

# Microsoft 365 Copilot: Interactive experience



## Task 1: Extract actionable insights

Using Microsoft 365 Business Chat in Teams, extract insights on your chosen meeting topic for either internal or external stakeholders. Focus on understanding their interests and priorities.

### Example prompt

*"Help me prepare for an upcoming meeting regarding [Replace with your meeting topic] with [/Person – use "/" to reference internal contact.] Based off our recent communications List some of the most recent key priorities structured into 4-5 categories. For each category, give me a short suggestion on how I could address that with a question."*

### Note:

- Replace the text within the brackets with your specific meeting topic and names.
- Re-type the slash '/' to trigger the internal contact lookup functionality in Copilot.
- save the output from Business Chat in Teams to the Word document "Copilot Research" that you created earlier.

## Task 2: Create an executive briefing document

Using Copilot in Word, develop an Executive Briefing Document for your upcoming meeting. This document should comprehensively outline strategic discussion points for each identified priority, including background information, potential strategies, or responses.

### Example prompt

*"Using the insights from [/Copilot Research.docx], create an Executive Briefing Document for our upcoming meeting with [Person] about [Meeting Topic]. Include an executive summary of key priorities, detailed strategic discussion points for each priority, and potential strategies or responses. Ensure the content is structured and clear to facilitate effective discussion."*

**Note:**

- If the "Copilot Research" Word document does not display in reference file list, share the document, and copy the link into the prompt field within Copilot in Word instead.
- Once finished, save this new document as "Executive Briefing" onto your OneDrive account.

## Task 3: Develop a strategic overview presentation

Using Copilot in PowerPoint, create a Strategic Overview Presentation based on the Executive Briefing Document. This presentation should effectively communicate key strategic insights and facilitate meaningful discussions with your stakeholders.

**Example prompt**

*"Create a PowerPoint presentation for the upcoming meeting regarding [Meeting Topic] with [Person], using the Executive Briefing Document [/Executive Briefing.docx] as a reference. Ensure that the presentation highlights the key talking points structured in the briefing, and visually supports the strategic discussion points and potential strategies outlined."*

**Note:**

- If the "Executive Briefing" Word document does not display in reference file list, share the document, and copy the link into the prompt field within Copilot in PowerPoint instead.

## Before you go

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**Try one of these prompts**

*"Summarize my chats and emails from the past 2 hours."*

*"What's the latest from [/person], organized by emails, chats, and files?"*

*"Check my calendar for today, and tell me what time my flight leaves Seattle."*