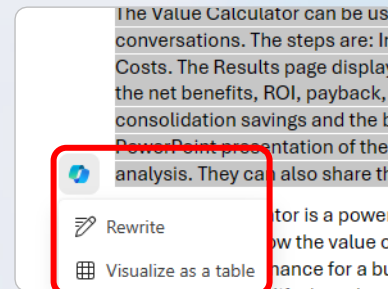
- **Draft with Copilot** – Add content to the Word doc
 - Start from a blank page to create new content using **Reference a file** (up to 3 Word or PowerPoint files) or providing a topic for ungrounded content (ungrounded content will not necessarily be factual)
 - Add new content at any point using **Inspire Me** (to build on existing content), referencing a file for new grounded content, or providing a topic for ungrounded content (ungrounded content will not necessarily be factual)
- Add suggested image (next to the title)
- Put information into a table using **Visualize as a table**




Provide ideas or reference a file



Provide ideas, reference a file, or let Copilot write



Rewrite or add a table

 **Summary of the Value Guide**

Add an image

How to use: Copilot in Word in the Copilot chat pane



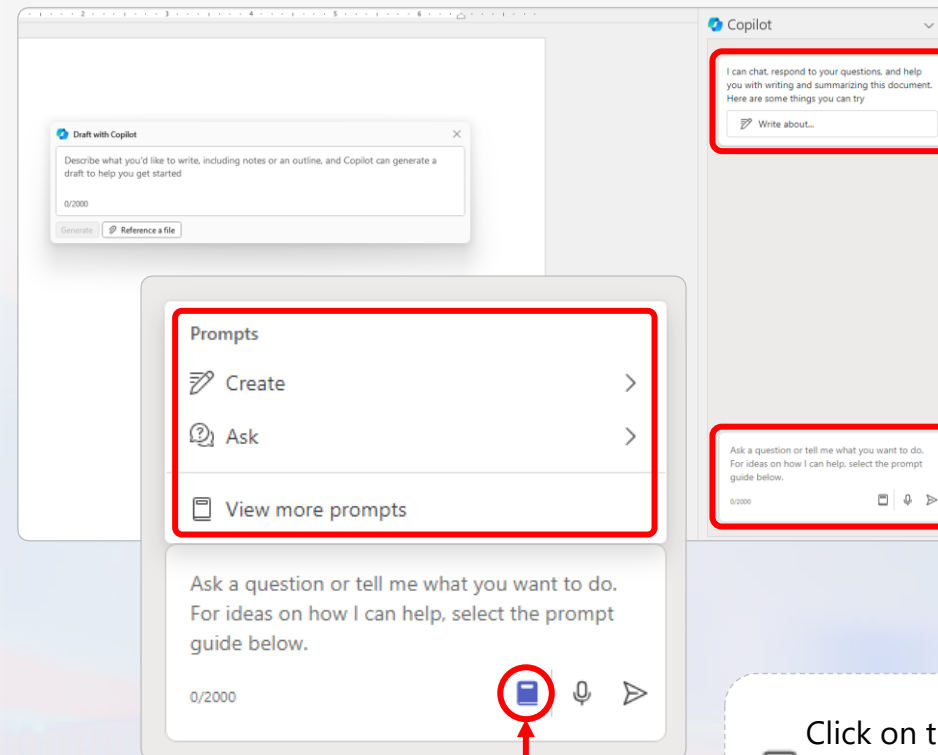
Note the specific prompts shown may vary

Sample use cases

- Rewrite existing text for length, tone, new phrasing
- Summarize or answer questions about an existing document

Use the Copilot chat pane to

- Create
 - Create a presentation from a description
 - Create a presentation from a Word document
- Refine
 - Add a slide about a topic
 - Add an image based on a description
 - Change the text format
 - Organize the presentation by adding an agenda and creating Sections
- Summarize
 - Create a summary
 - Show key slides – Provides a list of slides with important information
 - Show action items and next steps
 - Ask questions about the presentation
- Command (Ask)
 - Ask general questions



Select a predefined prompt in the Copilot sidebar. You can then add more context.

