



Workday efficiencies with Copilot

Copilot is the new way to search...and more

Summarize a long PDF

Turn a 20-page, jargon-filled PDF into 5 bullets using Copilot in Edge

Draft emails and social content

Use Copilot as your professional writer on call to draft emails, captions, and more

Generate images

Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social, and more

Learn new skills

Ask questions tailored to your needs and interests to get consolidated key points from the internet for you

Get answers for specific and complex questions

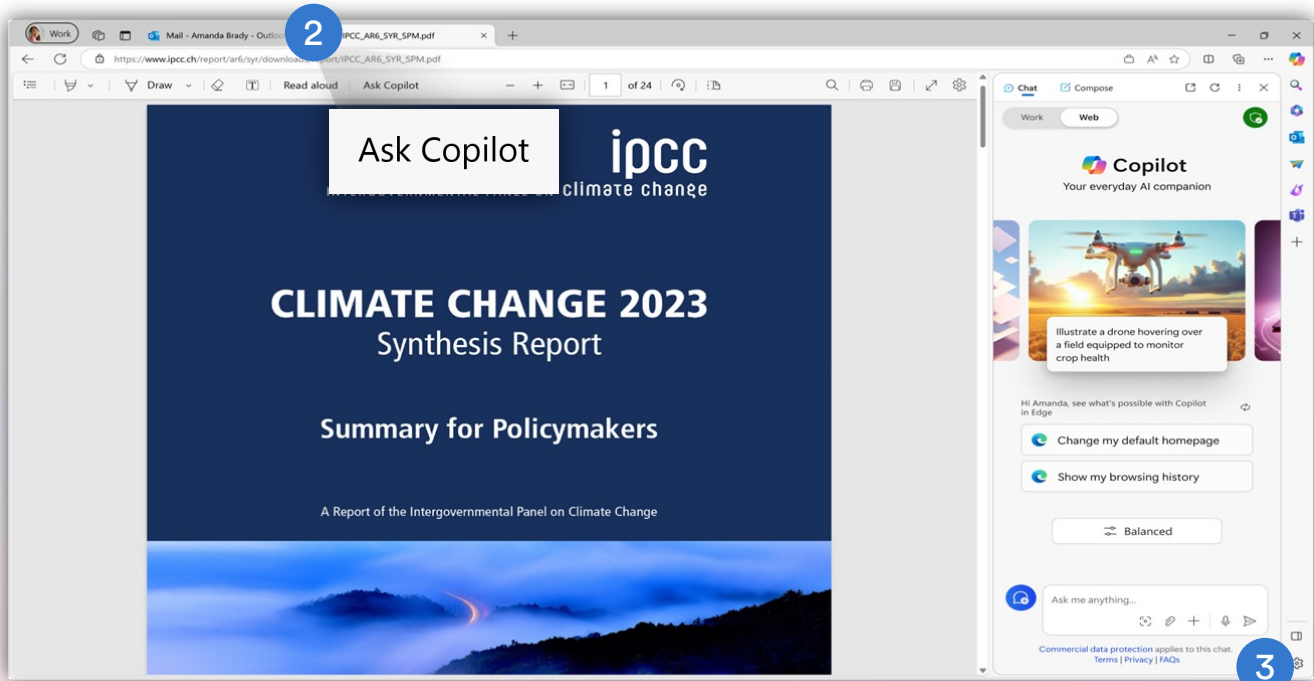
Elegantly handle questions that require multiple data points or a degree of analysis

Try summarizing a web page, PDF, or document

Only available in Microsoft Edge

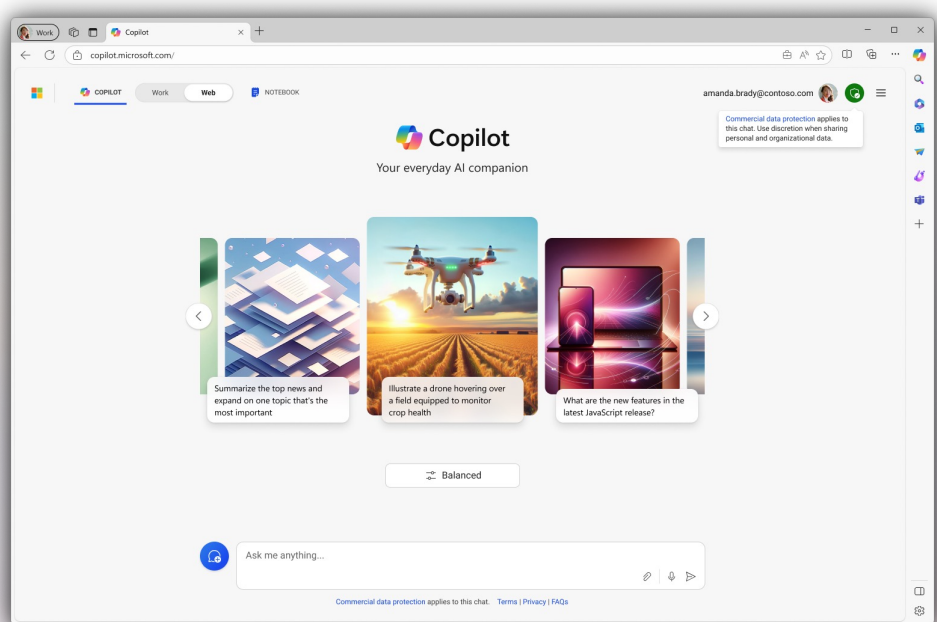
- Open a PDF in the Microsoft Edge browser, then:
- At the top right, select the Copilot icon
 - OR
 - Select the “Ask Copilot” button in the taskbar above the PDF
 - The Edge sidebar will appear on the right. Enter the prompt: *Summarize this report in 3 bullet points*

