



E-book

Discover the power of Copilot prompts.

PREFACE.

Ready, set, go... Welcome to the world of prompting!



Microsoft365 Copilot is brimming with possibilities, but many people haven't yet unlocked them. The truth is, the tool's vast potential can be daunting. Where to get started? How to make the most of it? And how to avoid getting trapped in a maze of ineffective prompts? These are valid questions, and this e-book will help answer them.

Before we dive into the details, let me briefly introduce myself. I'm Femke Cornelissen, a Chief Copilot and Microsoft Most Valuable Professional (MVP) who has spent countless hours discovering how Copilot can enhance productivity and creativity. At Wortell, I get to explore tools like these (that revolutionize how we interact with digital environments) and share my insights. My passion for technology goes hand in hand with my commitment to community building. As the founder of the Dutch Women in Tech community, I strive to empower underrepresented voices in technology by providing a platform for growth, learning, and innovation.

This e-book was born out of my desire to inspire and educate. It includes my own experiences and those of my friends, my co-workers, and a vibrant network of professionals. They've been kind enough to share their knowledge, insights, and favorite prompts.



Femke Cornelissen

Now, you might wonder why prompting matters in the first place. The truth is, the right prompt can make a world of difference. If used effectively, Microsoft365 Copilot can help you create stunning images, streamline your documents, and make your presentations shine. I'll provide an example. Recently, someone took a photo of me against the backdrop of the Golden Gate Bridge. By way of experiment, I described that photo to Copilot in detail, specifying everything from the weather to the looks of the woman in it (that would be me). Based on my written prompt, Copilot did a remarkable job recreating the image for me. So, the better your prompts, the better your results.

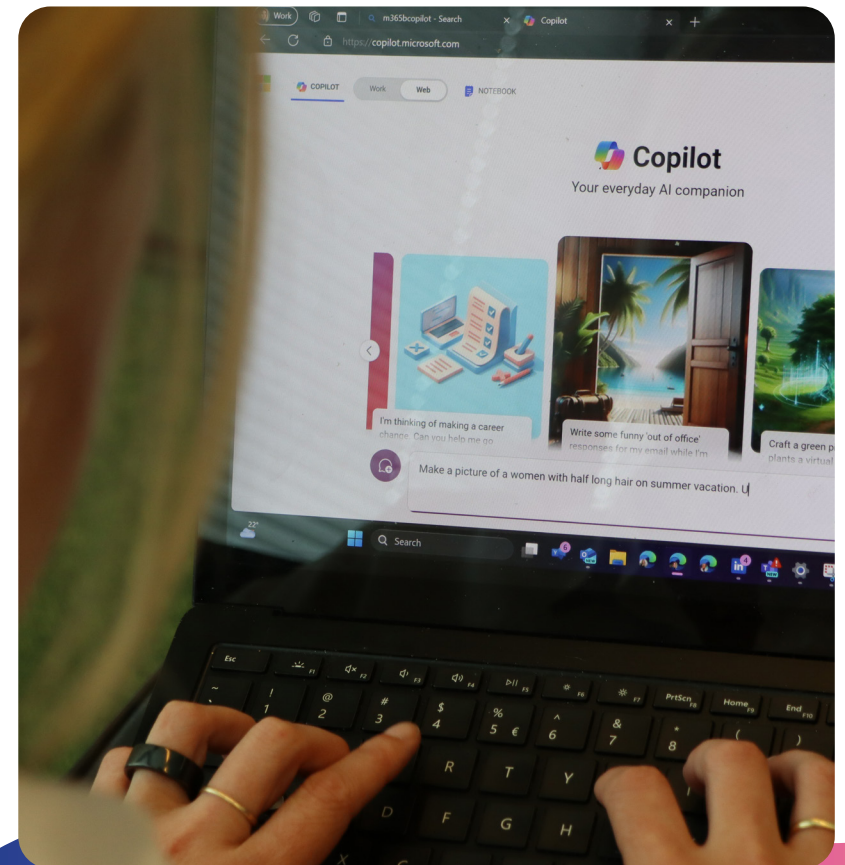


And this is only one example. You can use Microsoft365 Copilot in many different ways. As this e-book's contributors explain, Copilot can help you save time, reduce repetitive tasks, and focus on core activities by reducing administrative burdens. Having Copilot by your side can also enhance your creativity.