Ask general knowledge questions or ask for creative ideas. You'll need to review any content for factual mistakes

Click on the **Prompt Guide** icon to show the prompts to edit a slide or learn about the presentation



Find more Word prompts to try in [Copilot Lab](#)

Write an introduction

Write an intro paragraph for this document and make it sound [professional]



Summarize this doc

Summarize this document [in 3key points]



List pros and cons

List the pros and cons of [the different project ideas mentioned in this document]



Add a paragraph

Add a paragraph that captures [the argument of this document]



Change the font

Change the font to [Segoe UI, 12point]



Create an overview

Create a high-level overview of [agile product development]



Outline a business plan

Draft a business plan outline for a [sustainable marketing company]



Take notes in a meeting

Draft a one-page template that I can use to take notes for a meeting. Include sections for the date and topic



Understand quickly

Explain this document in three sentences



Brainstorm team building ideas

Give me ideas for icebreaker activities for a new team



Improve this document

Give me specific examples from this document on how I can improve it for [a leadership review?]



Write more confidently

How can I more concisely describe [time management]?



How to use: Copilot in Teams for chat

Note the specific prompts shown may vary



Sample use cases

- Catch up on a chat thread with a summary or by getting key points and action items
- Draft a new chat entry in the thread

In the Teams chat window

- Rewrite a draft and adjust for length and tone

Use the Copilot chat pane to

- Ask questions about the content of the chat – does not work in Channels
- Summarize over a period of time
- Ask about decisions, open items, tasks
- Ask what a specific person said
- Ask about links

When creating a chat entry click on the Copilot icon to show the **Rewrite** and **Adjust** prompts when drafting a new chat

Click on the **Prompt Guide** icon to show the prompts to edit a slide or learn about the presentation

How to use: Copilot in Teams during a meeting



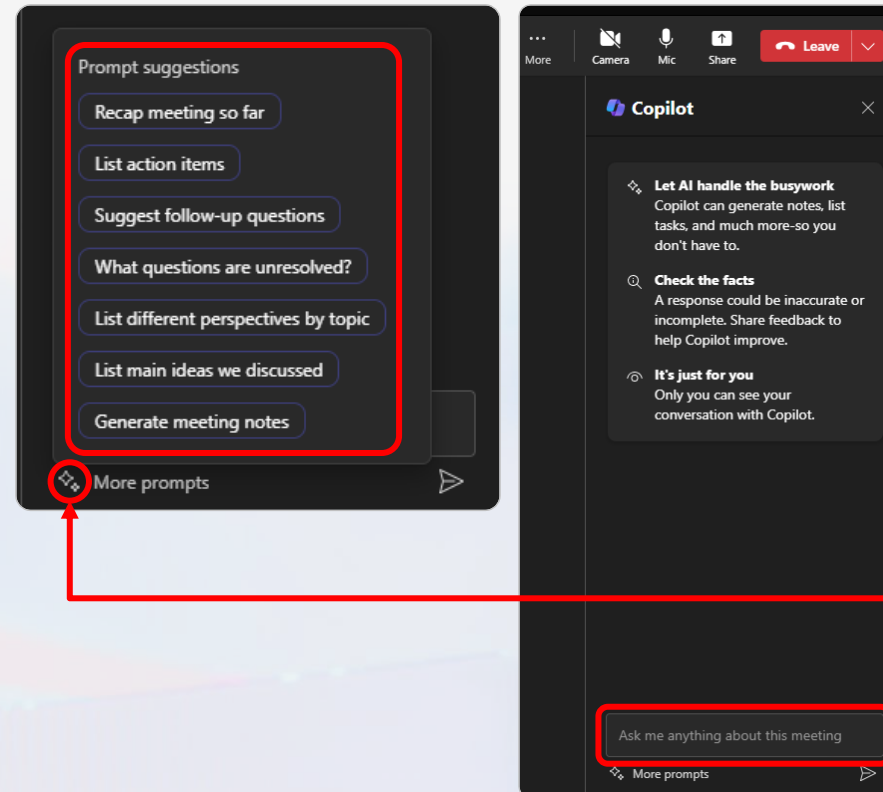
Note the specific prompts shown may vary

