



Microsoft 365 Copilot Business Trial - Work Smarter in 30

WEEK 4: Automate repetitive work

Level up with agents Meet your new specialist teammates – and a few more tricks.

You've got the essentials. This final week introduces **agents** – purpose-built assistants that take on bigger, multi-step jobs – plus a couple more features that make Copilot feel like a teammate.

Day 16

COPILOT PROMPT

Research [topic] and build a structured report I can share with my team.

Give it a meaty question; the Researcher agent shows its sources.

Try it in **Researcher agent (Microsoft 365 Copilot)**

Day 17

COPILOT PROMPT

Analyse /[spreadsheet] and give me the top 3 insights, plus anything unusual.

The Analyst agent reasons like a data scientist – no formulas required.

Try it in **Analyst agent (Microsoft 365 Copilot)**

Day 18

COPILOT PROMPT

Create a Copilot Page from this answer so my team can build on it.

Pages are editable, shareable canvases from any Copilot response.

Try it in **Microsoft 365 Copilot**

Optional bonus • Copilot Cowork

Try this one only if your organization turned on **Copilot Cowork** for the trial.

COPILOT COWORK • OPTIONAL

Help me organize my inbox by reviewing my emails from Outlook. First, review my inbox from the last 24 hours and show me a summary:

- Total number of emails and a rough breakdown
- Any emails from my manager or my management chain
- Any urgent emails – look at the subject, contents, and if it is marked as high importance

Let's do a basic triage of each email. Ask me before making any changes.

After we complete the last 24 hours, offer to review the last few days (or weeks) of emails.

Cowork takes on the whole multi-step task in the background – then hands you a finished plan to share. You did it – share your plan (and your favorite prompt) with your team!

Try it in **Copilot Cowork**

That's a wrap – **congratulations on completing your Copilot trial!** Keep these prompts handy and keep exploring.

Please contact your account manager if you have any questions on the trial or Copilot.

Please note that the trial will automatically convert to an annual subscription at the end of the trial period. If you do not wish to proceed with the annual commitment, please ensure the trial is set to cancel.

You're receiving this email as part of your organization's Microsoft 365 Copilot Business trial.