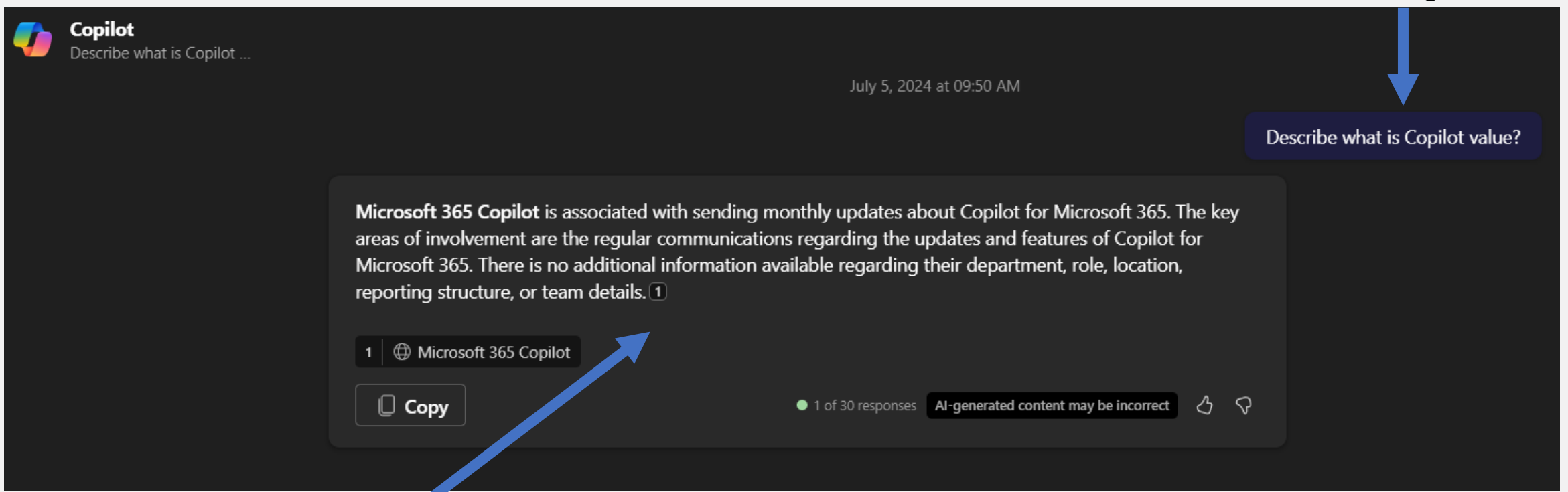


A black and white photograph of a railway track. In the foreground, a track switch (point) is visible, where two tracks diverge. The tracks are made of metal rails on wooden sleepers, with gravel ballast underneath. The tracks lead into the distance, curving slightly to the right. The lighting is dramatic, with strong highlights on the rails and deep shadows in the ballast and between the sleepers.

Copilot Guidance

Learn how to prompt

Too vague



The screenshot shows the Microsoft Copilot interface. At the top left is the Copilot logo and the text 'Describe what is Copilot ...'. In the top right, it says 'July 5, 2024 at 09:50 AM'. A dark blue prompt box on the right contains the text 'Describe what is Copilot value?'. A blue arrow points from the text 'Too vague' above to this prompt box. The response area shows a generic paragraph about Microsoft 365 Copilot updates. A blue arrow points from the text 'Bad results' below to this response. Below the response is a search bar with '1 | Microsoft 365 Copilot', a 'Copy' button, and a status bar indicating '1 of 30 responses' and a warning 'AI-generated content may be incorrect'.

Describe what is Copilot value?