This e-book aims to be your guide. I hope it will inspire you to get started with Microsoft365 Copilot. It's a relatively new tool, and we are on a collective journey to discover its true potential. Ultimately, it's best to experience firsthand how Copilot helps streamline your workflows and simplify your daily tasks.

Whether you're a novice who's eager to learn or a seasoned professional looking to optimize your activities, this e-book is a valuable asset to your digital toolkit.

Happy prompting!





INTRO.

Microsoft Copilot: the future of AI assistance for Microsoft 365 applications and services

Microsoft Copilot is a powerful tool designed to enhance task execution and boost productivity. Seamlessly integrated with applications like Word, Excel, PowerPoint, Loop, Outlook, Teams, and SharePoint, it offers real-time intelligent assistance to users. With Microsoft Copilot, they can maximize their creativity and efficiency.

For example, you can use the tool to create and edit text in Word documents based on your own commands, also known as 'prompts.' Unlike traditional software, Microsoft Copilot allows you to devise these prompts as you see fit. So, you can write your own queries and freely express your creativity. There's no need to worry about the exact input format, as AI ensures an appropriate response.

“Microsoft Copilot is an advanced assistant powered by Artificial Intelligence, leveraging the data from your Microsoft 365 tenant.”



Femke Cornelissen

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WHAT IS PROMPTING?



When working with AI systems, you can provide clear, specific instructions to generate the desired output. That process is called 'prompting.' Here's what this means in the context of Microsoft 365: using built-in AI functionalities, you can perform tasks faster and more efficiently. From automatically generating text in Word to analyzing data in Excel — the possibilities are endless.

Prompting in Microsoft 365: why bother?

The integration of AI into Microsoft 365 has revolutionized the way we work. By effectively using prompts, users can save time and enhance the quality of their work. They can use AI tools to automate repetitive tasks, simplify complex data analysis, and even provide creative suggestions for presentations and documents. So, prompting is an essential skill for anyone looking to maximize their productivity.

In the following chapters, we'll explore how to use prompts in Microsoft365 Copilot. We will share best practices, practical examples, and expert tips to help you get started. But first, let's briefly discuss the fundamentals of prompting, focusing on how to use them in your daily work.

"Believe me, everyone can create prompts. You just need to practice!"

- Femke Cornelissen

Prompting: basic principles

A prompt refers to the text-based, natural language input you enter into the prompt bar, which instructs Microsoft365 Copilot to generate a response. The quality of the response that Microsoft365 Copilot returns largely depends on the quality of the prompt you've written. In general, a well-crafted prompt with clear, specific inputs generates more useful responses. The better your prompt input, the better the output from Microsoft365 Copilot.

Curious as to what effective prompts can do for you? We've listed the main benefits below!

- **Maximize efficiency** If you provide clear and specific instructions, you can automate repetitive tasks, save valuable time, and reduce manual effort.

- **Improve accuracy** Well-crafted prompts spur AI to generate more accurate and relevant responses. This is especially important in data analysis, document creation, and other critical tasks where precision is key.
- **Enhance creativity** You can use prompts to generate creative suggestions, such as ideas for presentations, document drafting, and design elements. These may evoke inspiration and improve the quality of your work.
- **Facilitate collaboration** If you use tools such as Microsoft Teams, craft effective prompts to streamline communication and collaboration, ensuring that team members can access the right information at the right time.

What are the elements of an effective prompt?

