

A new way of working starts here: Microsoft 365 Copilot app

Explore ready-to-use prompts you can copy and try in the [Microsoft 365 Copilot app](#). Each prompt highlights when to use it, how to set it up, and suggested inputs to help you get started.

Available with a Microsoft 365 Copilot license.

Explore common work scenarios with Copilot prompts

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01 Catch up on a missed meeting

When to use: You missed a meeting or want a quick recap without watching the full recording.

Prompt

Type this prompt into Copilot chat:

Recap /meeting

① Meeting recap requires a recorded meeting that is at least 10 minutes long. You can attach a meeting recording or transcript from your recent meetings using / .

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type recap, then press / to open your recent meetings
3. Search for and select the meeting you want to recap
4. Press Enter to generate a recap
5. Review the highlights to get up to speed

02 Draft an email based on key discussion points from meeting notes

When to use: You've just finished a meeting and want to send a clear follow-up email with key decisions and action items, without reviewing the full transcript.

Prompt

Type this prompt into Copilot Chat:

Draft a follow-up email based on the key takeaways and action items from the /meeting

① You can attach a meeting recording or transcript from your recent meetings using / .

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type the prompt above
3. When you reach /meeting in the prompt, press / to open your recent meetings
4. Search for and select the meeting you want to base the email on
5. Press Enter to generate a draft

03 Prepare for a meeting using content from multiple files

When to use: You have a customer meeting coming up and the content is spread across multiple documents. Copilot can bring this information together into a structured briefing your team can co-edit and finalize before the meeting.

Prompt 1

Type this prompt into Copilot Chat:

Summarize the /filename1 and the /filename2. Provide five key takeaways from each file, three questions to test in the upcoming [Customer name] intro meeting, and important insights to highlight during the discussion

Prompt 2

Type this prompt into Copilot chat:

Add more context to the three questions recommended

① Run this prompt as a follow-up in the chat to expand the content.

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type the first prompt above
3. When you reach /filename1 in the prompt, press / to open your files
4. Search for and select your first file
5. When you reach /filename2 in the prompt, press / again to select your second file
6. Replace [Customer name] with the customer or meeting name
7. Press Enter to generate the briefing
8. Select Edit in Pages to open the content for editing
9. Return to Chat and type the second prompt above to expand the content
10. Select Share to invite a teammate to co-author
11. Select Create, then choose Word to convert the page into a document

04 Schedule a team meeting

When to use: You're scheduling a meeting with multiple team members and want to include key details like attendees, an agenda, and a meeting title.

Prompt

Type this prompt into Copilot chat:

Schedule a meeting with [User1], [User2] on [Day] to discuss the plan for the upcoming customer meeting. Title it [Meeting title] and add an agenda in the invite.

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type the prompt above
3. Replace [user1] and [user2] with the people you want to invite
4. Replace [Day] with your preferred day (for example, tomorrow)
5. Replace [Meeting title] with your preferred meeting name
6. Press Enter to view suggested invite details
7. Review the suggested options
8. Select Send invite when you're ready

05 Create a chart using data from a file

When to use: You have data in a file and want to create a chart for a presentation or leadership review without opening the file in Excel.

Prompt

Type this prompt into Copilot chat:

Help me visualize sales by category and year using a stacked bar chart; Ground on this file- /[your file name or SharePoint link]

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type the prompt above
3. When you reach /[your file name or SharePoint link] in the prompt, press / to attach your file
4. Select your file (Excel, CSV, or SharePoint link)
5. Press Enter to create a chart
6. Review the chart and explore the data
7. Download the chart image or copy it into a PowerPoint slide

06 Create a dashboard based on a prompt

When to use: You want to turn an idea into an interactive experience by describing what you want to see. Copilot can help create a visual experience based on your request.

Currently available on web tab only.

Prompt

Type this prompt into Copilot chat:

Create an interactive global coffee consumption trends dashboard using web research from the past 12 months. Analyze coffee consumption volume and growth by region and major consuming countries, separating at-home vs out-of-home consumption where available, and breaking down by drink type (e.g., espresso-based, drip, instant/ready-to-drink). Structure the experience as an executive-ready dashboard with at least 10 visualizations (e.g., global consumption map, YoY growth by region, at-home vs out-of-home mix, drink-type mix over time and price vs consumption scatter). Add an insights panel summarizing the biggest shifts from the last 12 months and 5–7 strategic takeaways for brands and retailers.

ⓘ This generates an interactive page you can click through. Look for the Preview button and toggle it on after Copilot responds. You can recall this page via library module in left navigation later.

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#) in web tab
2. Type or paste the prompt above
3. Press Enter to submit
4. When Copilot responds, select the Preview toggle to view a live preview
5. Explore the filters and options in the dashboard
6. Optional: Select Create App to continue building in App Builder

07 Create a video from a presentation

When to use: You want to share a presentation in video format for others to view on their own time, such as when you're unable to present it live.

Prompt

Type this prompt into Copilot chat:

Create a video from this /file name presentation

ⓘ You can attach your PowerPoint or reference it typing / in the prompt box.

To get started:

1. Open the [Microsoft 365 Copilot app](#)
2. Select Create from the left navigation
3. Select Video, then choose Create a video project
4. Type the prompt above
5. Press / to attach your PowerPoint deck
6. Press Enter to create a draft video
7. Review the talk track and make updates as needed
8. Select Adjust from the right navigation to change the voice
9. Download or share the updated video

08 Stay informed on requests in Teams channels

When to use: Your Teams channels are moving quickly, and you want to stay informed on discussions, responses, and open requests that may need your input

Prompt

Type this prompt into Copilot chat:

Summarize all posts in the last 24 hours in /Teams channel, in a table create a row per conversation and indicate who has responded, what is asked, column for current status, and link to review. Flag any explicit mentions for me.

To get started:

1. Open Chat in the [Microsoft 365 Copilot app](#)
2. Type the prompt above
3. When you reach /Teams Channel, press / to open your Teams channels
4. Select the appropriate channel from the list
5. Press Enter to generate the summary

09 Use voice to interact with Copilot

When to use: You're on the go or prefer speaking over typing and want to ask Copilot questions or get updates using voice.

Prompt 1

Say or type this prompt:

What topics should I focus on today based on emails, chats, and meetings sent yesterday?

Prompt 2

Say or type this prompt:

Can you provide more details on the [Topic]?

To get started:

1. Open the Microsoft 365 Copilot app on your phone (iOS or Android)
2. On the Chat tab, select the Speak button
3. Wait for the tone, then speak the first prompt
4. Listen to Copilot's response
5. Ask a follow-up question using the second prompt above

10 Build a living project hub with Notebooks

When to use: You have a long-running project with documents, meetings, and references in multiple places and want a central space to collect information and generate project updates over time.

Prompt

Type this prompt into Copilot chat:

Create an executive-friendly talk track on how the project is going

① You can also create a video overview, and other output formats are coming soon.

To get started:

1. Open the [Microsoft 365 Copilot app](#)
2. Select Notebooks from the left navigation
3. Select New Notebook and name it for your project
4. Select Add references to include your project files
5. Select Create
6. In Chat, type the prompt above
7. To explore other output formats, select Quick create
8. Choose Audio overview to generate an overview from your Notebook content
9. As you add new references, you can generate updated content

Looking for more ways to get started? Explore additional learning resources, tips, and scenarios to help you use the Microsoft 365 Copilot app in your daily workflow.

Visit the Microsoft 365 Copilot app adoption page to learn more: <https://aka.ms/M365CopilotAppAdoption>