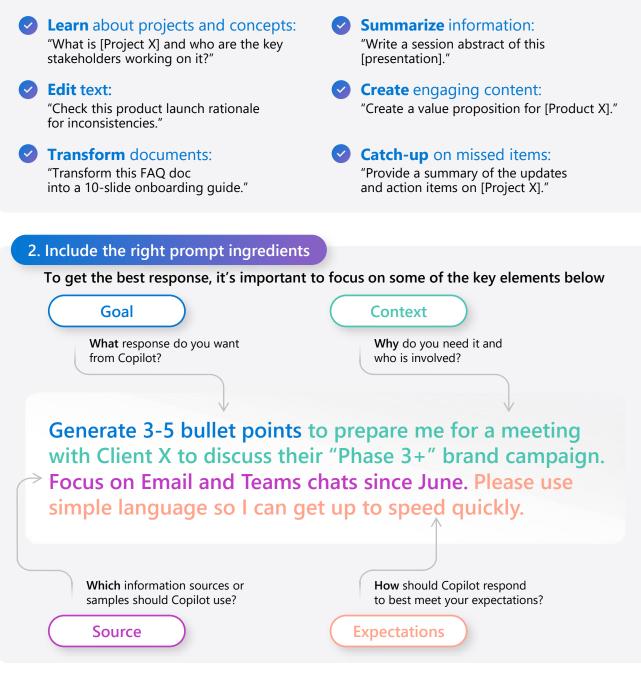


The art of prompting

Prompts are how you ask Copilot for Microsoft 365 to do something for you. Datalink Networks can help you accelerate Copilot adoption by conducting employee training sessions.

1. Tell Copilot what you need

There are many types of prompts you can use depending on what task you want done.



Contact us today to learn more about how we can help you leverage Copilot for Microsoft 365 to achieve your business goals. <u>www.datalinknetworks.net</u> | sales@datalinknetworks.net



The art of prompting

We can help you ready your IT environment for Copilot for Microsoft 365 adoption, configure security and compliance, and deploy Copilot to meet your organization needs.

3. Keep the conversation going

Following up on your prompts help you collaborate with Copilot to gain more useful, tailored responses.



Generating content ideas

Lead with broader requests, then give specific details about the content.



Enabling insightful meetings Request a meeting recap, then ask for more information about what

Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain deeper insights.



Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.



Storytelling assistance

Ask Copilot to write a story, then guide it by giving more specific, relevant details.



Solving technical problems

Present a technical problem, then narrow it down, or ask for step-bystep guidance.

Helpful hints to keep in mind

Know Copilot's limitations.

you should know.

Copilot is limited to your current conversation, so give lots of details.

Use quotation marks.

This helps Copilot know what to write, modify, or replace for you.

Be professional.

Using polite language improves Copilot's response.

Start fresh.

Avoid interrupting and type "new topic" when switching tasks.

Communicate clearly.

Pay attention to punctuation, grammar, and capitalization.



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