Microsoft 365 Copilot is associated with sending monthly updates about Copilot for Microsoft 365. The key areas of involvement are the regular communications regarding the updates and features of Copilot for Microsoft 365. There is no additional information available regarding their department, role, location, reporting structure, or team details. ¹

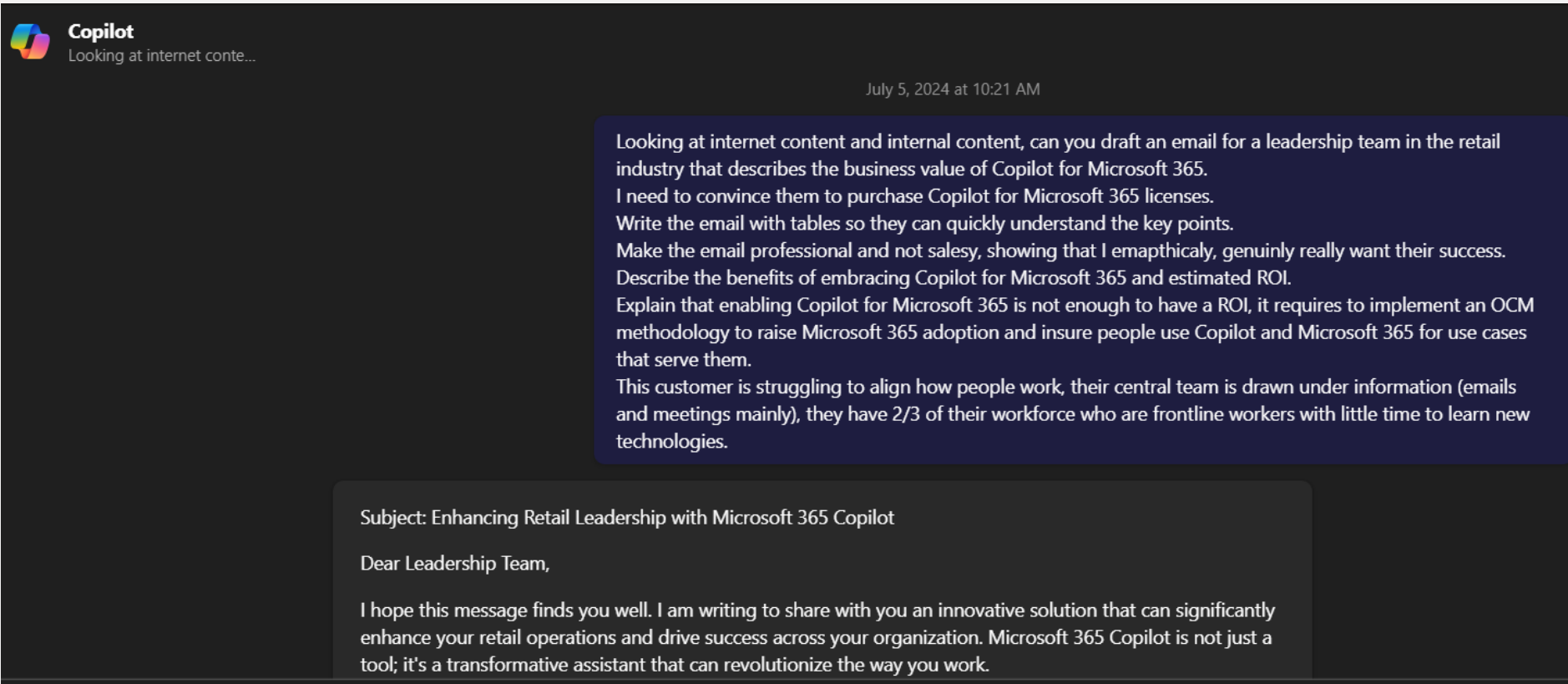
1 | Microsoft 365 Copilot

Copy

1 of 30 responses AI-generated content may be incorrect

Bad results

Learn how to prompt



The screenshot shows the Microsoft Copilot interface. At the top left is the Copilot logo and the text "Looking at internet conte...". In the center, a timestamp reads "July 5, 2024 at 10:21 AM". Below this, a dark blue box contains the user's prompt. At the bottom, a light gray box displays the generated email draft.

Copilot
Looking at internet conte...

July 5, 2024 at 10:21 AM

Looking at internet content and internal content, can you draft an email for a leadership team in the retail industry that describes the business value of Copilot for Microsoft 365. I need to convince them to purchase Copilot for Microsoft 365 licenses. Write the email with tables so they can quickly understand the key points. Make the email professional and not salesy, showing that I empathically, genuinely really want their success. Describe the benefits of embracing Copilot for Microsoft 365 and estimated ROI. Explain that enabling Copilot for Microsoft 365 is not enough to have a ROI, it requires to implement an OCM methodology to raise Microsoft 365 adoption and insure people use Copilot and Microsoft 365 for use cases that serve them. This customer is struggling to align how people work, their central team is drawn under information (emails and meetings mainly), they have 2/3 of their workforce who are frontline workers with little time to learn new technologies.

