Microsoft 365
Copilot

Get started with Microsoft 365 Copilot Chat

Sign in with your work account

1 Navigate to M365Copilot.com on your preferred browser on your device to get to Copilot Chat.

2 Ensure you're signed in with your work account.

You will know you are successfully signed in to Copilot Chat when you see the green shield icon 🛡 next to "New chat" and the Microsoft 365 Copilot icon at the top of the page.
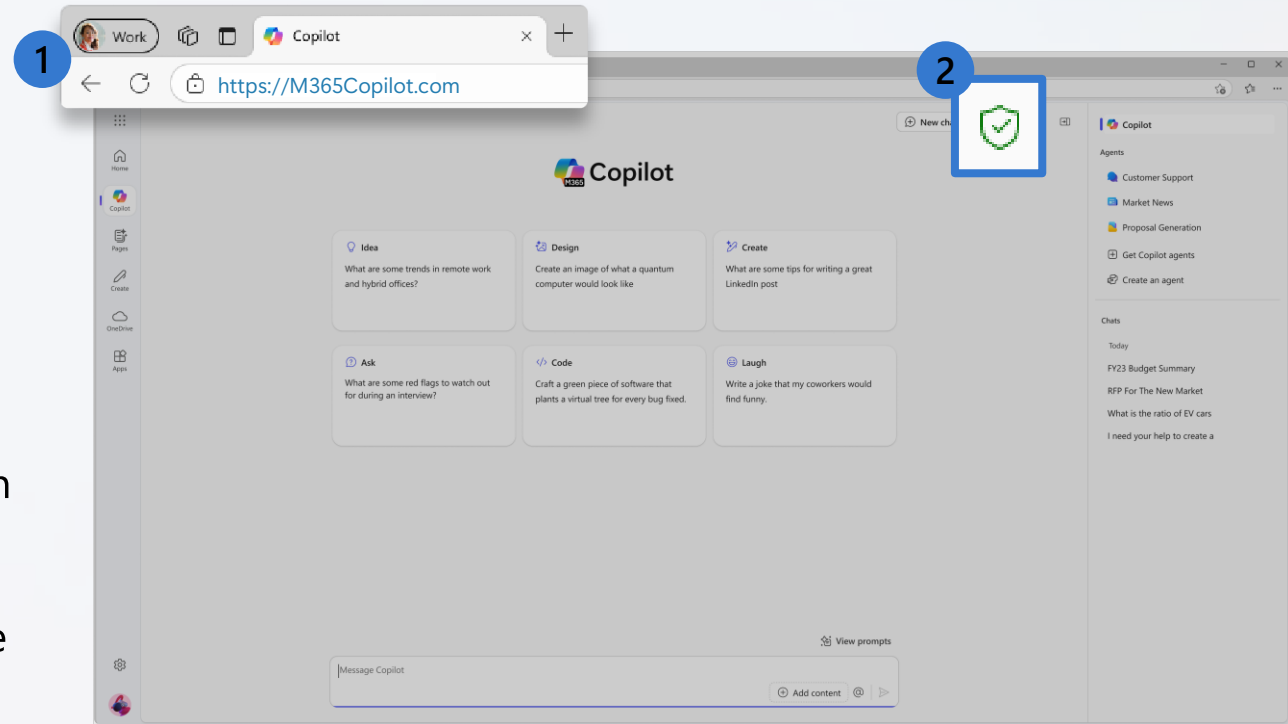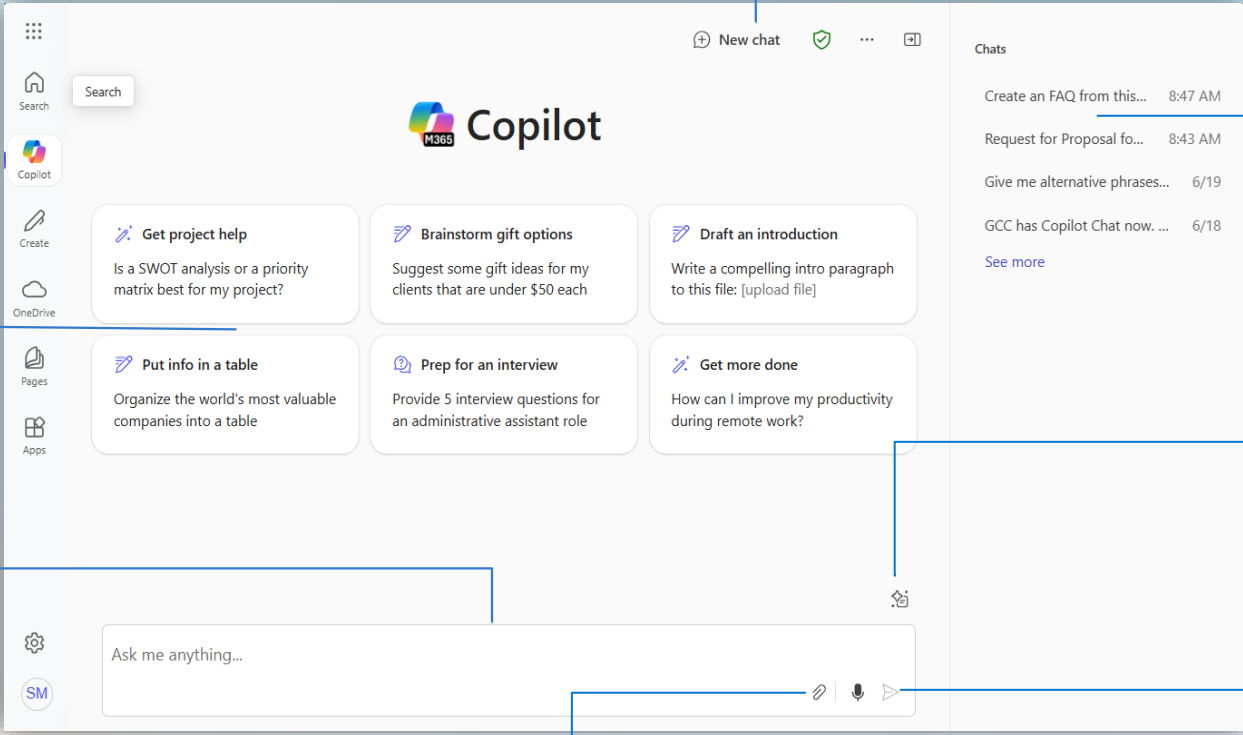
⚠️ If you are not signed in with your work account, Enterprise Data Protection does not apply.

