



Learn more about Microsoft 365 Copilot at UT



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# Top Prompts to Try With Microsoft 365 Copilot



## 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].




## Summarize an email thread

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

- Click on the "Summarize" button located at the top of an email.

 Summary by Copilot

 Summarize



## Draft email

Personalize the tone and length.

- Draft an email to my team providing a status update on the [initiative] for the department. Keep it short and casual in tone.



## Help me write...

Jump start creativity and write and edit like a pro by getting a first draft in seconds.

- Generate three ways to say [x].

## Notes



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## How do I ...

Let Copilot help you build or fix formulas in Excel.

- **How do I sum values that are greater than 0?**



## Summarize a document

Get right down to business by summarizing long documents & focusing on the relevant sections.

- **Give me a bulleted list of key points from [/file].**



## 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?**
- **What did [person] say about [topic]?**



## 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].**

## Notes