

Microsoft Copilot
**prompt
guide.**

10 prompts to power your digital transformation



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4 Copilot ingredients to help master your prompts

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

the recipe

This recipe helps you structure clear and effective prompts for Copilot by breaking them into four key elements:

- Goal – State what you need (e.g., summary, bullet points).
- Context – Explain why and who is involved.
- Source – Specify where to pull information from (e.g., emails, Teams).
- Expectations – Describe how you want it presented (e.g., concise, simple).

goal

context

source

expectations

Example:

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

10 prompts

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.

Summarise an email thread

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

➔ Click the **Summarise** icon in Outlook

3.

Draft email

Quickly personalise the tone and length of an email.

➔ **Prompt Copilot in Outlook with:**
Draft an email to [name] that [project] is due in two weeks. Make it short and casual in tone.

4.

Summarise a document

Summarise 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 key insights about [topic] organized by emails, chats, and files

6.

Give me some ideas for...

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

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, 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

**Learn more at
urbannetwork.co.uk
or scan the QR code :)**