Get to know Copilot Chat Today!

Start at **M365Copilot.com**

Here is a visual tour of Copilot Chat:

Start a new chat button
Clear your past chat and start a new conversation.

Recent chats
Return to a previous chat to continue the conversation

Copilot Prompt Gallery
View additional prompt suggestions, including saved prompts.

Suggested prompts
If you're not sure what to ask, try or modify a sample prompt!

Prompt box
Start your conversation here.

Send your prompt!

Upload files
If you'd like Copilot to source responses from information in specific files, add them here.

New chat

Search

Copilot

Create

OneDrive

Pages

Apps

Chats

Create an FAQ from this... 8:47 AM
Request for Proposal fo... 8:43 AM
Give me alternative phrases... 6/19
GCC has Copilot Chat now. ... 6/18
See more

Get project help
Is a SWOT analysis or a priority matrix best for my project?

Brainstorm gift options
Suggest some gift ideas for my clients that are under $50 each

Draft an introduction
Write a compelling intro paragraph to this file: [upload file]

Put info in a table
Organize the world's most valuable companies into a table

Prep for an interview
Provide 5 interview questions for an administrative assistant role

Get more done
How can I improve my productivity during remote work?

Ask me anything...

SM

How to chat in 3 steps

1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. If you would like Copilot to source information from any reference files, you can upload them in your prompt by selecting the paperclip icon.

Ask me anything...