Subject: Enhancing Retail Leadership with Microsoft 365 Copilot

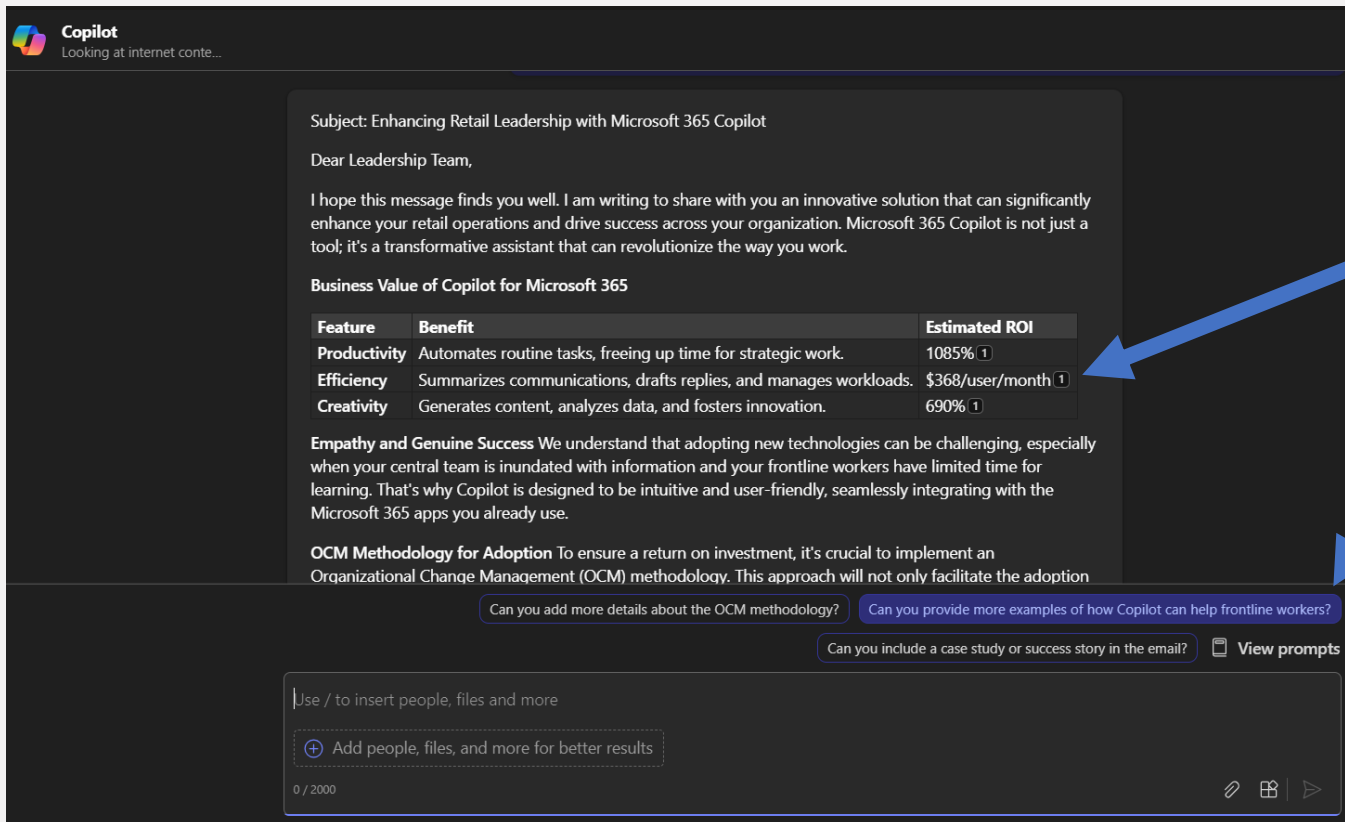
Dear Leadership Team,

I hope this message finds you well. I am writing to share with you an innovative solution that can significantly enhance your retail operations and drive success across your organization. Microsoft 365 Copilot is not just a tool; it's a transformative assistant that can revolutionize the way you work.

