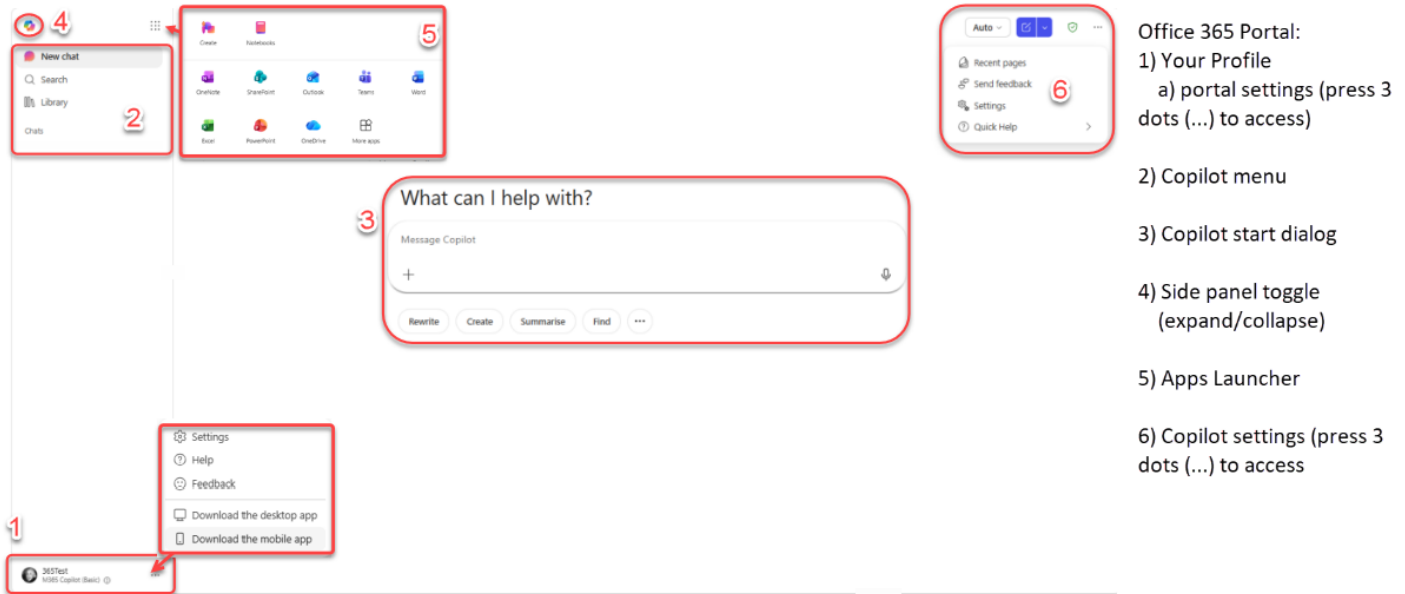
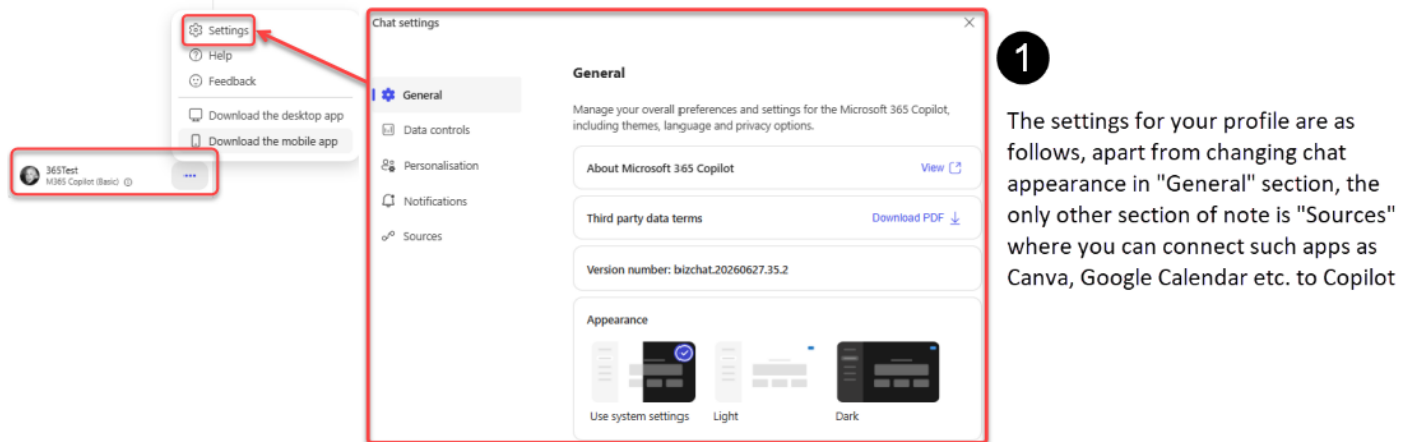