2. Check sources

Copilot Chat is transparent about the sources of its information. See these sources listed underneath the answer.

Vet these sources and validate your answers.

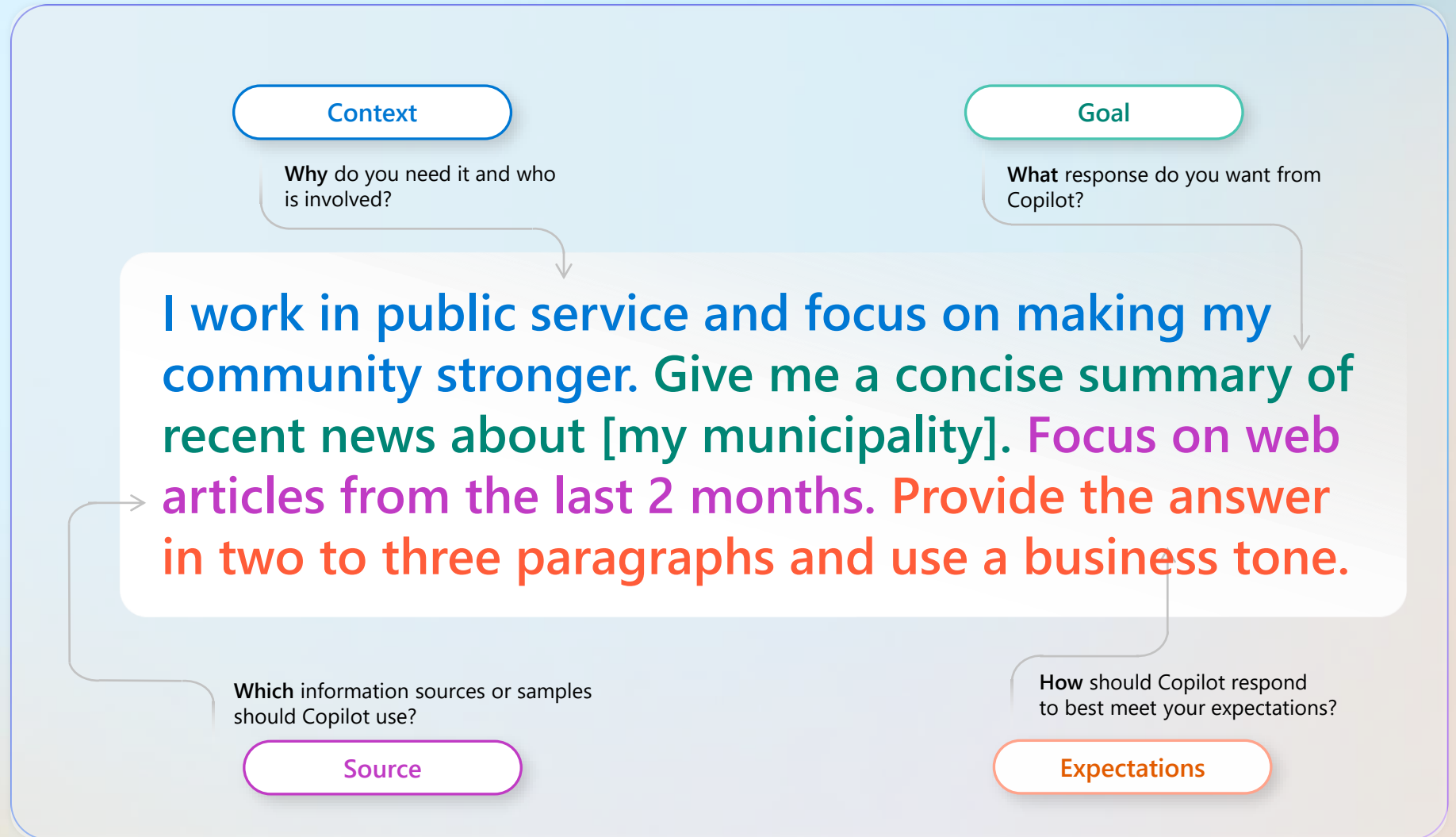Learn more ⌄ | 1 microsoft.com | 2 contoso.com