Sample use cases

- Get help during a meeting with a summary, key points, sentiment, or potential questions
- Catch up on a meeting with a summary or by asking questions
- Works during 1:1 and group calls, Meet Now, Scheduled private meetings, recurring meetings, Channel meetings

Use the Copilot chat pane to

- Get a summary of the meeting so far
- Key discussion points
- Who said what or what people said
- Where do people disagree
- Suggest action items



Click on the **Prompt Guide** icon to show the prompts to edit a slide or learn about the presentation

How to use: Copilot in Teams after a meeting



Note the specific prompts shown may vary

Sample use cases

- Catch up on a meeting with a summary or by asking questions
- Works for scheduled meetings with a transcript (1:1 and group)

Use the Copilot chat pane on the Recap tab to

- Recap the meeting
- List action items
- Follow up questions
- Highlight the different perspectives on a topic
- List main ideas

The screenshot displays the Microsoft Teams Copilot interface. At the top left, the 'Copilot' icon is highlighted with a red box. The main content area shows meeting notes with tabs for 'Notes', 'AI notes', 'Mentions (5)', and 'Transcript'. A 'Meeting notes' section is visible below. On the right, a Copilot chat pane is open, displaying instructions such as 'Let AI handle the busywork', 'Check the facts', and 'It's just for you'. A red circle highlights the 'More prompts' icon in the chat pane. A red arrow points from this icon to a callout box that reads: 'Click on the Prompt Guide icon to show the prompts to ask questions about the meeting content'. A large red-bordered box in the foreground shows a 'Prompt suggestions' menu with the following options: 'Recap the meeting', 'List action items', 'Suggest follow-up questions', 'What questions are unresolved?', 'List different perspectives by topic', 'List main ideas we discussed', and 'Generate meeting notes'. A 'More prompts' link is visible at the bottom of this menu.



Find more Teams prompts to try in [Copilot Lab](#)

Find action items

Are there any action items for me?



Compare Ideas

For each idea discussed, identify the pros and cons formatted as a table with 3 headers: idea, pros, cons.



What are the options?

Create a table of the options discussed with pros and cons



List ideas

List 5 ideas discussed



Get the schedule

List the key dates in a table



Get clarity

List the different opinions and suggest clarifying questions to ask for each



What decisions were made

Did the team achieve consensus on a decision and what was it?



Be prepared

What are the goals and topics from the meeting? Format each section with a bolded heading, and bolded names



Keep meetings moving

What questions can the group ask to generate more ideas or insights? Limit each to 30-60 characters



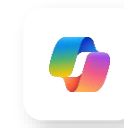
Summarize meetings

Summarize what was discussed about



How to use: Copilot in Microsoft Copilot

Note the specific prompts shown may vary



Your AI assistant for search and summarization

- Search for important information from across the company
- Catch up on or summarize content from a specific source or channel like a person, all Teams chat, or a meeting
- Get updates on a project
- Reference up to three items from files, meetings, people, and emails.

Use the Copilot chat pane to

- Ask questions about Microsoft Graph content
 - Reference up to three items
 - Reference Word, PowerPoint, Excel, PDF files
 - Reference meetings, people, and emails
- Ask general questions to Copilot

The screenshot shows the Microsoft 365 Chat interface. At the top, it says "Microsoft 365 Chat" and "Your copilot for work". Below this, there are six prompt cards arranged in a 2x3 grid:

- What's new?**: What's the latest from , organized by emails, chats, and files?
- Get key info**: List key points from
- Share meeting notes**: Draft an email with notes and action items from
- What did they say?**: What did say about
- Where was I mentioned?**: Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender and categorizing by topic of the email.
- Draft an FAQ**: Create an FAQ based on

Below the grid is a text input field with the placeholder: "OK, what can I help with? Try one of the examples or enter your own prompt."