OFFICE 365 OVERVIEW

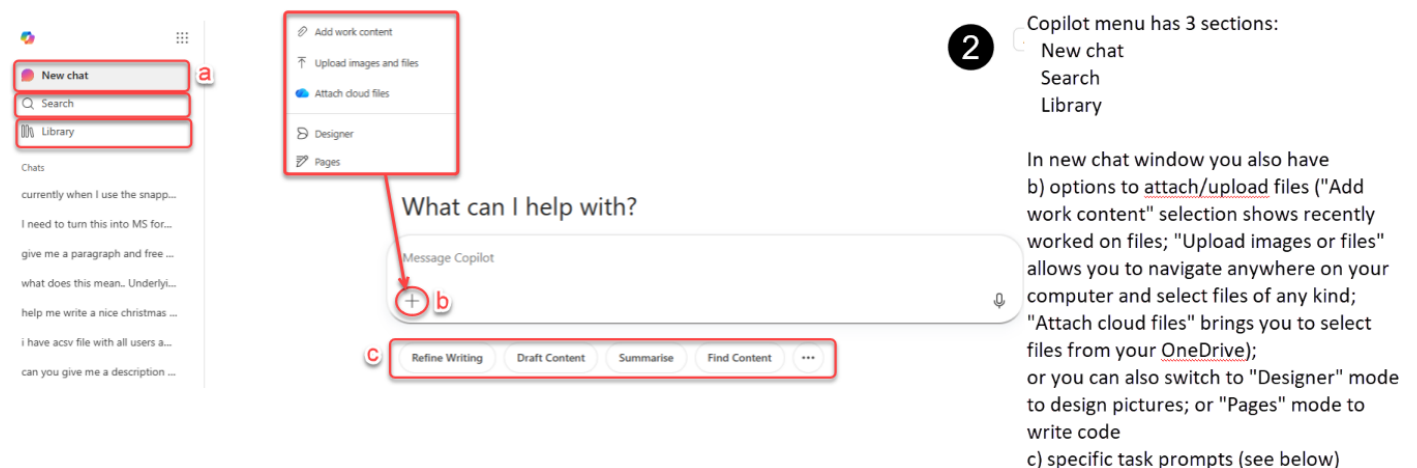
Structure of Microsoft Office 365 online (office.com)