You can ask questions about the open tab—which is much easier than copy and pasting a web page or PDF into the text box!



Note: Select the Copilot icon to open or close the Edge sidebar.
If Edge sidebar doesn't work for you, please see sidebar settings guidance in the “Additional Resources” section of this guide.

Try writing an email based on web content



copilot.microsoft.com

Copilot can help you get a jumpstart on finding information, analyzing data, and creating new content.

Let’s try summarizing some content:

- Enter this phrase, “*Summarize this content in 3 bullet points.*” into the text box
- Select any company content that’s at least a few paragraphs long like a blog post, section of a report or document, etc.
- Copy and paste that content into the text box at the bottom. This is now part of your prompt
- Next, try creating some content based on Step 1. Enter in the text box, “*Create an email that explains the content I provided as a casual email to a colleague*”

Note: Make sure you are signed in with your work account. Verify that you are in the protected Copilot experience before you start.

Try the Compose template to create professional and customer-ready content

Only available in Microsoft Edge

Open the Microsoft Edge sidebar by selecting the Bing icon in the top right corner of the browser

Select “Compose” at the top of the Edge sidebar

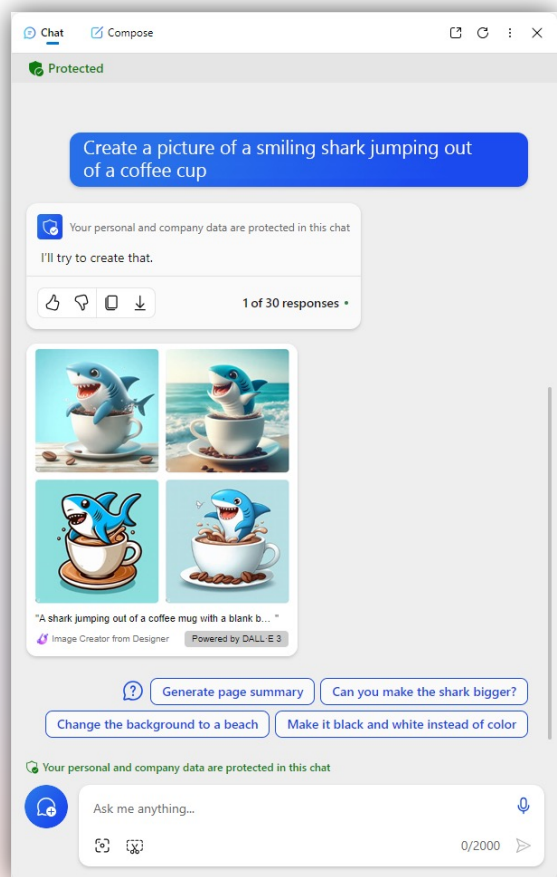
Select the tone of the wording (professional, casual, etc.), format, and preferred length (short, medium, long, etc.)

Enter your prompt in the text box. Example: *Write a cold call email to offer a 15-minute product demo. Explain that the product is faster and cheaper than what they’re using now*

Once you see a preview of your answer in the lower box, refine the content with the suggestions provided. When you’re ready, Select “Add to site” to paste the content into the open web page or document on the left side of browser

Try creating an image from your imagination

Generate original images to use in social media, presentations, reports, and more! To create an image:



"Create an image of a shark jumping out of a coffee mug"

- In the text box, write "Create an image" followed by a description of the image you wish to create

Examples:
Create an image for my slide deck explaining cloud storage that I will present to a customer
Create an image that I can use for my next marketing campaign for a clean beauty brand
- Request additional edits as desired

Examples:
Add some icons to the image
Can you create the images in a cartoon style?
Change the dimensions