

10 ways managers can use Microsoft 365 Copilot



01. Run Productive Meetings

Automatically capture action items and assign responsibilities from meetings in Teams with Microsoft 365 Copilot, keeping everyone on task.

Prompt: “List action items”

Use Business Chat to review agendas and prepare for team discussions, ensuring every meeting is focused and effective.

Prompt: Help me prepare for [meeting].



03. Deliver Clear Communications

Access coaching tips and management best practices in Business Chat to improve team guidance and mentorship.

Prompt: “Give me some tips for helping my team self-advocate.”

02. Stay Aligned on Goals



Draft team-wide announcements in Business Chat to share updates & goals in a professional tone.

Prompt: “Write an email to my team about our top priorities for next quarter from [file].”

04. Enhance Leadership Skills



Use Microsoft 365 Copilot in a teams loop page to brainstorm and organize new ideas.

Prompt: “: Brainstorm strategies my team can use to increase user engagement with our product.”



05. Encourage Creativity & Innovation

Compile & share relevant research from online sources with Business Chat, leveraging the “Web” toggle to include real-time data.

Prompt: “Summarize trends and news on [topic] from the last few months.”

06. Gather Insights Efficiently



Use Microsoft 365 Copilot in Outlook to summarize your inbox or lengthy email chains, helping you catch up and respond faster.

Select “Summarize” in an open email thread.



07. Simplify Email Management

Create onboarding materials & welcome documents in Word.

Prompt: Create an onboarding document that lists the steps a new employee can take in their first month of their role as a [new-in-career designer].

08. Welcome New Team Members



Use Business Chat to draft executive summaries & reports.

Prompt: Write an executive report summarizing the goals, target audience, progress, and expected impact of [project] based on [file].



09. Prepare Executive Summaries

Generate fresh ideas for team events in Business Chat, using the “Web” toggle to explore diverse and current options.

Prompt: List ideas for a fun remote team building event.

10. Plan Team-Building Activities



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