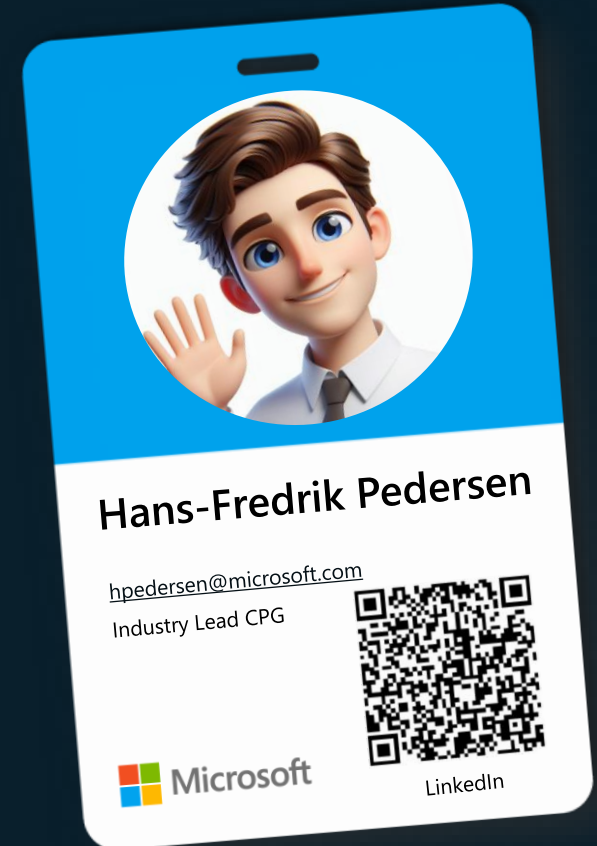




# Power your AI transformation

## Copilot for Microsoft 365 Demo





they say I will never open my own business



**Microsoft Copilot**

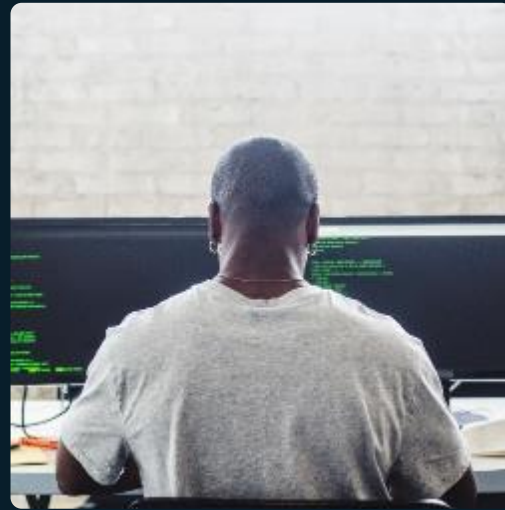
# Empowering everyone to achieve more



Every employee



Sales, Marketing,  
Revenue



Security & IT  
Professionals



Developer & Data  
Professionals



# Learn how to prompt Copilot

Prompting Copilot is the process of giving instructions or asking questions to Copilot in natural language. You can prompt Copilot by typing your request in the Copilot window. To prompt Copilot effectively, follow the below best practices:

## Use the default prompts provided in the menu for better results:

These prompts have been designed to provide clear instruction for Copilot to follow. You can then add more details as required.

## Use clear and specific language:

This helps Copilot understand your request and provide a more accurate response. For example, instead of asking "How do I write a good email?", you can ask "How do I write a formal email requesting a meeting with a client."

## Provide as much context as possible:

The more information you provide, the better Copilot can tailor its response to your needs. For example, you can provide the purpose, audience, tone, and format of your document, as well as any relevant details or examples. You can also attach or link any existing documents or sources that you want Copilot to refer to.

## Review the Prompt guidance and Prompt elements for more information on how to use prompts effectively:

You can access infographic capabilities by clicking on the Help icon in the Copilot window. This infographic explains the components and structure of a good prompt, as well as tips and examples.

If you are writing a prompt, it's important to focus on some of the key elements below to get the best response from Copilot.

### Goal

What response do you want from Copilot?

### Context

Why do you need it and who is involved?

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

Which information sources or samples should Copilot use?

### Source

How should Copilot respond to best meet your expectations?

