Microsoft 365 Copilot Chat
Prompting do's and don'ts

Get the most out of Copilot and avoid common pitfalls by learning **what to do** and **what not to do** when writing prompts.

Do's

✓ Be clear and specific.
Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.

✓ Keep it conversational.
Give feedback to Copilot based on the quality of its responses to help the AI learn and match your preferences.

✓ Give examples.
Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you. This helps it generate more relevant and creative copy.

✓ Ask for feedback.
Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant, helpful responses.

✓ Write legibly.
Use correct punctuation, capitalization, and grammar when writing prompts, as this will help the AI produce better quality text and responses.

✓ Check for accuracy.
Occasionally, Copilot may make mistakes. Always check Copilot's responses for accuracy, grammar, and style, and watch out for irrelevant or inappropriate content.

✓ Provide details.
Provide Copilot with contextual details to help it generate more accurate, consistent responses. For example, the genre, characters, and plot to a story.

✓ Be polite.
Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the AI's responsiveness and performance.

Don'ts

✗ Be vague.
When prompting Copilot, avoid using vague language, and be as clear as possible to receive better-quality responses.

✗ Request inappropriate or unethical content.
Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.

✗ Use slang, jargon, or informal language.
This may cause Copilot to give low-quality, inappropriate or unprofessional responses.

✗ Give conflicting instructions.
Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.

✗ Interrupt or change topics abruptly.
This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."