At the bottom right, there is a button labeled "View prompts" which is highlighted with a red box. Below it is a text input field with the placeholder: "Ask a work question or use / to reference people, files, and more".

Click on the **View Prompts** to open Copilot LAB and see more suggestions



Find more Microsoft Copilot prompts in [Copilot Lab](#)

☰ What's new?

What's the latest from `person`, organized by emails, chats, and files?



☰ Get key info

List key points from `file`



☰ Catch up on meetings

Recap `meeting` summarizing key takeaways and actions items as separate sections including who's responsible



📄 Share meeting notes

Draft an email with notes and action items from `meeting`



🗨️ What did they say

What did `person` say about



☰ Where was I mentioned?

Summarize emails where I was mentioned recently. Make it detailed, highlighting the sender



📄 Draft an FAQ

Create an FAQ based on `file`



🗨️ Find open issues

What were the open issues from `meeting` ?



📄 Write an intro

Propose a new introduction to `file`



🗨️ How to

How do I write a request for proposal?



🗨️ List action items

What are the action items from `meeting` ?

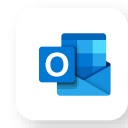


📄 Generate ideas

List ideas for a fun remote team building event



How to use: Copilot in Outlook



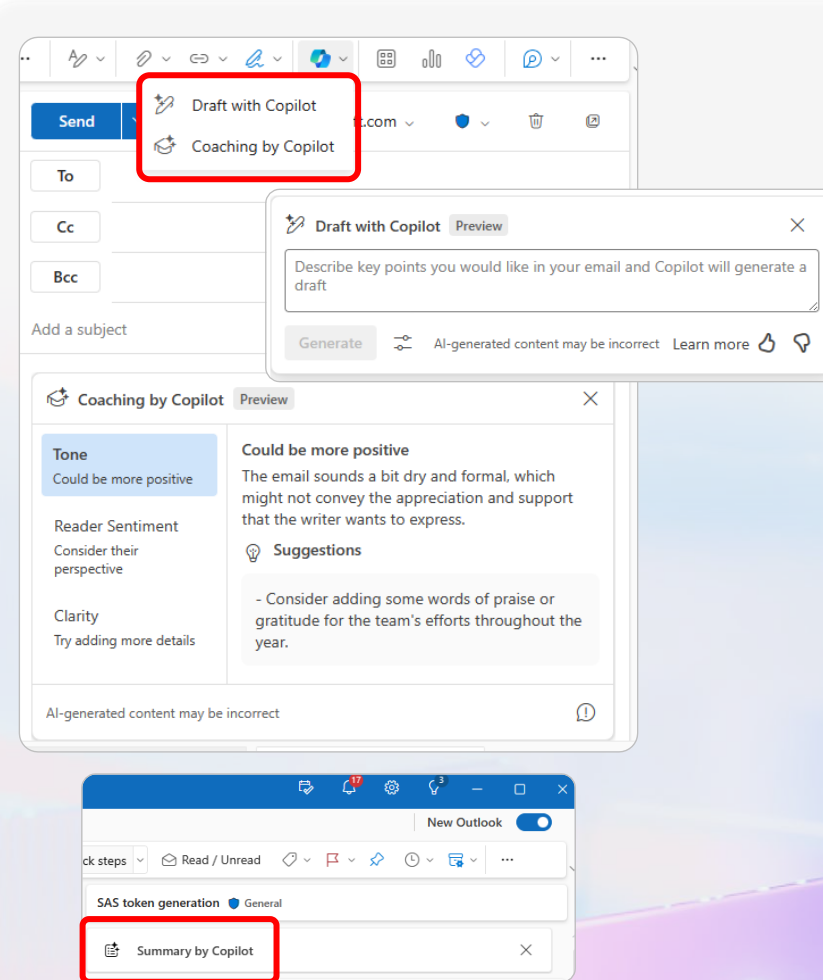
Note the specific prompts shown may vary

Sample use cases

- Catch up on an email thread with a summary or by getting key points and action items
- Draft a new email or reply to a thread

Use the Copilot chat pane to

- New Email
 - Draft with Copilot
 - Provide a topic or key points for a new email – Copilot can access information in the current thread
 - Select tone and length
- Will revise an existing draft
 - Coaching by Copilot
 - Will provide suggestions on tone, sentiment, and clarity
- Summary by Copilot
 - Get a summary of an email thread with citations



Have Copilot create a draft on a new topic or an existing thread.