3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.
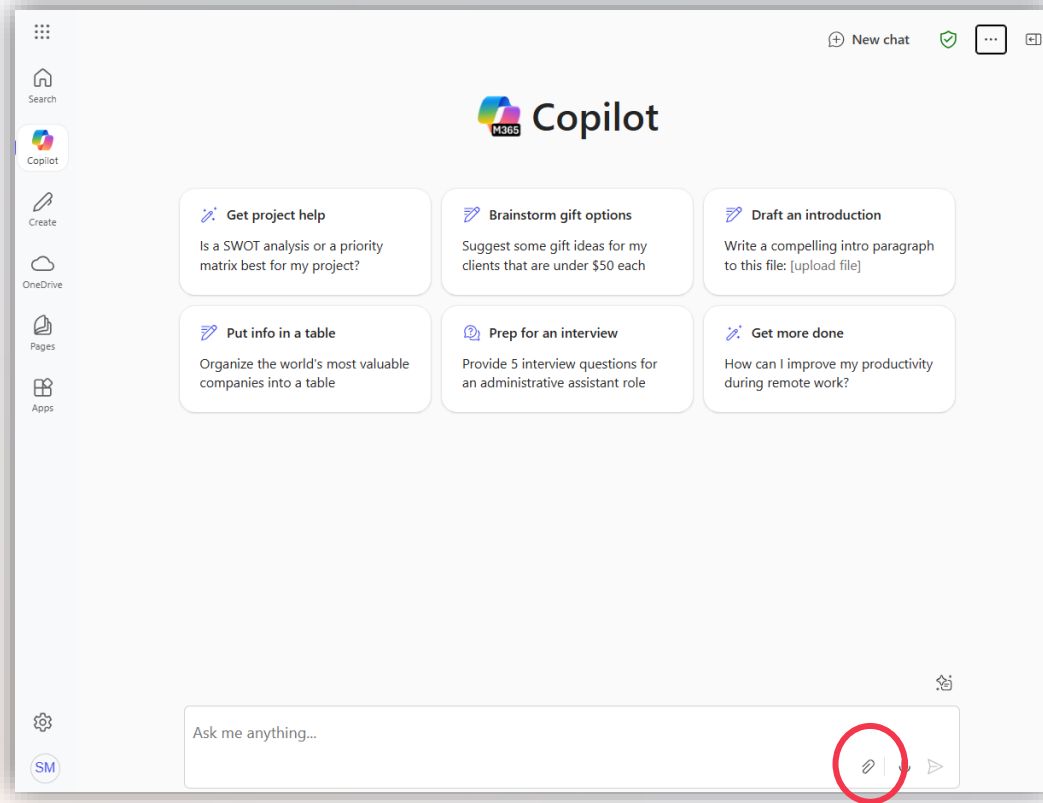
For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.

Writing an effective prompt

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

Context

Why do you need it and who is involved?

Goal

What response do you want from Copilot?

I work in public service and focus on making my community stronger. Give me a concise summary of recent news about [my municipality]. Focus on web articles from the last 2 months. Provide the answer in two to three paragraphs and use a business tone.

Which information sources or samples should Copilot use?

How should Copilot respond to best meet your expectations?

Source

Expectations

Upload a file to your prompt

Want Copilot to respond using information from a Word document, PowerPoint deck, or other file? Select the paperclip icon in the Copilot Chat prompt box to upload a file.

