



Using Copilot Business Chat in Teams

Quick Reference Guide



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Welcome to our quick reference guide on Using Copilot Business Chat in Teams. This guide will help you leverage key features of Copilot Business Chat to enhance your communication and productivity. You'll learn how to rewrite messages, find your next meeting, request meeting agendas, locate contacts, and summarise documents and chat threads. Let's dive in and optimise your workflow with Copilot Business Chat!


Rewriting Messages

Professional Tone: Type your message and ask Copilot to rewrite it to sound more professional.

Rewrite the following and make it more professional:
I am disappointed you are only telling me about the delay in telephone number transfer till now.

149 / 16000

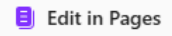




 

 **Copilot**

Certainly! Here's a more professional version:

"I am disappointed to have been informed of the delay in the telephone number transfer only at this late stage."




Is there anything else you need help with?

     AI-generated content may be incorrect



Searching for Your Next Meeting


Find Next Meeting: Ask Copilot to find your next meeting.

when is my next meeting with Jane Doe



 Jane Doe   More


37 / 16000


@  

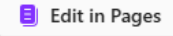




 **Copilot**

Your next meeting with Jane Doe is the [Weekly Update](#) scheduled for next Monday at 10 AM. The meeting will last until 11 AM and is organized by you ¹. If you need any further details or assistance, feel free to ask!

17 Feb Monday	Weekly Update 10:00 AM - 11:00 AM	 2  Ask
-------------------------	---	---

 You invited Jane Doe and Jane Brown

1  Weekly Update

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Asking for Meeting Agenda

Generate Agenda: Request Copilot to provide the meeting agenda.

Copilot

Your next meeting with **Jane Doe** is the [Weekly Update](#) scheduled for next Monday at 10 AM. The meeting will last until 11 AM and is organized by you. **Jane Brown** is also an attendee ¹.

Is there anything else you would like to know about this meeting or any other upcoming events?

17 Feb **Weekly Update** 2 Ask
Monday 10:00 AM - 11:00 AM
You invited Jane Doe and Jane Brown

1 Weekly Update

Edit in Pages Copy AI-generated content may be incorrect

What is the agenda for the Weekly Update? Can you list all attendees for the meeting?
Do I have any other meetings on Monday? View prompts

What is the agenda for the Weekly Update?
Add content
41 / 16000

Copilot

Sure! The agenda for the [Weekly Update](#) meeting scheduled for next Monday at 10 AM is as follows ¹:

- Project Update
- Budget
- Recruitment
- Timelines
- Any Other Business (A.O.B.)

If you need any further details or assistance, feel free to ask!

17 Feb **Weekly Update** 2 Ask
Monday 10:00 AM - 11:00 AM
You invited Jane Doe and Jane Brown

1 Weekly Update

Edit in Pages Copy AI-generated content may be incorrect

Who else is attending? Can you provide the meeting link? View prompts

Searching for a Contact

Find Contact Information: Ask Copilot to find a contact for you.

Who is the Sales Manager at Fabrikam?

Add content

37 / 16000 @

Copilot

The Sales Manager at Fabrikam is **John Doe**. You can reach him at +1 (555) 123-4567 or via email at john.doe@fabrikam.com ¹. If you need any further assistance, feel free to ask!

Fabrikam contact list Ask
OneDrive: Demo User > Documents
Demo User modified 20 days ago

Summarising a Document

Document Summary: Upload a document and ask Copilot to summarise it.

Summarize the document Health and Safety researchs.docx

Health and Sa... X (+) More

55 / 16000

Copilot

The document Health and Safety researchs provides comprehensive information on health and safety practices in both the construction industry and office environments. Here are the key points:

Health and Safety in the Construction Industry

- Historical Perspective and Legislation:**
 - The **Health and Safety at Work Act 1974** is the primary legislation governing workplace health and safety in the UK, laying the foundation for comprehensive regulations across all industries, including construction ¹.
 - The **Construction (Design and Management) Regulations 2015 (CDM 2015)** establish legal duties for all parties involved in construction projects, emphasizing collaborative planning, risk management, and communication throughout the project life cycle ¹.
- Key Challenges:**
 - High-risk activities such as working at height, handling hazardous substances, and operating heavy machinery pose significant dangers ¹.
 - The transient nature of construction sites and the involvement of multiple stakeholders add complexity to maintaining consistent safety practices ¹.

Can you provide more details on the technological advancements in construction safety?

Are there any statistics on common office hazards?

Can you explain the key responsibilities under the Health and Safety at Work Act 1974? [View prompts](#)

Summarising a Chat Thread

Chat Summary: Request Copilot to summarise a chat thread.

The screenshot shows a Teams chat thread with several messages from Dave Looby (External) and responses from Copilot. The chat messages are as follows:

- DL: es, we've arranged training sessions for next Monday and Wednesday. The sessions will cover the basic functionalities and best practices.
- Friday 2:15 PM
- Excellent. We need to ensure that everyone feels comfortable with the new system. How are we tracking progress and feedback?
- DL: We're using a combination of surveys and direct feedback from the pilot group. I'll compile the feedback into a report and share it with the team.
- Friday 2:15 PM
- Perfect. Let's also schedule a review meeting next week to discuss the feedback and plan the next steps. Does Wednesday at 3 PM work for you?
- DL: That works for me. I'll send out a meeting invite. Thanks
- Friday 2:16 PM Edited
- Thank you, Dave. Looking forward to our next steps!
- DL: One more thing, There will be a delay in transferring the telephone numbers from the original telecom provider. It will take two weeks instead of the usual two business days.
- Friday 2:20 PM
- feedback and plan the next steps. Does Wednesday at 3 PM work for you?
- DL: That works for me. I'll send out a meeting invite. Thanks
- Friday 2:16 PM Edited
- Thank you, Dave. Looking forward to our next steps!
- DL: One more thing, There will be a delay in transferring the telephone numbers from the original telecom provider. It will take two weeks instead of the usual two business days.
- Friday 2:20 PM

The Copilot interface on the right shows a summary of the chat thread, with a highlighted section for "Summarize the chat". The summary includes:

- and feedback are being tracked via surveys and direct feedback, with a report to be shared. ⁶
- Demo User** suggested a review meeting next Wednesday at 3 PM, which **Dave Looby** agreed to. ⁷
- Dave Looby** mentioned a delay in transferring telephone numbers from the original telecom provider, extending the process to two weeks. ⁹

The Copilot interface also shows a "Highlights from the past 7 days" section with a "Summarize the chat" button highlighted in purple. The summary of highlights includes:

- pilot testing as the next step. ²
- Dave Looby** mentioned challenges with compatibility and user feedback during the pilot phase. ³
- Demo User** emphasized the importance of addressing concerns early and asked about training sessions. ⁴
- Dave Looby** confirmed training sessions scheduled for next Monday and Wednesday. ⁵
- Dave Looby** stated that progress and feedback are being tracked via surveys and direct feedback, with a report to be shared. ⁶
- Demo User** suggested a review meeting next Wednesday at 3 PM, which **Dave Looby** agreed to. ⁷
- Dave Looby** mentioned a delay in transferring telephone numbers from the original telecom provider, extending the process to two weeks. ⁹