For nonprofits

Get started with
Microsoft Copilot
for Microsoft 365

Copilot for Microsoft 365 unlocks a whole new way to work. When using Copilot, experimenting with—and iterating on—your prompts will help you get the best results.

Copilot for Microsoft 365 combs across your entire universe of data—all your emails, meetings, chats, documents, and more, plus the web—to solve your most complex problems at work. Like an assistant, it has a deep understanding of your priorities and organization, enabling you to ask questions and interact with your data. Follow up on your initial prompts to iterate, refine, and do even more.

Access Copilot for Microsoft 365 via Teams Chat or Bing when you're signed in with your work account.

Quickly get up to speed on projects

Summarize emails where I was mentioned recently.

Follow-up with:

Create a to-do list based on [X] .

Do I have any action items related to 📁[Project] ?

Has [Person] asked any questions related to 📁[Project] in the past week?

Quickly get information and insights from a sea of content – no matter where the data resides

Teach me about [Concept] in a way a non-technical person could understand.

Follow-up with:

Expand, and use an analogy.

Create a hypothetical step-by-step story about this [Concept] to a prospective donor.

Turn this into a 2-minute elevator pitch I can use with donor.

Now write this pitch in Dutch.

Efficiently create content by quickly recalling what you need from multiple sources

Draft a personal email I can send to people in [Role] to call their attention to [Program] launch.

Follow-up with:

Include key points from 📁[File] .

Anticipate what additional information a [Role] would like to see in a bulleted list.

Suggest 3-5 calls to action I could include.

Transform how you prepare for upcoming meetings

Create a storyboard for a 60-minute keynote where I need to get a room full of [Audience] engaged about [Topic] ; use 📁[File] and 📁[File] as background.

Follow-up with:

Add a key message to land for each section.

Provide more detail about why a [Role] would care about this topic.

What questions should I anticipate?

Copilot for Microsoft 365 is integrated into the apps that you use every day, working alongside you to unleash your creativity and help you perform tasks faster.

Copilot in Teams

Catch up on meetings you missed in a fraction of the time

What were the key points discussed?

Create a table with the key ideas and their pros and cons.

For each participant, what was the biggest concern? What were they most excited about?

Summarize a meeting and identify next steps

Draft an email to the meeting participants that summarizes the meeting and includes action items.

Copilot in Word

Quickly catch up on the key points of a document

What are the effects of changing our membership policy based on this 📄[Document] ?

Summarize this 📄[Document] into three bullets.

Find specific insights and information in a long document

What were the critical project challenges?

What's missing from the 📄[Document] ? Are there any inconsistencies?

Copilot in Outlook

Draft email replies and personalize the tone and length – even on the go

Draft an email to [Name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.

Quickly summarize a long email thread

Select ◈ Summary by Copilot to quickly scan the thread and identify key points.

Copilot in PowerPoint

Summarize a long slide deck

Summarize 📊[Deck X] and identify action items.

Answer specific questions to better understand a presentation

What are we trying to accomplish with this new event?

Who are the speakers for the gala and what are they presenting?

For more tips on working with Copilot for Microsoft 365, click here.