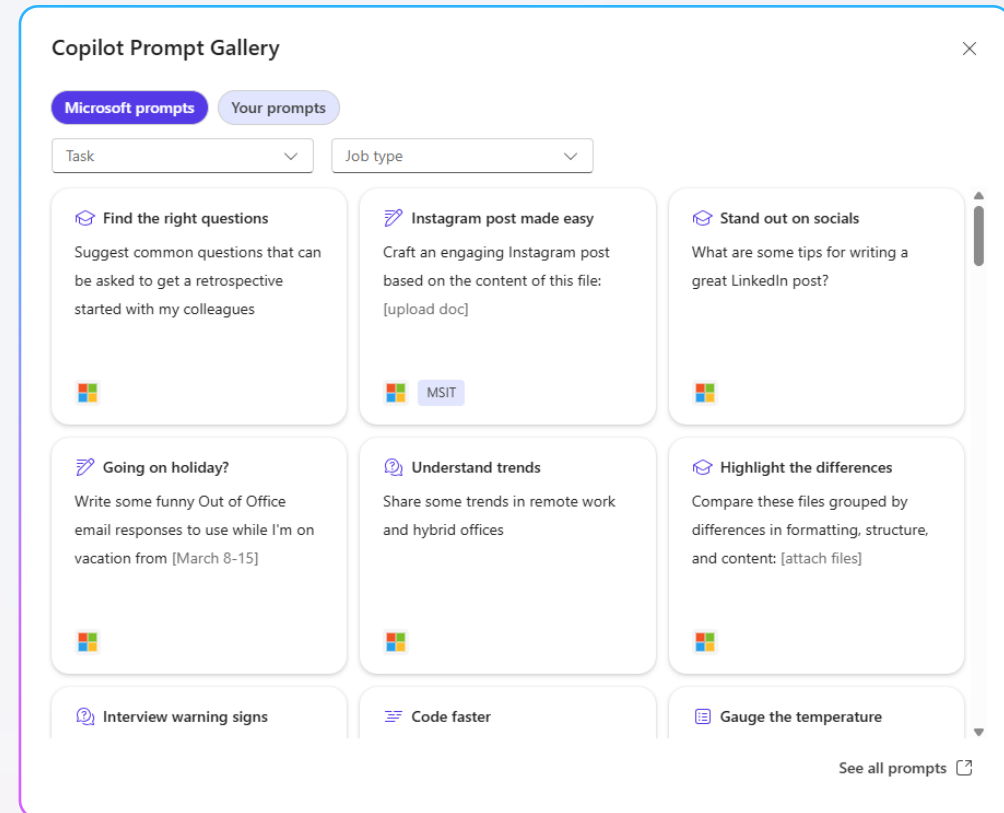*Example prompt: Summarize this document in 5 bullet points. <attach file>*

Note: Copilot Chat supports uploads of Word documents, PowerPoint decks, Excel spreadsheets, and PDFs. (Image files coming soon)
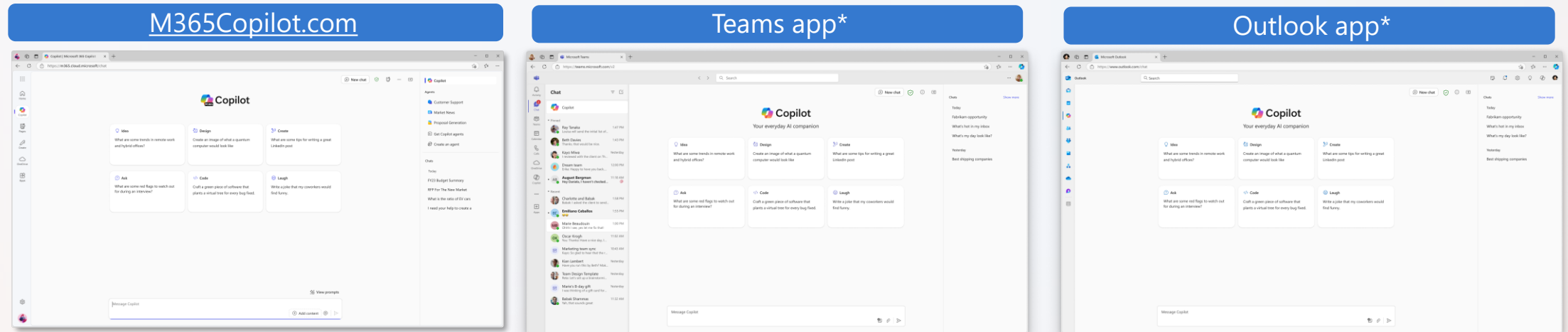
Discover and share Copilot prompts

Copilot Prompt Gallery helps you find prompting inspiration so you can take greater advantage of Copilot in your daily work.