### Expectations



# Copilot for Microsoft 365 Word



# Copilot for Microsoft 365 Powerpoint



# Copilot for Microsoft 365 Teams

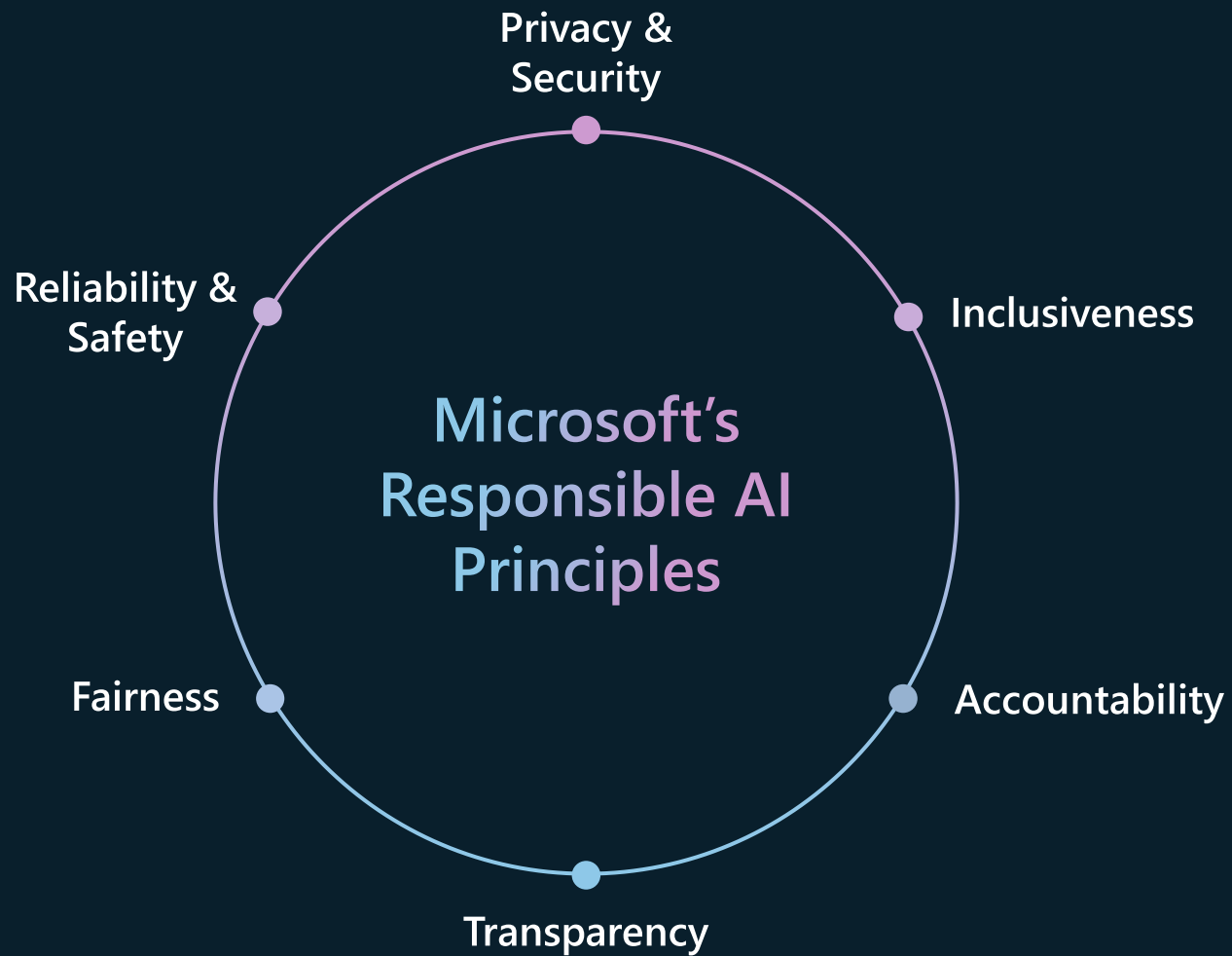




Copilot Studio  
Virtual agent

+

Copilot  
Business Chat



## Building blocks to enact principles



Tools and processes



Training and practices



Rules



Governance

# Where can I find all the cool stuff?

Get started with the publicly available Copilot chat service here:

<https://copilot.microsoft.com/>

Navigate the M365 Copilot services here:

<https://www.microsoft.com/nb-no/microsoft-copilot>

January release note and availability to companies of all sizes:

<https://www.microsoft.com/en-us/microsoft-365/blog/2024/01/15/expanding-copilot-for-microsoft-365-to-businesses-of-all-sizes/>



Thank You!