You'll want to incorporate certain elements into your prompts to ensure they generate valuable responses from AI systems like Microsoft365 Copilot. Depending on the context, these elements may include:

- **Goal:** Every strong prompt has a clear objective. Whether you write instructions or questions, you should describe what you want to achieve with this particular prompt.
- **Context:** Provide context. You may want to specify the time frame or explain how you plan on using the response (for example, for a report or an analysis).

- **Expectations:** Describe your target audience or the format you require. For example, you might want Microsoft365 Copilot to create a table, a list of action steps, a summary, or a diagram.
- **Source:** Specify any information, data sources, or plugins Microsoft365 Copilot should use. Some plugins may require additional context or supporting plugins to ensure a more accurate response.

Creating effective prompts: best practices

- **Be specific, clear, and concise**
Clearly define what you want to achieve. The best thing you can do is to just get started with your first prompt. As you become familiar with Copilot's capabilities, you can add more details.
- **Iterate and refine**
Usually, the first result isn't the best. Don't hesitate to revise your prompt and try again. That way, you'll likely get closer to the desired output.

- **Use positive instructions**
Microsoft365 Copilot is designed to take action, so tell it what it should do (rather than what it shouldn't do).
- **Pay attention to structure**
The order of your instructions can impact the response. Experiment with different sequences to see what works best.

If you want Microsoft365 Copilot to use specific files or sources, mention this at the end of your prompt.

- **Review and validate**
Always review and verify the responses generated by Microsoft365 Copilot. Since it's based on large language models (LLM), the content might occasionally be biased, offensive, harmful, or incorrect. It's imperative to ensure accuracy and appropriateness.

By using these best practices, you can harness the full potential of Microsoft365 Copilot, transform your workflows, and achieve better outcomes.

In the next chapters, you'll find practical examples and expert tips that will help you get started.



BRUNIA VAN BRAKEL.

Uses Copilot in: Microsoft365 Copilot Chat



Brunia van Brakel
Chief Operating Officer - Wortell

Meet Brunia

Brunia van Brakel is the COO of Wortell. She has a background in IT service management, change management, business operations, and general management. Throughout her career, she has successfully achieved change in various organizations and demonstrated her expertise in strategic planning. She is passionate about leveraging creative solutions to drive teamwork, as well as internal and external client satisfaction. Also, she strives for excellence and continuous improvement in everything she does.

How I use prompts

I've used my favorite Copilot prompts in various contexts — for example, when writing letters or invitations, organizing brainstorming sessions with my team, and crafting engaging social media posts. The tool's versatility allows me to generate ideas, refine concepts, and enhance productivity across initiatives and projects. Every now and then, I also use

Copilot as a sparring partner so I can create counterintuitive or common business or management challenges.

My favorite prompt:

One of the prompts I've found most useful is very simple yet effective: "My role is [X] at company [Y], and I have the following business challenge: [Z]. Act as if you are a very experienced consultant in the area of [Z] and generate creative solutions to the challenge I just described."

This prompt encourages innovative thinking and helps me explore unconventional approaches to problems within my line of business. Moreover, I believe it stimulates creativity and pushes boundaries. Ultimately, this type of prompting can even lead to breakthrough ideas and strategies to optimize our operations and drive results.

KAROLIINA KETTUKARI.



Karoliina Kettukari

Head of Modern Work - Meltlake

Meet Karoliina

Karoliina is the head of modern work at Meltlake. She is passionate about co-creating long-term change in organizations. She leads a multitalented team of 20 experts in Microsoft technologies — with a strong focus on service design and employee experience. Karoliina is a Microsoft Most Valuable Professional (MVP) and an active speaker at conferences around the world. She is a co-organizer of the Finnish Teams User Group (TeamsFI) and the CollabDays Finland Conference.

How I use prompts

One of my favorite use cases for Copilot in Bing is using it as a sparring partner for ideation and the development of initial ideas. This example shows how you can use AI to help plan your team day, making it fun and engaging while seizing the opportunity to learn and upskill.

Example of a prompt

“I am a team lead at a bank. My team consists of 10 data analysts. We love Power BI, big data, and AI. Can you please recommend a fun orientation exercise for our team day? Give me three different options.”