- Explore the curated selection of Copilot prompts
- Save your favorite prompts
- Share links to your favorite prompts with colleagues
- Find prompting inspiration from others

Access the Prompt Gallery in Copilot Chat by selecting the box with star icon 🗒️ next to the prompt box. Here, you'll see suggested Copilot prompts and your saved prompts.


Copilot Prompt Gallery

[Microsoft prompts] [Your prompts]

[Task ▾]   [Job type ▾]

Find the right questions
Suggest common questions that can be asked to get a retrospective started with my colleagues

Instagram post made easy
Craft an engaging Instagram post based on the content of this file: [upload doc]
MSIT

Stand out on socials
What are some tips for writing a great LinkedIn post?

Going on holiday?
Write some funny Out of Office email responses to use while I'm on vacation from [March 8-15]

Understand trends
Share some trends in remote work and hybrid offices

Highlight the differences
Compare these files grouped by differences in formatting, structure, and content: [attach files]

Interview warning signs

Code faster

Gauge the temperature

See all prompts ⧉

Access Copilot Chat from where you're working

M365Copilot.com

Teams app*

Outlook app*

*Ensure Copilot is pinned to your left navigation across Teams, Outlook, and the Microsoft 365 app.

Pin Copilot Chat in your Teams app
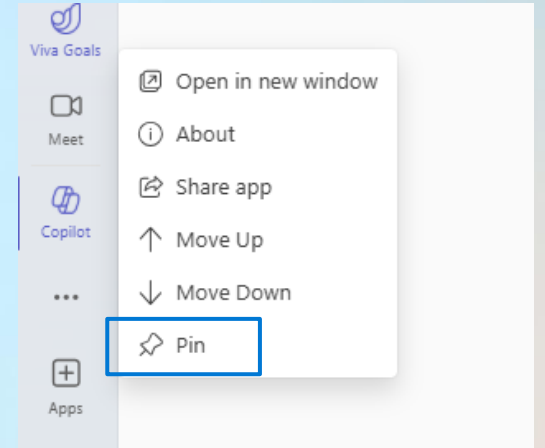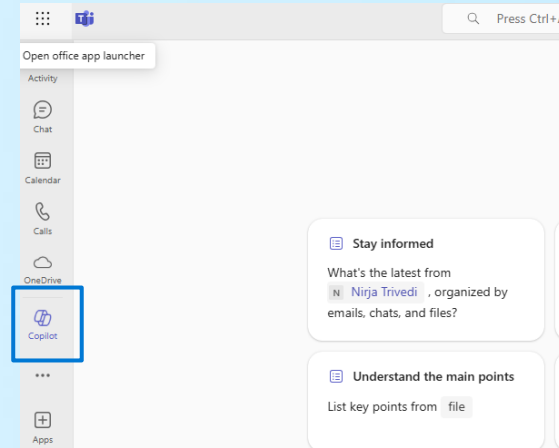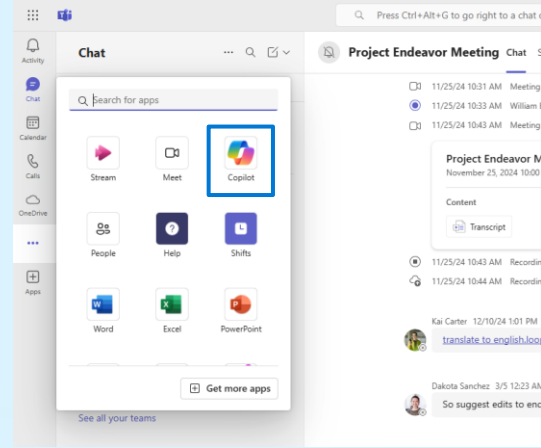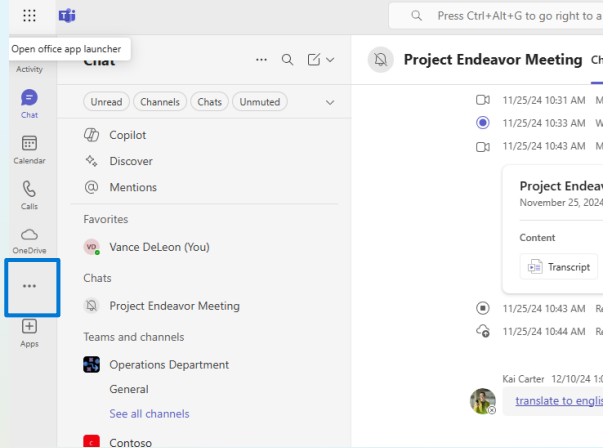
1. Select the ellipses in the left sidebar in the Teams app to open the app library.