Articulate:

- Where to look
- The task
- Your goal
- The format
- The tone
- The audience
- The context

Learn how to prompt

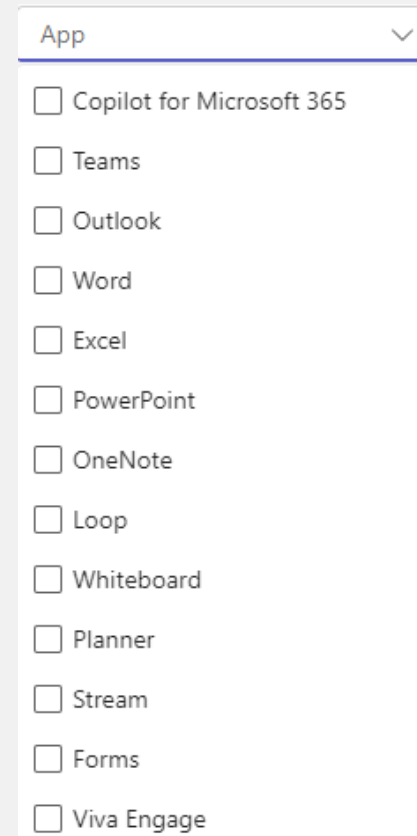


Fine tune:

- Check result
- Check the source(s)
- Iterate with suggestion
- Iterate with your own request
- Adjust content generated

Where to prompt

- Decide where it's more accurate to prompt

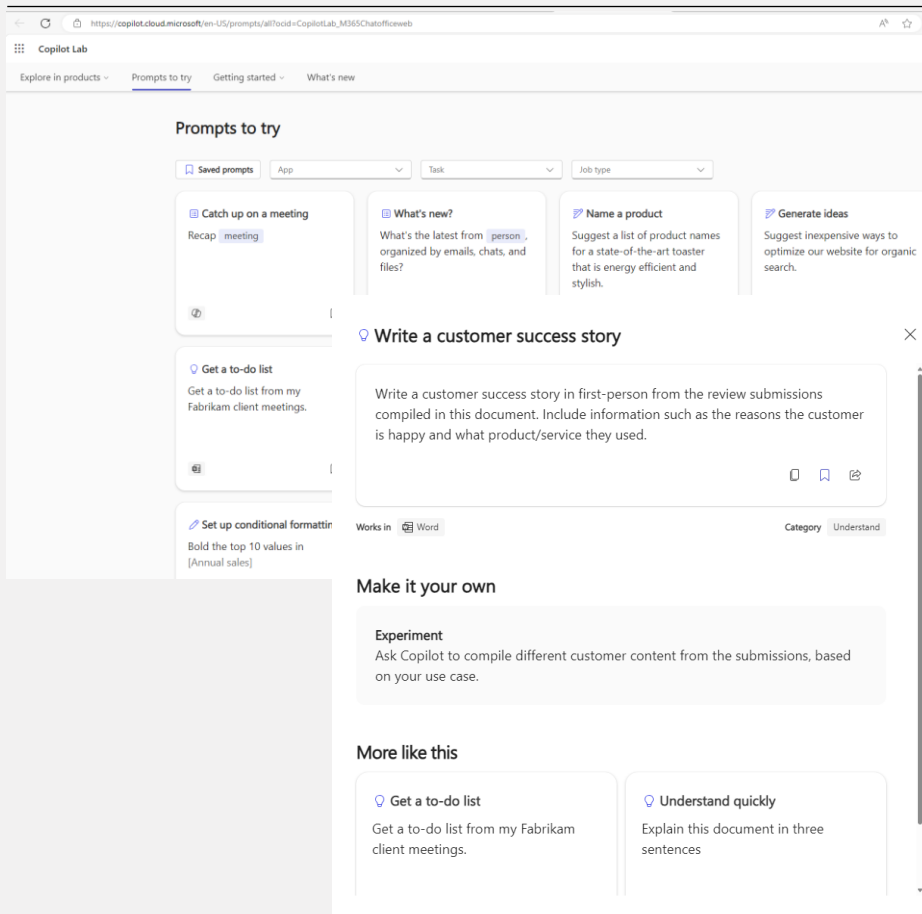


A screenshot of a dropdown menu titled "App" with a downward arrow. The menu lists various Microsoft 365 applications, each preceded by an unchecked checkbox. The applications listed are: Copilot for Microsoft 365, Teams, Outlook, Word, Excel, PowerPoint, OneNote, Loop, Whiteboard, Planner, Stream, Forms, and Viva Engage.