You can easily get different answers by changing the context. You can alter your role or your team composition and roles, ask for recommendations for live or remote events, or set a time limit.

After the initial answer, pick your favorite and ask Copilot to flesh out the idea. Notice how Copilot understands the context you’ve previously provided and suggests scenarios that fit a bank environment!

Example of a prompt

“Great! The second alternative sounds like the best fit for us. Can you please create four different scenarios for us to debate?”

Now, you have planned your team day orientation exercise with a couple of simple prompts!

Additional tip

Test the prompt with Copilot in Teams, too. Microsoft365 Copilot understands your team context and the topics and projects you are working on, so you might get ideas relevant to your team! Compare the results with Copilot in Bing.

Example of a prompt

“Can you please recommend a fun and engaging orientation exercise for our [TEAM NAME] team day? Give me three options related to our current projects and activities. One of the options should be about [A TOPIC THAT’S CURRENTLY IMPORTANT TO YOU].”

DUX RAYMOND SY.



Dux Raymond Sy
Chief Brand Officer - AvePoint

Meet Dux

With over 20 years of business and technology experience, Dux has driven organizational transformations worldwide, using his ability to simplify complex ideas and deliver relevant solutions. He is the chief brand officer of AvePoint, he has authored the LinkedIn Learning course How to Build Your Personal Brand, the book SharePoint for Project Management, as well as numerous whitepapers and articles.

As a public speaker, Dux has delivered engaging, interactive presentations to more than 25,000 people at leading industry events around the world. He also hosts the modern workplace podcast #ShiftHappens, which focuses on how leading organizations have navigated their digital transformation journey. Dux advocates tirelessly for inclusion, philanthropic initiatives, and using technology for good.

How I use prompts

I use prompts for:

- Brainstorming and idea generation
- Task management and prioritization
- Content creation and communication
- Research and analysis

My favorite prompt

"I'm working on a new marketing campaign for [PRODUCT/SERVICE]. Be my brainstorming partner. Generate 5 innovative and data-driven campaign ideas based on current market trends and competitor analysis. Additionally, for each idea, suggest potential challenges and mitigation strategies."

This is my favorite prompt because I have a 24x7 brainstorming and idea generation partner that helps me get new marketing initiatives off the ground.

Conclusion

In this section, our experts have provided a glimpse into the creative potential of Microsoft Copilot. As we move forward, continue to explore the myriad ways in which AI can transform your workflows, inspire new ideas, and propel your creative projects to new heights.

AMANDA STERNER.



Amanda Sterner
Microsoft MVP

Meet Amanda

Amanda Sterner is a technical architect, where she helps her customers make the most of their Microsoft investment focusing on Microsoft 365, Microsoft Teams, and Copilot. Amanda is a Microsoft MVP and actively contributes to the community by organizing events, presenting at conferences, and sharing collaboration ideas on her blog and on LinkedIn. Amanda's goal is to help people understand how Microsoft Teams, Copilot, and other tools can improve their daily work and make their days a little better.

How I use prompts

I use prompts to co-create with Microsoft Loop.

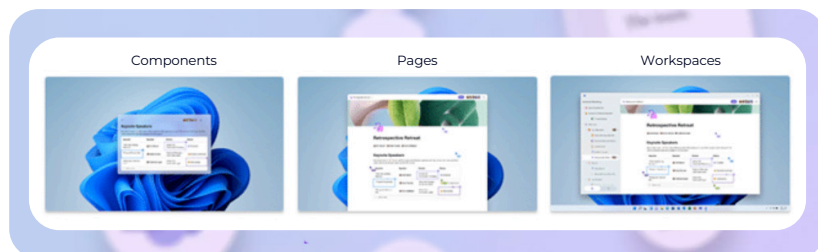
My favorite prompt

One of my best go-to places for creative work is Microsoft Loop. I just love how flexible, fast, pretty, and innovative it is! My best Copilot prompt for Loop is, "Create a draft page about [ADD YOUR TOPIC]."