2. Select Copilot to open Copilot Chat. Or, type Copilot in the search bar.

3. Right click on Copilot in the left sidebar in the Teams app.

4. Select "Pin" to pin Copilot Chat to the sidebar for easy access.

Prompt Examples - Get the answers you need

Get hiring tips

How can I evaluate an interview candidate's soft skills?

Summarize a file

Summarize this document in 5 bullet points. <attach file>

Start your research

How have world literacy rates changed in the past 30 years?

Calculate the answer quickly

At $X per unit, how many units to break even if costs are $Y

Reach a broader audience

How do you say [thank you for your time] in Japanese?

Discover synonyms

What are some other words for [exciting]?

Understand trends

Share some trends in remote work and hybrid offices

Retrieve buried info

What are the deadlines mentioned in this file? <attach file>?

Boost your knowledge

Help me learn about [topic]. Provide 2 analogies & files to dig in.

Highlight the differences

Compare these two paragraphs grouped by differences in formatting, structure, and content: [paste content]

Monitor your PR

Give me a concise summary of recent news about [company]

Stay on top of tech advances

Summarize the main points of the latest research on AI

Make informed decisions

Create a table that compares top-selling office printers

Make your code better

Optimize and fix this code: [insert code]

Prompt Examples - Brainstorm and draft content

Ask me 3 questions to help me draft an email about [OKRs]

Write some funny Out of Office email responses.

Suggest a few email subjects for the following email: [body]

List ideas for a fun remote team building event

Organize the world's most valuable companies into a table

Create an image of a bar chart demonstrating growth

Create a line chart showing the relationship between...

Suggest ways to break the ice with my new colleague.

Create an FAQ based on this file <attach file>

Write a compelling intro paragraph for this speech <attach file>

Improve my writing in: <attach file>

Provide a convincing counterargument to the following: [paste content]

Draft an exciting email ... using <attach files>

Draft a business plan based on [idea]

FAQ

Why is data protection important when using AI chat tools at work?

Company data and intellectual property are crucial to our competitive advantage. The problem with using generative AI without enterprise data protection is that prompts or content you generate can be exposed to the public as part of another answer. That's where Copilot Chat comes in: it's protected with enterprise data protection, so what you put in and get out is not used to train the underlying AI model. Our company data stays safe.

How do I know I'm using Copilot Chat with Enterprise Data Protection?

You'll know you're using Copilot Chat with Enterprise Data Protection if you see a green shield icon next to the "New chat" button.

Can I trust the answers generated when using AI?

Copilot Chat aims to base all its responses on reliable sources, but AI can make mistakes, and third-party content on the internet may not always be accurate or reliable. Copilot will sometimes misrepresent the information it finds. This is why Copilot is transparent and shows the sources of information behind its answers. Always check the sources before making decisions or taking actions based on

FAQ Continued

What can Copilot Chat access when I use it?

