

Prompts Guide: Copilot for Microsoft 365

Do's and Don'ts for Writing Effective Prompts

Unlock the full potential of Microsoft 365 Copilot by learning how to write clear, purposeful prompts. The better your input, the better your output.

Do

🎯 Be Clear and Specific

Include details like topic, purpose, tone, and desired length to help Copilot deliver accurate and relevant results.

💬 Keep It Conversational

Use natural language and full sentences to guide Copilot like you would a colleague.

📄 Provide Examples

If you have a style or format in mind, include a sample. This helps Copilot mirror your expectations.

🔑 Use Keywords Strategically

Include relevant terms or phrases to steer Copilot toward the desired subject or outcome.

🧠 Ask for Suggestions

Request feedback or recommendations to enhance your ideas and improve collaboration.

✓ Verify the Output

Always review Copilot's responses for factual accuracy, tone, and grammar. AI is helpful—but not perfect.

📝 Add Context

For creative or complex tasks, include background details (e.g., audience, goals, roles, or scenarios).

👏 Be Respectful

Polite and constructive language leads to a smoother, more productive experience with Copilot.

Don't

❌ Be Vague

Ambiguity leads to poor results. Instead of "Write an email," try "Write a professional email introducing our new product to a potential client."

⚠️ Request Inappropriate or Unethical Content

Never ask Copilot to generate anything illegal, harmful, or offensive. You are responsible for your content.

❓ Use Excessive Jargon or Slang

Unclear or overly casual language may confuse Copilot and reduce the quality of the response.

🔄 Give Conflicting Instructions

Avoid sending mixed signals like "Make it short" and "Include lots of detail" in the same prompt.

🛑 Interrupt or Switch Topics Mid-Task

Finish one request before moving to another. To start something new, use a clear break like: "New Task:"

💡 Tip: Think of Copilot as a smart collaborator. The more thoughtful and intentional you are with your instructions, the more effective and valuable the results will be.