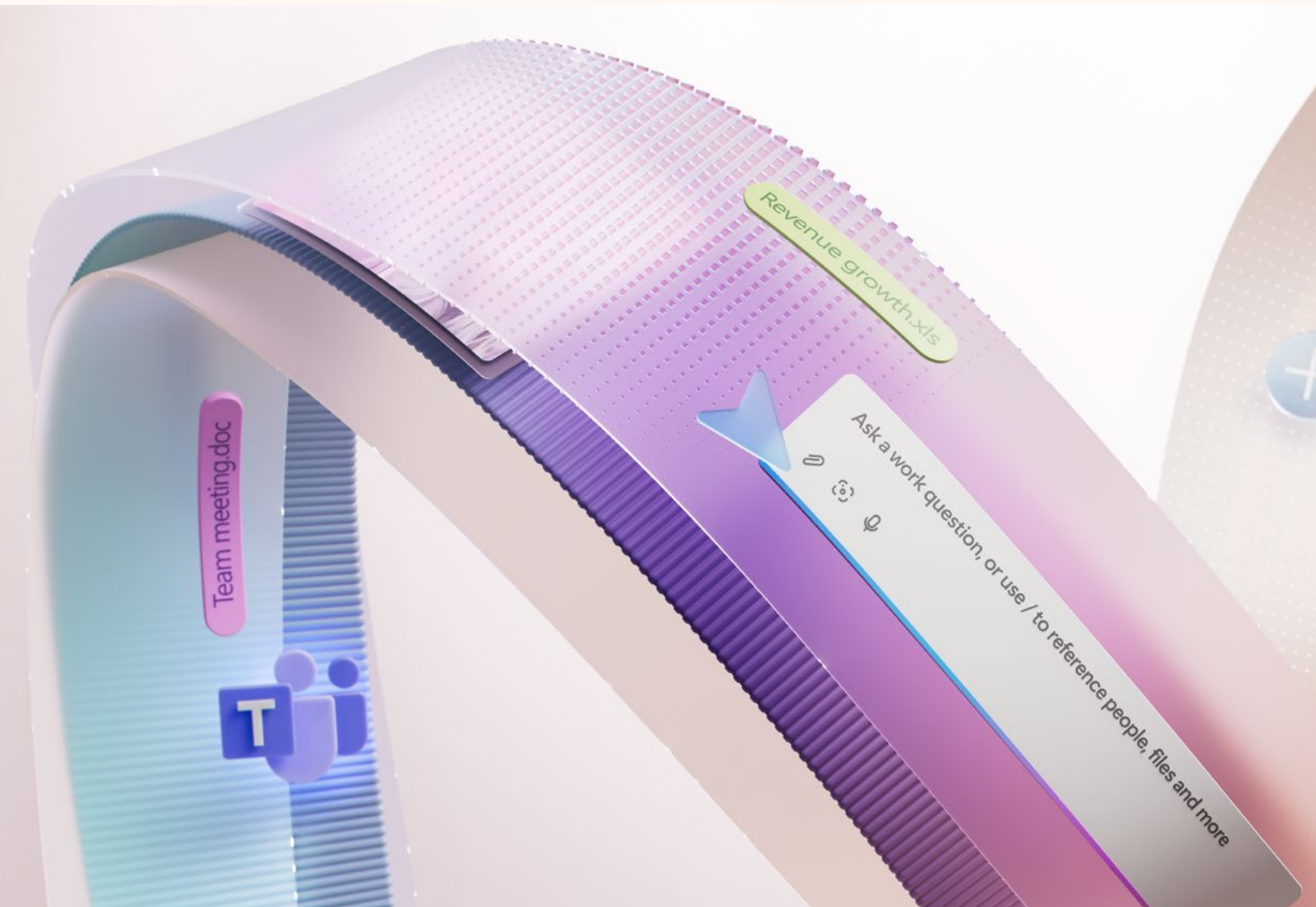**Microsoft 365 Copilot**

Top 10 things to try first with Microsoft 365 Copilot

A starting point for Copilot beginners

1.

Recap a meeting

Keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

→
Prompt Copilot in Outlook with:
Draft an email with notes and action items from meeting

2.

Summarize an email thread

Get quickly caught up on a long, complex email thread.

→
Click the **Summarize** icon in Outlook

3.

Draft email

Quickly personalize the tone and length of an email.

→
Prompt Copilot in Outlook with:
Draft an email to [name] that informs them that [project] is delayed two weeks. Make it short and casual in tone.

4.

Summarize a document

Summarize long documents by highlighting the relevant information.

→
Prompt Copilot in Word with:
Give me a bulleted list of key points from [file]

5.

Tell me about a topic or project

Get up to speed quickly with on-demand insights and analysis from across multiple sources.

→
Prompt Copilot with:
Tell me what's new about topic organized by emails, chats, and files

6.

Give me some ideas for...

Amplify your creativity by generating content like taglines, product names, and social media posts.

→
Prompt Copilot in Word with:
Suggest 10 compelling taglines based on [file]

7.

Help me write...

Get to your first draft in seconds.

→
Prompt Copilot in Word with:
Generate three ways to say [x]

8.

What did they say...

Ask Copilot to recap conversation topics so you never miss a beat.

→
Prompt Copilot in Teams with:
What did [person] say about [topic]

9.

Revise this content

Turn a rough outline of an idea into polished content, and then experiment with tone and voice.

→
Rewrite with Copilot

10.

Translate a message

Instantly translate— and even write— messages in other languages.

→
Prompt Copilot in Outlook with:
Translate the following text into French: [text]

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