



Microsoft 365 Copilot Business Trial - Work Smarter in 30

WEEK 2: Get more from every meeting

Copilot in Teams Auto recaps and action items – so you can actually be present.

This week, let your meetings do the note-taking. Copilot in Teams recaps discussions, captures action items, and can even help you contribute in real time. **One prompt a day** – try them right inside your Teams meetings and chats.

Day 6

COPILOT PROMPT

Recap this meeting and list the key decisions and action items.

Use this in the meeting chat after a recorded or transcribed meeting.

Try it in **Microsoft Teams**

Day 7

COPILOT PROMPT

I joined late – what have I missed so far?

Copilot answers privately during a live meeting; no one sees your prompt.

Try it in **Microsoft Teams**

Day 8

COPILOT PROMPT

What questions should I ask to move /[project] forward?

Use mid-meeting to sharpen the conversation.

Try it in **Microsoft Teams**

Day 9

COPILOT PROMPT

Draft a follow-up email from this meeting with owners and due dates.

Turn the recap straight into action.

Try it in **Microsoft Teams**

Fun Day 10

COPILOT PROMPT

Summarise today's meetings as movie taglines.

Share the funniest with your team.

Try it in **Microsoft Teams**

Next week: **Create in less time** – Copilot in the apps. See you then!

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