App
<input type="checkbox"/> Copilot for Microsoft 365
<input type="checkbox"/> Teams
<input type="checkbox"/> Outlook
<input type="checkbox"/> Word
<input type="checkbox"/> Excel
<input type="checkbox"/> PowerPoint
<input type="checkbox"/> OneNote
<input type="checkbox"/> Loop
<input type="checkbox"/> Whiteboard
<input type="checkbox"/> Planner
<input type="checkbox"/> Stream
<input type="checkbox"/> Forms
<input type="checkbox"/> Viva Engage

Feature/Tool	Outlook	Teams meeting	Teams chat	Word	PowerPoint	Excel	OneNote	SharePoint/OneDrive	Whiteboard	Loop	Copilot for M365	Copilot in Edge
Referencing documents in prompt (max 3)	No	No	No	Yes	Yes	No	No	NA	No	No	Yes	Yes
Type of documents referenced in prompt	NA	NA	NA	Word, PowerPoint, PDF. (No Excel)	Word, PDF	NA	NA	NA	NA	NA	Word, PowerPoint, Excel, PDF	Image
Talk to Copilot	No	No	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes with voice answer
Change document or add content from right pane	No	NA	NA	No	Yes	Yes	No	NA	NA	Yes	NA	NA
Draft content in iteration	Yes	NA	No draft. Note you can use the rewrite feature with the text being a prompt.	Yes and you can fine tune with iterations.	Not in the document, use right pane prompt.	Not in the document, use right pane prompt.	Not in the document, use right pane prompt. Note you can use the rewrite feature with the text being a prompt.	NA	No	Yes	Yes	Yes
Summarize	Yes	Yes	Yes	Yes	Yes	No (insights can be used)	Yes	Yes	Yes	Yes	Yes	Yes
Draft in document	Yes	No (except meeting chat)	No	Yes	No	No	No	NA	No	Yes	NA	NA
Create from file	No	No	No	Yes	Yes	No	No	Share summary	No	No	Yes	No (except PDF)
Grounding everywhere in M365	In email No. In right pane Yes.	No	No	In document No. In right pane Yes.	In document No. In right pane Yes.	No	In note No. In right pane Yes.	NA	No	No	Yes	No
Grounding everywhere on internet	No* only 2021 content	No*	No*	No*	No*	No*	No*	NA	No*	No*	Yes, if plugin enabled	Yes
Guidance in tools	No	No	No	Yes	Yes (highlighting feature in the ribbon)	Yes	Yes	NA	No	No	No	Yes
Suggested prompts	No (except when replying)	Yes	Yes	Yes	Yes	Yes	Yes	NA	No	No	Yes	Yes

Copilot Lab is a great place to start




- App
- ☐ Copilot for Microsoft 365
 - ☐ Teams
 - ☐ Outlook
 - ☐ Word
 - ☐ Excel
 - ☐ PowerPoint
 - ☐ OneNote
 - ☐ Loop
 - ☐ Whiteboard
 - ☐ Planner
 - ☐ Stream
 - ☐ Forms
 - ☐ Viva Engage

- Task
- ☐ Catch up
 - ☐ Create
 - ☐ Understand
 - ☐ Edit
 - ☐ Learn
 - ☐ Ask

- Job type
- Department
- ☐ Human Resources
 - ☐ Marketing
- Industry
- ☐ Financial Services
 - ☐ Retail
 - ☐ Manufacturing

