



Generate Meeting Notes using Copilot

Quick Reference Guide



Generate Meeting Notes using Copilot

Quick Reference Guide

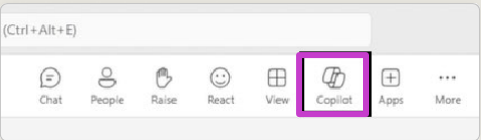
Copilot in Microsoft Teams helps you capture key points, decisions, and action items during meetings. Simply activate Copilot, and it will take notes for you, ensuring accurate and comprehensive documentation. This saves time and keeps everyone aligned and informed.

Start a Teams Meeting

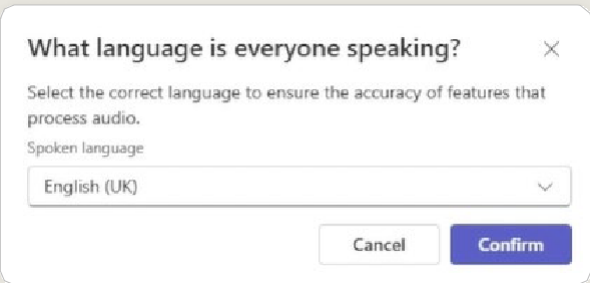
- Open **Microsoft Teams** and join or start your scheduled meeting.

Access the Copilot Assistant

- Click on the Copilot icon in the meeting controls to access the Copilot assistant.

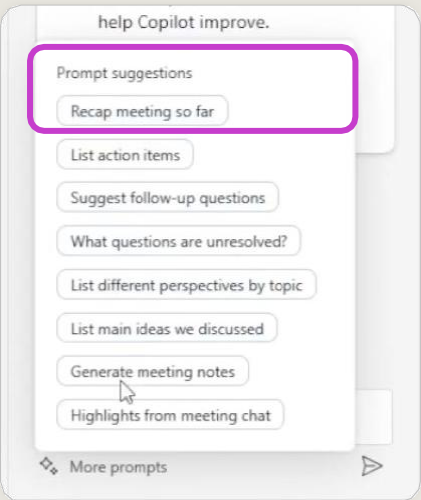


- Select “What language is everyone speaking?”



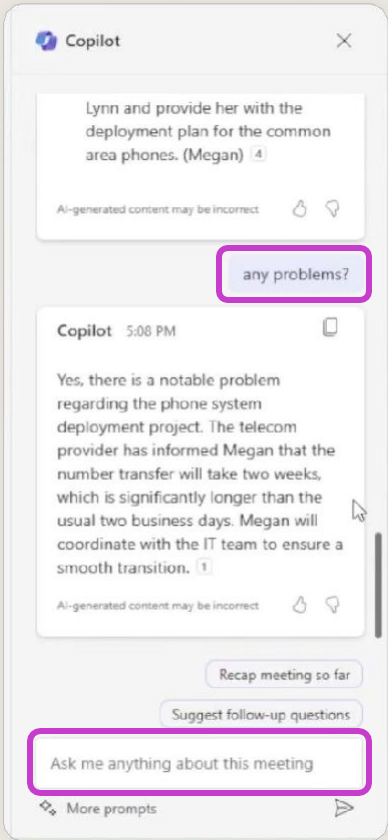
In meeting use "Prompt suggestions"

- Once Copilot is active, simply use one of the prompt suggestions "Recap meeting so far".



Use Custom Prompts

- You can also enter custom prompts, such as "any problems?".



Review and Edit Notes

- At the end of the meeting, Copilot will generate a summary of the notes.
- Review the generated notes to ensure accuracy and completeness.
- Edit or add any additional details as needed.