Copilot Chat leverages the latest web information to respond to your prompts. It does not have access to data from your device or your organization's information. You will need to use an agent to access work data. When using Copilot Chat in the Microsoft Edge sidebar, you can grant it permission to view content on your current page to generate summaries. However, Copilot Chat will not access or use other browser data, such as your browser history.
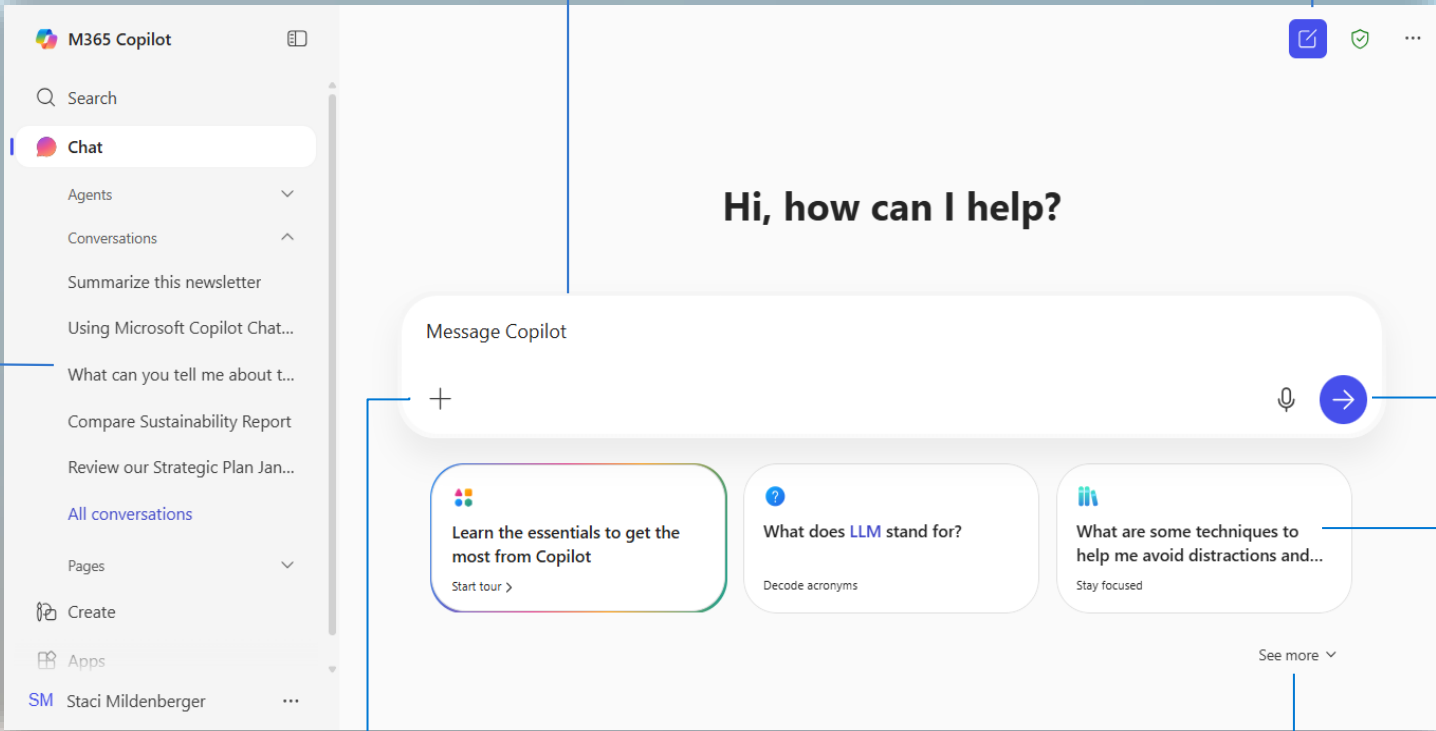
Are there limits for how much I can use Copilot Chat?

As with other AI tools, there are limits to how many turns (prompts and responses) you can do per chat conversation and per day. If you reach those limits, you will be notified within the experience. There are also limits for certain capabilities in Copilot Chat, like uploading files and generating images.

New Copilot Chat UI Coming Soon – be ready!

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