



Prompts are how you ask Microsoft 365 Copilot to do something for you—like creating, summarizing, editing, or transforming. To get the best response, it's important to **focus on some of the key elements below** when phrasing your Copilot prompts.

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me for a meeting with Donor X to discuss their prospective contribution to our capital campaign. Focus on email and Microsoft Teams chats since June. Please use simple language so I can get up to speed quickly.

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations



Take note

When creating a prompt, think of it as if you were talking to a helpful coworker. No need to stress over order, formatting, or structure—just keep it conversational.

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