

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

Summarise an email thread –



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

- ➔ Click on the Summarize icon

2

Draft email –



Personalise 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

Summarise 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