After I get a first draft, I continue to use Copilot and update the same page with prompts such as, "Change it to a table," "Add date," or "Add something fun." Well, your imagination is the limit on how to update the text. And the best part is, everyone who has access to the Loop page will see my prompts and can continue to create prompts based on mine!

LET'S REFRESH YOUR MEMORY! WHAT IS MICROSOFT LOOP?

Microsoft Loop is an innovative co-creation tool that unites teams, content, and tasks across devices and applications. It features a flexible canvas with components that move freely and stay in sync, enabling seamless collaboration.



The three elements of Microsoft Loop

1. Loop Components

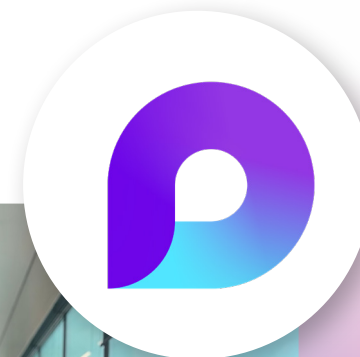
Portable pieces of content that stay synchronized no matter where you share them. Collaborate in the flow of work in apps such as Teams, Outlook, Word, Whiteboard, and the Loop app.

2. Loop Pages

Flexible canvases that gather people, components, links, tasks, and data. Shareable across Microsoft 365 apps, these pages grow with your ideas.

3. Loop Workspaces

Shared spaces to view and group everything that's important to your project. They help track progress and keep everyone updated.



“The integration of Microsoft Loop with Microsoft365 Copilot transforms the way you work by combining real-time intelligent assistance with dynamic, synchronized content.”

- Femke Cornelissen

PROMPTING FOR PRODUCTIVITY

In today's fast-paced business environment, productivity is essential. Microsoft365 Copilot has become indispensable in helping professionals achieve more in less time. This chapter provides insight into the concept of prompting for productivity. You'll read examples of prompts used by experts who are unlocking the full potential of AI to enhance efficiency and effectiveness in various professional contexts.

How to increase your productivity with Microsoft365 Copilot

- **Automate routine tasks**
Have Microsoft365 Copilot handle repetitive tasks, such as scheduling meetings, organizing emails, or generating reports. This allows you to focus on more strategic and creative aspects of your work.
- **Enhance data analysis**
Use prompts to guide Microsoft365 Copilot in analyzing complex datasets, identifying trends, and providing insights that inform decision-making processes.
- **Improve communication**
Ask Microsoft365 Copilot to assist in drafting emails and summarizing lengthy documents. This will help you manage communications more efficiently and ensure

that messages are clear, concise, and impactful.

- **Boost project management**
Track project milestones, allocate resources, and monitor progress by creating prompts. That way, you'll use Microsoft365 Copilot to maintain project timelines and achieve goals effectively.

To provide a comprehensive perspective, I asked several professionals in my network to share how Microsoft365 Copilot helps them increase their productivity. Their insights and real-life examples illustrate how you can use and benefit from Microsoft365 Copilot in practice.



“Whether you manage projects, analyze data, or streamline communications, it pays off to master the art of prompting. You’ll harness AI’s capabilities and significantly boost your productivity.”

- Femke Cornelissen

ASHLEY FRANCIS.



Ashley Francis

Global Black Belt | Copilot M365

Meet Ashley

Ashley is a tax and accounting professional with her own firm. In the U.S., she has a CPA designation, which is a professional license. She specializes in ultra-high-net-worth individuals and large trust and estates. She was also an early adopter of and educator about ChatGPT — and, later, Copilot in the accounting space. She has created a blog letter and a series of classes under the Kitchen Table Automations name to help educate accounting and personal finance professionals around GenAI and Automation topics. In addition to all of that, she is on the national speaking circuit for her profession and recognized by her national professional organization as an AI Thought Leader.