Use the power of references

 **Copilot**
Which of these files Goo...

New chat

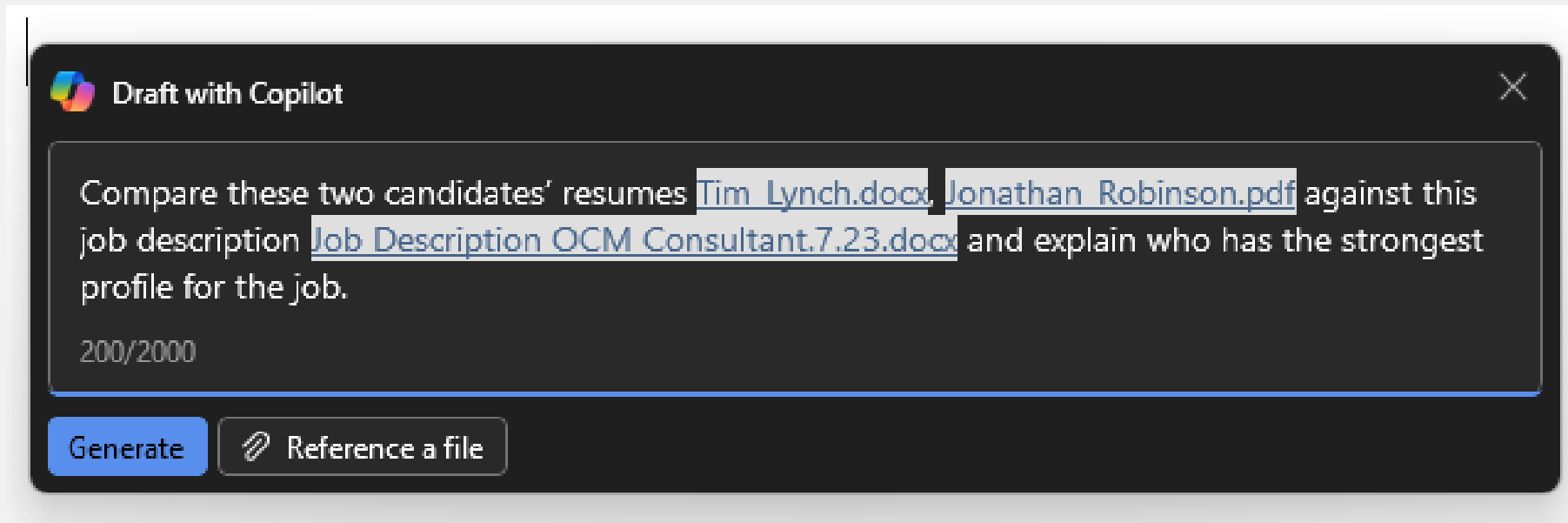
July 2, 2024 at 03:59 PM

Which of these files Google migration Google migration OCM SOW.docx, SC Department of Environmental Services Migration - SoW.docx complies more with this file guidance Requirements for a Scope of Work.docx. List in a table what is compliant and what is missing.

