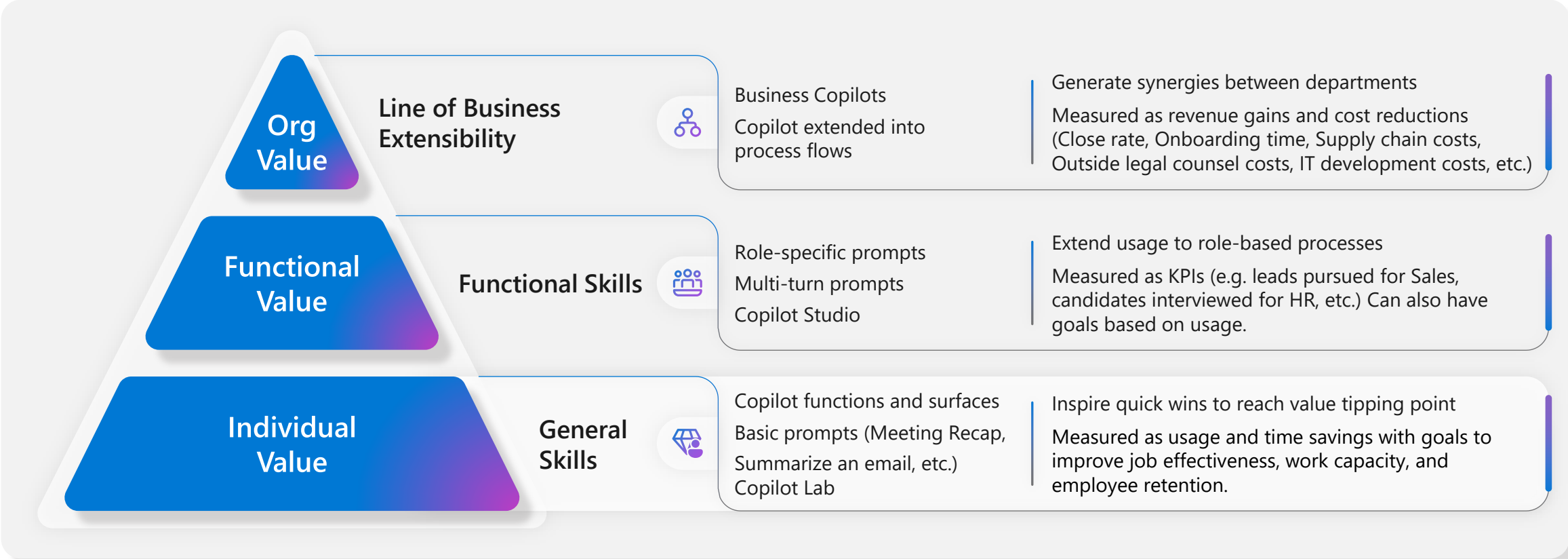


# Copilot value journey

Grow value from a base of solid usage and individual productivity by optimizing functional processes and impacting the metrics that are important to your organization.



# Top 10 to "Try First"

## with Copilot for Microsoft 365

Foundational skills for new users



1

### 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



2

### Summarize an email thread

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

→ Click on the Summarize icon



3

### 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.



4

### 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



5

### 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?



6

### 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



7

### 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]



8

### What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

→ What did person say about topic



9

### 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



10

### 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:

For more prompts, visit Copilot Lab at: [aka.ms/CopilotLab](https://aka.ms/CopilotLab)

# "Effort" level for each scenario



## Start

1

Your first step into generative AI

- Microsoft Copilot

## Buy

2

Unlock productivity out of the box

- Copilot for Microsoft 365
- Copilot Role-based extensions

## Extend

3

Tailor your data, systems and workflows via Copilot extensions

- Actions (plugins)
- Knowledge (via connectors)

## Build

4

Create managed copilots with a guided **low-code experience**

Copilot Studio Custom Copilots  
Power Automate & Power Apps

Create copilots with custom code and full control with **pro code**

Teams Toolkit in Visual Studio  
Azure AI Studio