Copilot for Microsoft 365

Prompting do's and don'ts

DIAMOND
Helping you Succeed

Get the most out of Copilot and avoid common pitfalls by learning **what to do** and **what not to do** when writing prompts.

Do's

Be clear and specific.
Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.

Keep it conversational.
Give feedback to Copilot based on the quality of its responses to help the AI learn and match your preferences.

Give examples.
Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you. This helps it generate more relevant and creative copy.

Ask for feedback.
Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant, helpful responses.

Write legibly.
Use correct punctuation, capitalisation, and grammar when writing prompts, as this will help the AI produce better quality text and responses.

Check for accuracy.
Occasionally, Copilot may make mistakes. Always check Copilot's responses for accuracy, grammar, and style, and watch out for irrelevant or inappropriate content.

Provide details.
Provide Copilot with contextual details to help it generate more accurate, consistent responses. For example, the genre, characters, and plot to a story.

Be polite.
Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the AI's responsiveness and performance.

Important Note

Before deploying Copilot for Microsoft 365, businesses should verify user licenses, app compatibility, user accounts, Teams settings, and data security. Robust data governance practices, including classification, sensitivity labels, and access management, are essential for maintaining compliance and safeguarding information

Don'ts

Be vague.
When prompting Copilot, avoid using vague language, and be as clear as possible to receive better quality responses.

Request inappropriate or unethical content.
Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.

Use slang, jargon, or informal language.
This may cause Copilot to give low-quality, inappropriate or unprofessional responses.

Give conflicting instructions.
Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.

Interrupt or change topics abruptly.
This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."

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Top 10 to try first

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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

1

Summarise an email thread

– get quickly caught up on a long, complex email thread.

- Click on the Summarise icon

2

Draft email

– personalise the tone and length.

- Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

3

Summarise a document

– get right down to business by summarising long documents and focusing on the relevant sections.

- Give me a bulleted list of key points from file

4

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 organised by emails, chats, and files?

5

Give me some ideas for …

– boost creativity with ideas for your work such as agendas, product names & social media posts.

- Suggest 10 compelling taglines based on file

6

Help me write …

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

- Generate three ways to say [x]

7

What did they say …

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

- What did person say about topic

8

Revise this content

– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

- Rewrite with Copilot

9

Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

- Translate the following text into Mandarin:

10