

Using Copilot Business Chat in Teams

Quick Reference Guide



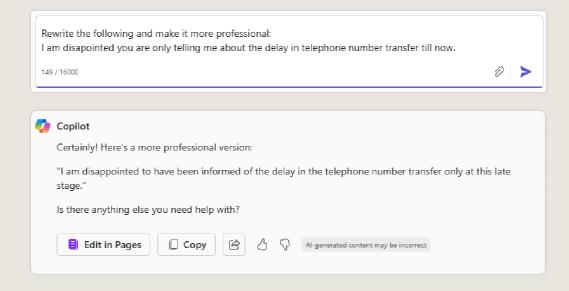
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Welcome to our quick reference guide on Using Copilot Business Chat in Teams. This guide will help you leverage key features of Copilot Business Chat to enhance your communication and productivity. You'll learn how to rewrite messages, find your next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

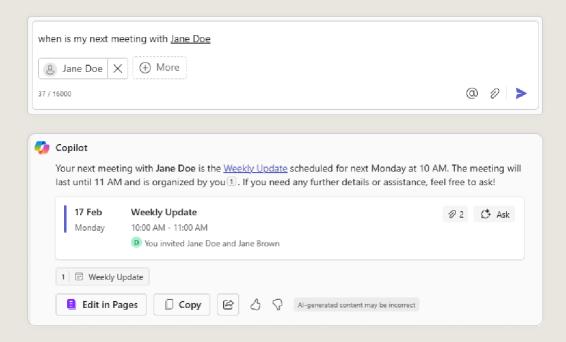
Rewriting Messages

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



Searching for Your Next Meeting

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

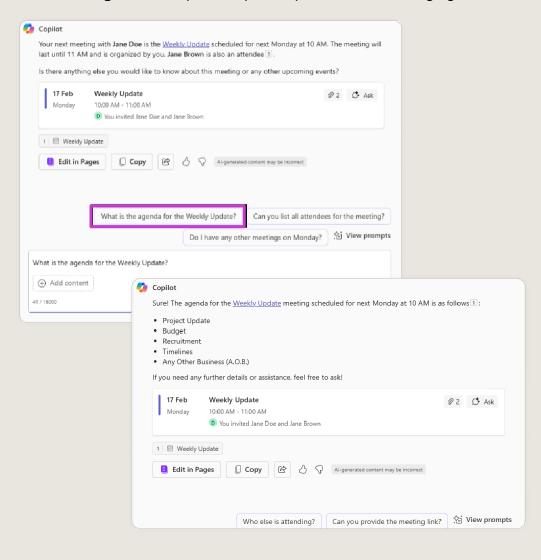


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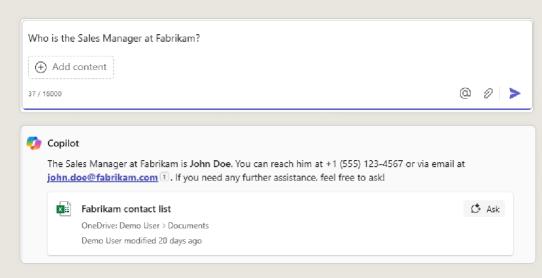
Asking for Meeting Agenda

Generate Agenda: Request Copilot to provide the meeting agenda.



Searching for a Contact

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



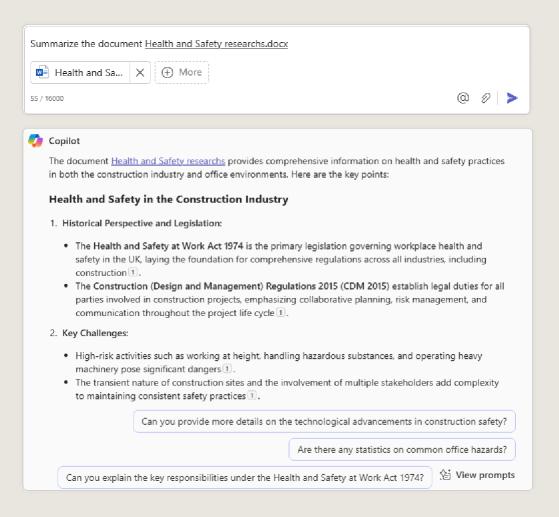
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Summarising a Document

Document Summary: Upload a document and ask

Copilot to summarise it.



Summarising a Chat Thread

Chat Summary: Request Copilot to summarise a chat thread.

