

Microsoft Copilot Quick Reference

Your AI Assistant for Everyday Tasks



HOW TO ACCESS COPILOT

1. Open your browser and go to copilot.microsoft.com

2. Sign in with your Microsoft account

3. After chat window opens, type your request and press Enter

SUMMARIZE A DOCUMENT

1. Copy the text you want summarized
2. Paste it into Copilot and add your request
"Summarize this in three bullet points."
"What are the key action items from this?"
3. Copilot returns a concise summary you can act on immediately

GENERATE A MEETING AGENDA

1. Describe your meeting in a prompt
"Create a 30-minute team meeting agenda for a project status update. Include time for updates, blockers, and next steps."
2. Copilot returns a structured agenda with time blocks
3. Copy into an email or calendar invite

DRAFT A WORK EMAIL

1. Type a prompt describing what you need
"Draft a professional email to my team letting them know our project deadline has moved to next Friday. Keep it brief and positive."
2. Review the draft Copilot generates in seconds
3. Copy into your email client and edit as needed
4. Not happy with it? Follow up: "Make it shorter" or "Use a more formal tone."

MORE PROMPTS TO TRY

- "Write a follow-up email after today's meeting."
- "List the action items from these meeting notes: [paste notes]"
- "Rewrite this paragraph in plain language."
- "Create a to-do list based on this project brief: [paste text]"
- "Draft a polite reply declining a meeting request."

BETTER PROMPTS = BETTER RESULTS

- Describe what you need
- Provide relevant context
- Specify the desired tone or format

⚠ Safe AI Habits

- **Check the Links:** Always click source links to verify important facts or numbers.
- **The 20-Second Rule:** Never copy-paste Copilot output into an official email or document without reading it first.