

> MICROSOFT 365 COPILOT

10 Copilot prompts that start from your own work.

Copilot can already see your emails, files, meetings and chats. These prompts show you how to point it at the right ones, so the answers fit your work instead of sounding generic.

Level 1 · Start here

Level 2 · Across your week

Level 3 · Briefs

Level 4 · Agents

How to read each prompt.



The slash

Type / in Copilot, then choose the person, file, meeting or site. That is how Copilot knows exactly which one you mean.



The gold brackets

Replace these with your own project, customer, names or dates. The more specific you are, the better the result.



Work IQ

Work IQ is available when you use Copilot with your work account. Make sure it is switched on, so these prompts draw on your organisation's emails, meetings and files.

Basic licence? If you have the basic Copilot licence, type these prompts in the Copilot chat box inside Outlook.

1

LEVEL 1 • 3 PROMPTS

Start here

No files to attach. Copilot already has your work context.

PROMPT 01

Catch up on messages from your managers

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

Summarise my unread messages from **/[manager name]** and **/[skip manager name]**. Categorise them by **/[project]** and highlight anything that requires my response.

WHY IT WORKS

It names two people, filters by one project and flags what needs your reply. Using / makes sure Copilot picks the right people.

PROMPT 02

Pull together my action items for the week

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

Identify tasks or action items assigned to me by my manager in this week's emails, Teams chats and meeting notes, and compile them into a checklist.

WHY IT WORKS

Copilot searches your emails, chats and meeting notes for you, so three manual searches become one checklist.

PROMPT 03

Draft the meeting follow-up email

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

Draft a follow-up email based on the discussion from the recent meeting **/[meeting series]**. Add a table at the end of the email listing each action item and its owner.

WHY IT WORKS

The decisions and actions are already in the meeting transcript. Copilot turns them into the email you would normally write yourself.

2

LEVEL 2 • 2 PROMPTS

Across your week

Copilot can look across email, Teams chats, meeting notes and your calendar in one go.

PROMPT 04

Catch up after time away

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

I was away from [start date] to [end date]. Catch me up on what materially changed across [project/team/customer], including emails from /[employee name], Teams conversations and [meeting name]. Separate it into decisions made, new information, open questions and anything requiring my attention.

WHY IT WORKS

Instead of one long recap, you get four clear groups: decisions, new information, open questions and items that need you.

PROMPT 05

Track decisions across a meeting series

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

For **[project/workstream]**, identify the important decisions made over the last **[timeframe]** across **/[meeting series]**, emails with **/[employee/team]** and relevant Teams conversations. For each, tell me what was decided, what was unresolved, when, and the source. Flag where a later conversation appears to revisit or change an earlier decision.

WHY IT WORKS

Each decision comes with its source, and Copilot points out where a later conversation changed an earlier one.

3

LEVEL 3 • 3 PROMPTS

Briefs built from your work

Name a customer, a project or your calendar, and Copilot drafts the brief for you.

PROMPT 06

Plan the week ahead on Monday morning

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

Prepare me for the week ahead by looking at my upcoming calendar. Prioritise **/[project/customer]**, upcoming meetings with **/[employee/stakeholders]** and **/[milestone/deadline]**. Tell me my top **[3 to 5]** outcomes to drive, decisions likely to come up, open commitments to close, meetings that need preparation and context I may have missed.

WHY IT WORKS

Your calendar becomes your plan for the week: outcomes to drive, decisions coming up, commitments to close and meetings to prepare for.

PROMPT 07

A 360-degree brief before a meeting

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

Create a 360-degree overview of **[project name or customer name]** for an upcoming meeting, based on recent emails, meetings, status reports and recent company news. Propose an agenda for the meeting and list questions that might be asked.

WHY IT WORKS

Emails, meetings, status reports and company news come together in one brief, with the questions you are likely to face.

PROMPT 08

A customer brief and a leadership update

Where you type it: Microsoft Copilot app, Work chat

Basic licence: the Copilot chat box in Outlook

Copilot app

>_ COPY THIS PROMPT

I need your help preparing for my upcoming meeting with [company name]. Prepare a customer brief with the latest customer feedback from /[SharePoint site] in a table, and an overview of our communications from the last [timeframe]. Then draft an email update to my leadership based on the customer brief.

WHY IT WORKS

One prompt gives you two outputs: a feedback table for your own preparation and an email update ready for your leadership.

LEVEL 4 • 2 PROMPTS

4 Hand it to an agent

Longer tasks that run on their own: a note-taker in a live meeting, a researcher that adds market insight to your discussion.

PROMPT 09

Let Facilitator take the meeting notes

Where you type it: A live Teams meeting with the Facilitator agent

Teams meeting

>_ COPY THIS PROMPT

@Facilitator create a Word document about the product strategy discussed.

WHY IT WORKS

Use it during a live Teams meeting. The document is ready before the meeting ends.

PROMPT 10

Turn a discussion into a research report

Where you type it: Researcher agent in the Microsoft Copilot app

Researcher agent

>_ COPY THIS PROMPT

Based on the internal meeting discussion on **[topic]**, draft a comprehensive research report evaluating the ideas proposed. Include relevant insights from external market research, customer meetings and internal information.

WHY IT WORKS

Researcher combines your internal discussion with external market research. It works through the task in depth, so allow minutes, not seconds.

Start with Level 1. Try one prompt this week.

“Catch up on messages from your managers” is the quickest one to try.

THE ONE RULE

Check at least one fact in every output against its source before you send it. Copilot shows its citations, so click one.

TRAIN YOUR TEAM

Hands-on Microsoft 365 Copilot training, built around your team’s real work.

franklinstyne@gmail.com | +60 19-368 9798



franklinstyne.com

Prompts adapted from the Copilot Prompt Guide by @digitalsamaritan.