How I use prompts

I use prompts the most in the “coaching/consultant” mode — either when I’m unfamiliar with a task/project (for example, when learning about automation and coding) or when I want to think about a project more broadly (for example, when creating a new business venture). I’ve even created a GPT for other tax and accounting professionals to help them build SOPs for their businesses.

The prompts I create most often for other people follow this same vein – a type of coach or consultant helps them through an issue. The prompt work around practicing difficult conversations or perspective-taking has had the biggest impact. But I’ve also created prompts that support new tax and accounting staff in getting up to speed more quickly (they tend to struggle around the same topics, so it’s pretty simple to create different coaches to address those topics).

Example of a prompt

This is a simple prompt but one of my favorite ones. I created it in a few minutes to show off the capabilities of GenAI and its uses. Friends have used it to get comfortable with the idea of selling services or having hard conversations with clients.

“Hi [GenAI], I am a [INSERT ROLE] that needs help with a difficult conversation with a [CLIENT/FRIEND/BOSS/COLLEAGUE]. You are a [CLIENT/FRIEND/BOSS/COLLEAGUE] conversation coach that will help me practice this difficult conversation. You will act as if you are a [CLIENT/FRIEND/BOSS/COLLEAGUE] that is disagreeing and pushing back on whatever topic I give you. You will vary the level of pushback based on whether I tell you ‘light,’ ‘medium,’ or ‘heavy.’ After I say ‘done,’ you will go back through our conversation as an effective business communication expert and give me positive feedback and a list of concrete improvements I can make.”

MEAGAN KLAIJ.



Meagan Klaij

Modern Work Specialist - Microsoft

Meet Meagan

Meagan is a modern work specialist at Microsoft for commercial enterprise customers. She was among the first to get her hands on Microsoft365 Copilot. Besides using it herself, she has facilitated sessions for her customers.

How I use prompts

I am not quite good at prompting yet, but I found a hack! I use Copilot to provide me with prompts. I'll share a funny example. I created a LinkedIn post to promote a data security webinar. I know that posts with external links don't perform well on LinkedIn, but the algorithm does reward the use of pictures. So, I wanted to create an image with Microsoft Designer to include in my LinkedIn post. I used Copilot to request a prompt by asking, "Hi Copilot, I would like to create an image that supports my LinkedIn post on data security and access management. Do you have any suggestions as to what I should ask Designer so it can create an image that can accompany this post?"

Copilot provided several prompts, which helped me create beautiful images with Microsoft Designer. So, sometimes Copilot can be your virtual assistant for prompt engineering!

My favorite prompt

I like to use the standard prompts in Teams, such as, "Recap the meeting so far."

"Generate meeting notes" is probably my favorite one, as I am often responsible for sending follow-up emails containing the summary and action items of the meeting. Combining it with Copilot coaching in Outlook, I try to send the best follow-up emails. Copilot provides very useful tips to make my emails more professional by focusing on tone, reader sentiment, and clarity.

MICHEL BOUMAN.



Michel Bouman

MEA Solution Specialist - Microsoft

Meet Michel

Michel Bouman leads the Solution Specialist Team for Teams and Devices at Microsoft across the EMEA region. With over 20 years of expertise in change management, marketing, and sales, his primary goal is to consistently deliver added value to colleagues, customers, and the partner ecosystem. Michel is an advanced prompt engineer specializing in generative AI with a strong online presence. He frequently serves as a keynote speaker at Microsoft events, where he is a dedicated evangelist

of Microsoft solutions. In his current role, he focuses on empowering the entire Teams Rooms channel, transforming enthusiasts into fans and ambassadors.

How I use prompts

I use prompts to recap my day and prepare for the next.

