

# 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](https://aka.ms/CopilotLab)