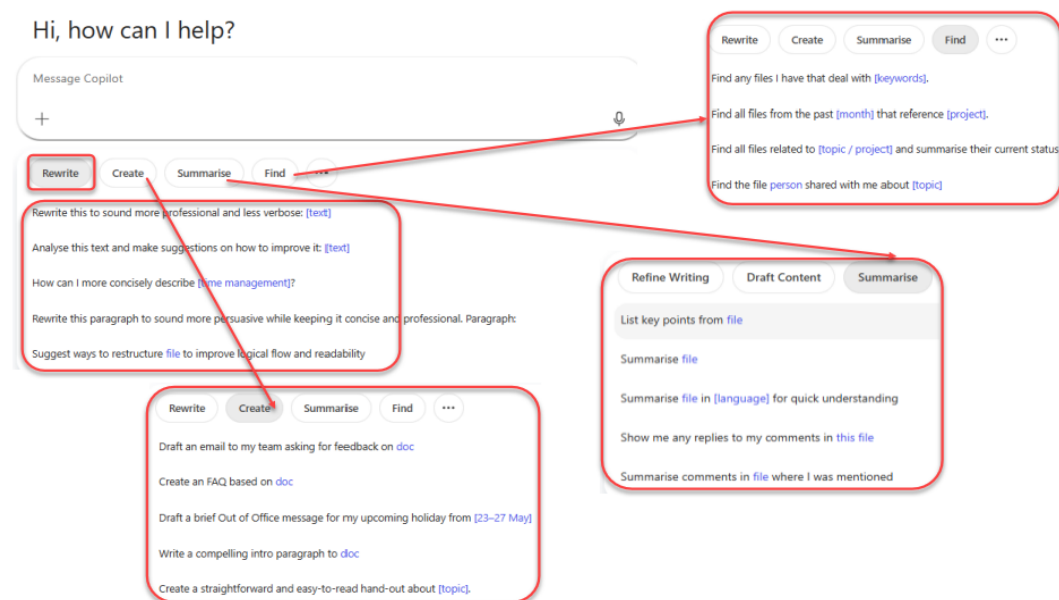
1. Your Profile



2. Copilot



3. Copilot prompts

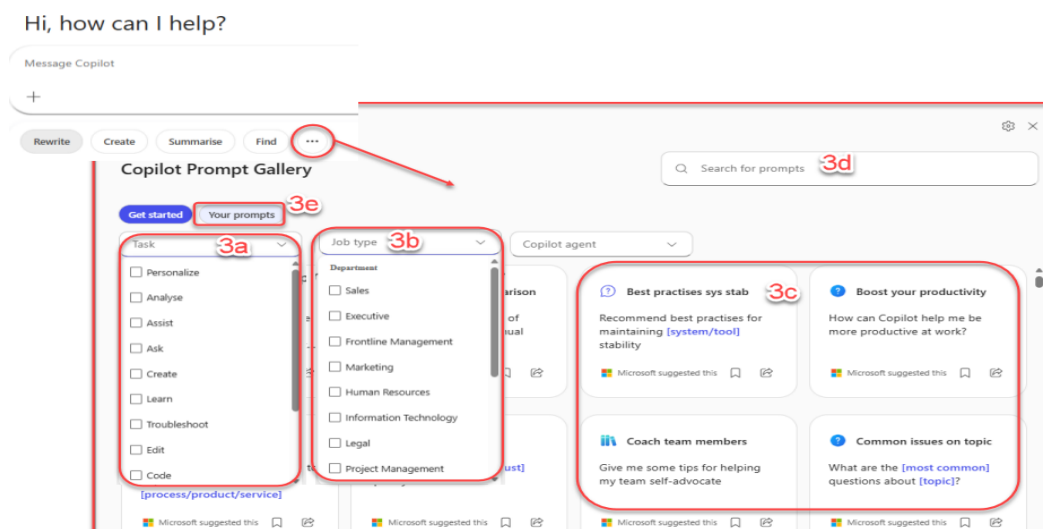


3

The copilot prompts are in 4 categories:

- Rewrite
- Create
- Summarise
- Find

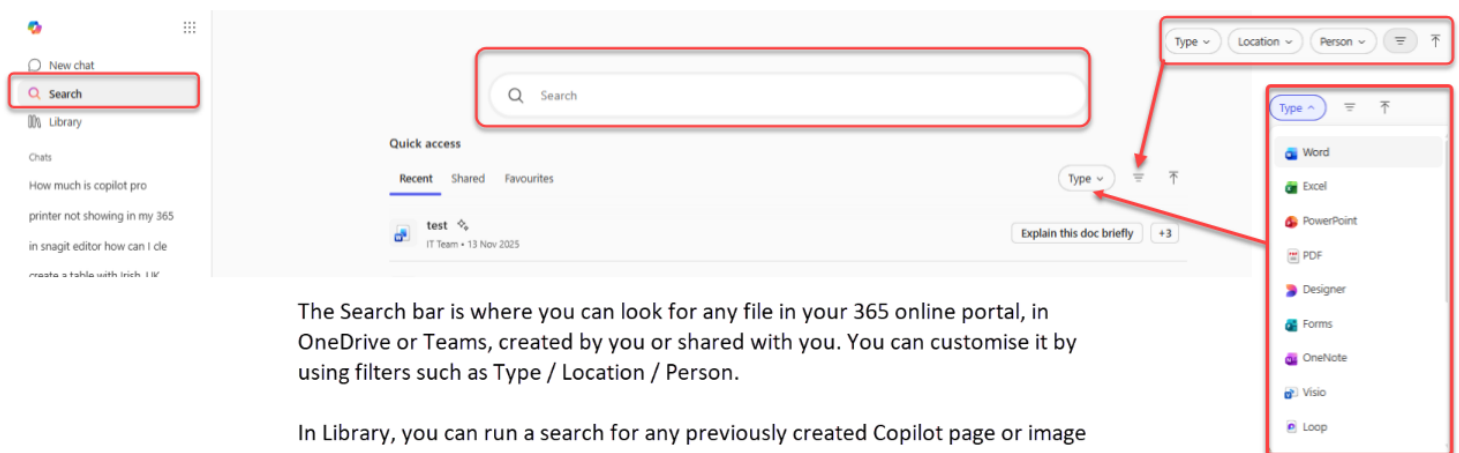
these are quite basic, so you are more likely to use the prompt gallery (below) or type your query/question



Copilot prompt gallery has some customisations to help guide you in formulating the query:

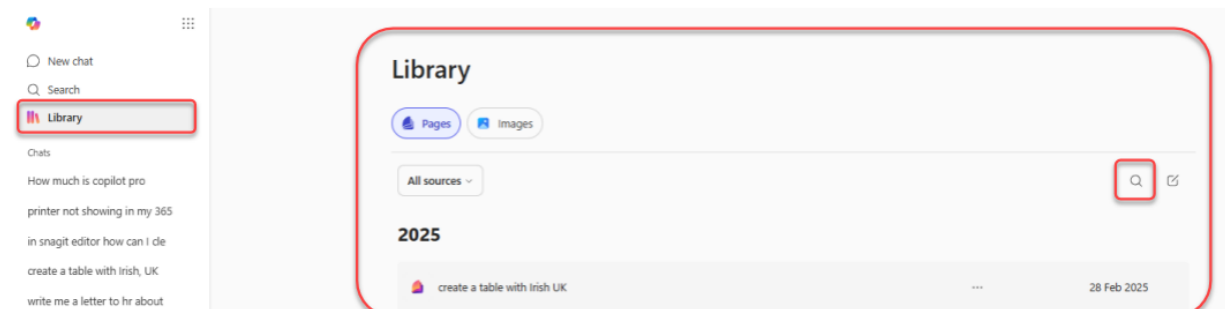
- 3a) by task
- 3b) by job type
- 3c) preset suggested prompts
- 3d) search

3e) under "Your Prompts" you have the options By Task and By Job also, as well as a search bar



The Search bar is where you can look for any file in your 365 online portal, in OneDrive or Teams, created by you or shared with you. You can customise it by using filters such as Type / Location / Person.

In Library, you can run a search for any previously created Copilot page or image



You can also see further information on running a search in the
"How to" guide on the training website - ["How to use search"](#)

You can learn more about how to work with Copilot in these online videos
["Using copilot"](#) and ["Copilot video tutorials"](#)

4. Side Pane toggle

Pressing this symbol toggles the side pane on/off

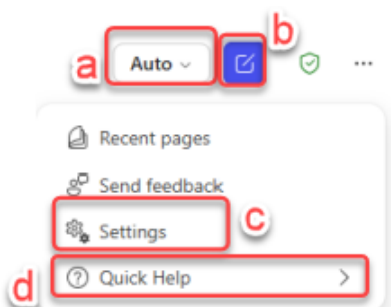


5. Apps Launcher

The Apps page shows you:

- a) the most used apps
- b) all apps available through the organisation license
- c) install additional apps
- d) explore by category

6. Copilot settings



- 6
- a) toggle copilot chat mode
 - b) create new chat
 - c) Settings (same as accessing through "Your Profile")
 - d) Help tutorials