

Microsoft Copilot

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Quick start guide

Microsoft 365 Copilot

A quick start guide for your team



Copilot is the AI assistant built into the Microsoft 365 apps you already use. It reads only the emails, files, chats, calendars and contacts you already have permission to see.

1 Where you'll find it

Word

Draft, rewrite and summarise documents

Outlook

Summarise long threads, draft replies

Teams

Catch up on a meeting you missed

Excel

Explain formulas, spot trends in data

PowerPoint

Turn a document into a deck

Copilot Chat

Ask anything across your work content

2 How to ask for what you want

A strong prompt usually has four parts:

Goal

what you want produced

Context

who it's for and why

Source

the file, email or meeting to use

Format

length, tone and structure

Example

"Summarise the Tuesday project meeting in Teams into five bullet points for my manager, and list every action assigned to me with its due date."

3 Keep company data safe

- Always sign in with your work account — personal AI accounts are outside your organisation's security and compliance boundary.
- Never paste business information into unapproved AI tools. On most consumer plans your prompts may be used to train the vendor's models.
- Copilot can only surface content you already have access to — but always check before you forward or publish what it produces.
- Always review Copilot's output. It can be wrong, and the work stays yours.

Need a hand? Talk to ABit Systems.