My favorite prompt

“Dear Copilot, I'd love to get your help on wrapping up my day and preparing for tomorrow. Please name the

first section 'Today.' Can you please describe the work I completed today using a short paragraph and separately list tasks that resulted from my meetings? Also, highlight important things from today's emails based on your analysis. Please name the next section 'Tomorrow's Meetings' and create an overview of the meetings I have scheduled for tomorrow. Create a table, list those who organized the meeting, and add meeting details. Please also show the category under which you would place each meeting (personal, internal, external, or traveling) and add any information I need to be aware of. Please create a list that shows the % of time I'll spend on the different categories. Create one more section named 'Get prepared.' As my personal assistant, please write a small summary and brief me on everything I need to know to make tomorrow a productive day. Also, please find the best times for me to take breaks.”

NATHALIE LEENDERS.



Nathalie Leenders

MVP Business Applications - Wortell

Meet Nathalie

Nathalie is an international speaker, Microsoft MVP Biz Apps, and Power Platform consultant and enthusiast. She has developed samples and given demos, and she is very passionate about sharing knowledge wherever she can.

How I use prompts:

I use prompts to retrieve action items from my meetings.

My Favorite Prompt:

I want to retrieve all the action items assigned to @Nathalie during this meeting. Please collect all the information you can find about my action items and organize it in a table.



RACHEL IRABOR.



Rachel Irabor
MVP - Microsoft

Meet Rachel

Rachel Irabor is a Microsoft MVP for Microsoft business applications and a Power Platform and Dynamics 365 CRM developer. She is passionate about community building and contributing to the community. During her free time, she loves to read novels, watch comedy movies, and engage in public speaking.

How I use prompts

I like to search for the outline or schedule of the speaking session I've submitted using Copilot.

My favorite prompt

"I like to create a schedule outline for a session titled, '[SESSION TITLE]'."

Example of a prompt

Create a schedule outline for a session titled, 'Approach Power Platform Like A Champ.'

This gives me a better perspective of what to discuss in my session. It also helps me avoid going off on a tangent. I learned this from Julie Yack*, and it has definitely been a lifesaver.

* Julie Yack is a Microsoft Most Valuable Professional (MVP) based in Colorado with many years of experience in speaking at conferences and international events. As an MVP, she is passionate about promoting engagement, advocacy, and knowledge sharing related to Microsoft products and services. 🌟🚀

SET PRIORITIES WITH MICROSOFT365 COPILOT

In a world where demands are constantly increasing, you should be able to effectively prioritize your tasks. It's the key to success. Microsoft365 Copilot helps professionals manage their workloads and focus on core activities. This chapter explores the concept of setting priorities with Microsoft365 Copilot. You'll learn how well-crafted prompts can help you organize and prioritize tasks and make informed decisions.

How can Microsoft365 Copilot help me set priorities?

- **Managing tasks efficiently**
Use Microsoft365 Copilot to create and organize to-do lists, set reminders, and track deadlines. If you draft prompts for these purposes, Microsoft365 Copilot can help you stay on top of your responsibilities and ensure nothing falls through the cracks.
- **Organizing tasks in order of importance**
Have Microsoft365 Copilot assist in ranking tasks based on urgency and importance. That way, you can focus on high-impact activities first. You can use prompts to generate priority lists, ensuring that critical tasks are addressed swiftly.
- **Streamlining decision-making**
Make better informed decisions about which tasks to prioritize by using Microsoft365 Copilot's ability to analyze data and provide insights. Prompts can guide Microsoft365 Copilot in evaluating factors such as deadlines, resource availability, and project goals.

- **Enhancing time management**
Optimize your daily schedule and ensure a balanced workload by using Microsoft365 Copilot to book and allocate time for various tasks. Prompts can help create time blocks for specific activities, enhancing overall productivity.
- **Facilitating collaboration**
Have Microsoft365 Copilot assist in coordinating team efforts. It can highlight collective priorities and track progress on shared tasks. You can use prompts to generate updates and summaries, keeping everyone aligned and focused.



“Remember, Microsoft365 Copilot needs to learn your way of working. So, I strongly recommend that you keep at it.”

- Femke Cornelissen

ANTONIO MAIO.



