# Top 10 to try first with Copilot for Microsoft 365

Foundational skills for new users

## 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

#### Summarize an email thread



 get quickly caught up to a long, complex email thread.

Click on the Summarize icon

2

#### Draft email



- personalize 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.



### Summarize a document



- get right down to business by summarizing 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 organized by emails, chats, and files?



## Give me some ideas for ...



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

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# 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 French:

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