Get suggestions from Copilot to improve your email.

At the top of each email. Generate a summary of the email or thread

How to use: Copilot in Excel



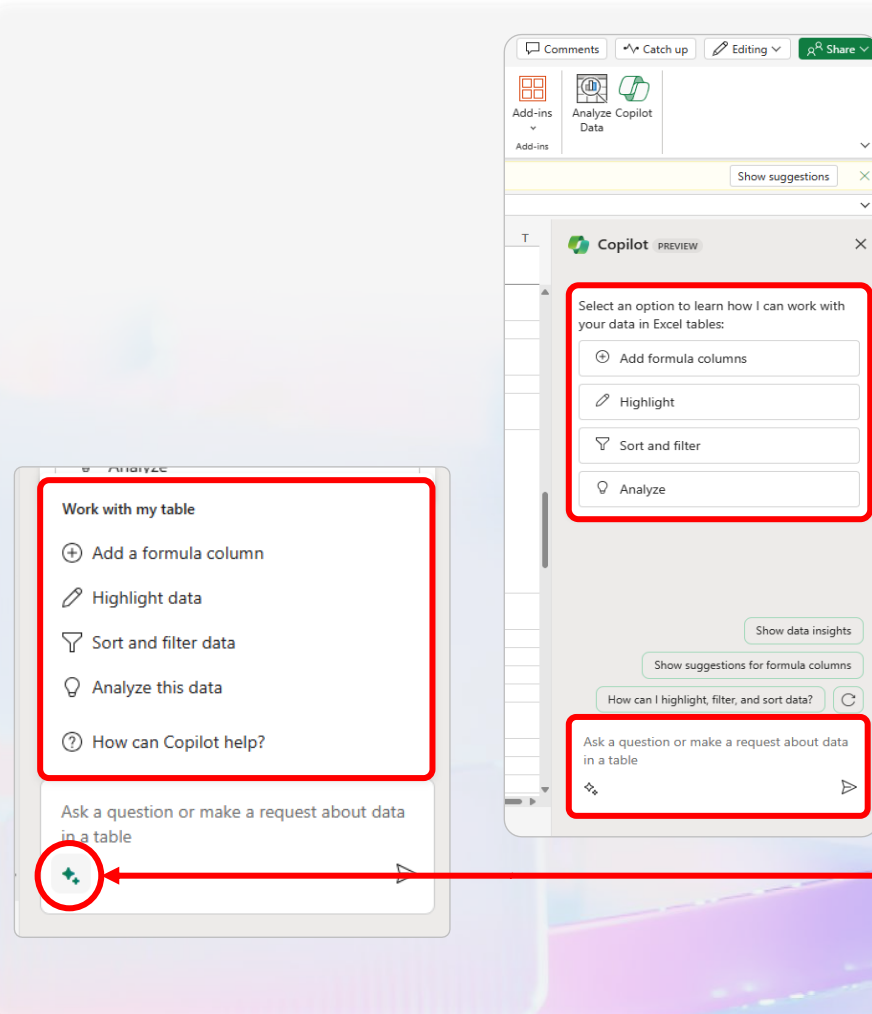
Note the specific prompts shown may vary

Sample use cases

- Get help identifying trends or outliers
- Create charts to highlight information

Use the Copilot chat pane to

- Add formula columns – Describe what you want to do or use a suggestion
- Add a row with a formula
- Change text font or update cell color
- Create a pivot chart
- Highlight specific content
- Filter and sort the data



Click on the **Prompt Guide** icon to show the prompts to understand and manipulate data in a table