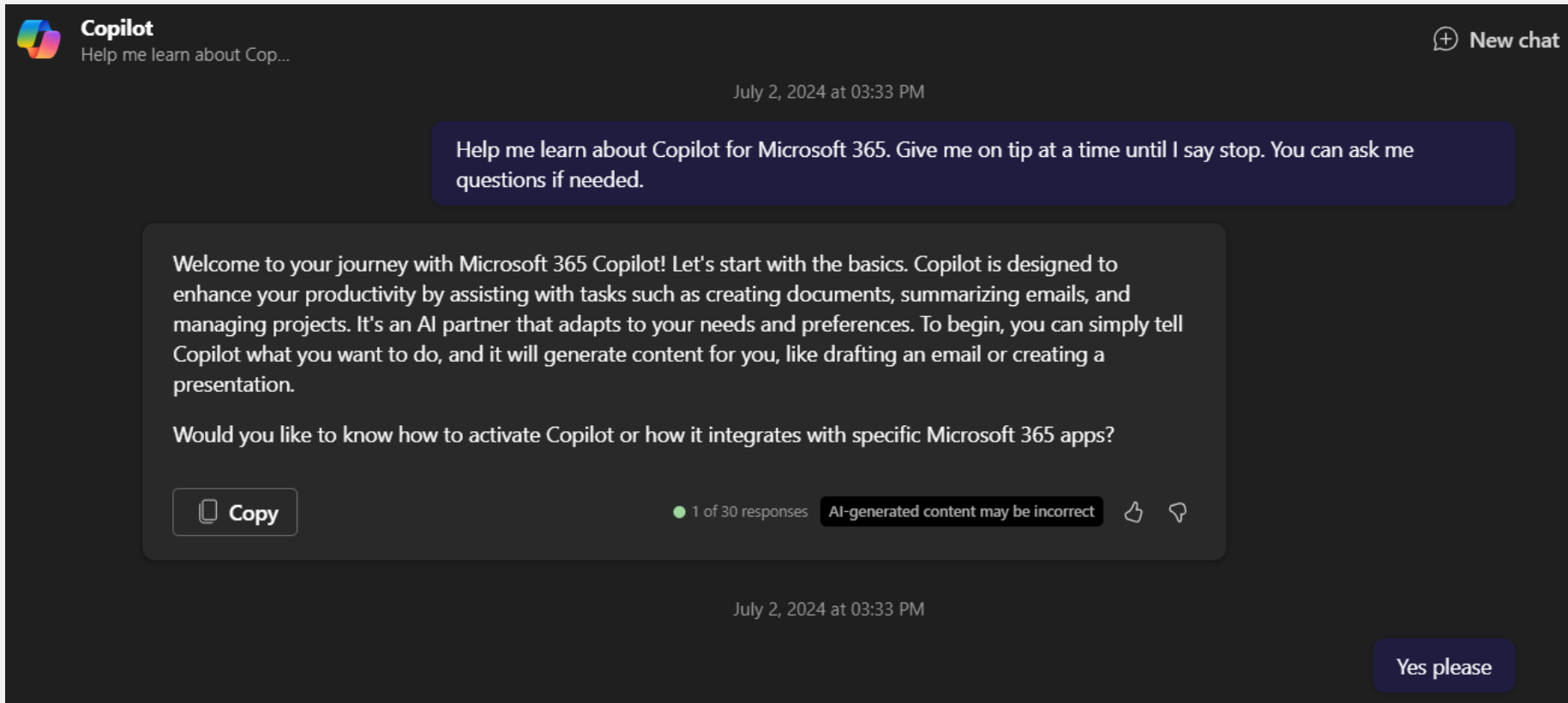
Based on the search results, here is a compliance comparison table for "Google migration OCM SOW.docx" and "SC Department of Environmental Services Migration - SoW.docx" against the "Requirements for a Scope of Work.docx":

Requirement	Google migration OCM SOW.docx	SC Department of Environmental Services Migration - SoW.docx
Date	Not mentioned	Mentioned (11/14/2023)
At least two writers	Not mentioned	Mentioned (Ken Nuebler, Joanne Wise)
Executive summary	Not mentioned	Mentioned
List of deliverables	Mentioned	Mentioned
Planning	Mentioned	Mentioned
Period of performance	Not mentioned	Mentioned
Assumptions paragraph	Not mentioned	Mentioned

Use the power of references



Use the power of conversation



Be aware

- Copilot may experience “hallucinations” and can be very convincing
 - Always fact check the results
 - Copilot may struggle with long documents (more than 20 pages 20000 words)
 - Consider splitting your documents
 - Copilot may also struggle with duplicates
 - Perform some file cleaning
 - Copilot might not succeed on the first try but may on the subsequent one
 - Be tenacious but don't waste too much time
 - Copilot might refuse to execute some prompts
 - Always be ethical
 - Copilot might not deliver the result you are expecting
 - Learn to prompt effectively
 - Be patient, it takes time to understand how to prompt properly
 - Know that Copilot is constantly improving
-

Key points

- **Embrace the Learning Curve:** Continuous learning is essential; it's an ongoing journey.
- **Master Prompting Skills:** These are crucial for effective use.
- **Optimize Your Workflow:** Identify time-wasting activities and areas where Copilot can assist.
- **Set Realistic Expectations:** Don't expect miracles overnight.
- **Learn Through Experience:** Combine trial and error with shared insights to maximize Copilot's potential.
- **Grow Together:** Both you and Copilot will improve over time!