Antonio Maio
Managing Director

Meet Antonio

Antonio Maio is an enterprise and security architect with over 20 years of experience in information security, cybersecurity practices and systems, product management, software development, and team leadership. Antonio is a managing director at Protiviti and a Microsoft Most Valuable Professional (MVP). He specializes in security and compliance solutions for the Microsoft 365 platform, SharePoint, Teams, OneDrive, Microsoft Purview, and Microsoft Defender. Most recently, he has dived into the world of Microsoft365 Copilot and Copilot for Security.

How I use prompts

On a day-to-day basis, I use the Copilot app that's integrated into Microsoft Teams. We're a large matrixed organization, and I have to work with several leaders in different parts of the company who will each message me through their favorite channel, including email, Team's channel messages, and Teams chat. Some of their messages require an almost immediate response, and I often need to prioritize them. But with the large number of messages I receive across all those channels on a daily basis, they sometimes get lost. A

well-structured prompt in Copilot can help me find these messages and prioritize my responses.

My favorite prompt

"My leaders are X, Y, and Z. What are the most recent messages I've received from them?"

The messages included in the response often go back several days. To help Copilot understand the urgency, I then ask, "Were any of those messages received today?"

Sometimes, Copilot replies, "No new messages were received today." I usually want to double check this, so I'll ask, "Try harder."

Copilot will then come back with any messages from today it has missed. If I'm happy with the response, I'll ask Copilot, "Can you prioritize these messages so I can see which ones I should reply to first?"

I use this particular set of prompts to help me highlight the messages I've received from those specific leaders, so I can find them more easily and determine if I need to prioritize my responses to them across the Microsoft 365 channels we use. Although I often use these prompts to organize messages from a specific set of leaders, I can also use them to prioritize communications with some of the customers I deal with on a day-to-day basis.

ANDREEA TIRNACOP.



Andreea Tirnacop

Microsoft 365 Global Black Bel

Meet Andreea

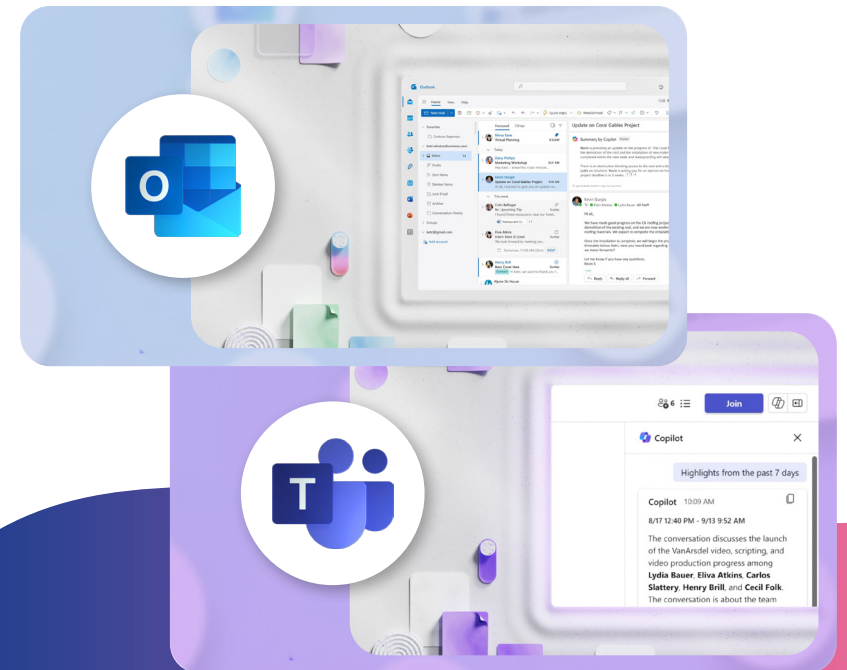
Andreea Tirnacop is a Microsoft 365 Global Black Belt with a diverse background. Before joining the EMEA Global Black Belt Team, she held different technical and business roles across the company in multiple countries. Since joining Microsoft in 2015, she has focused on deep technical solutioning and strategic planning for modern work architectures. Selected for a leadership rotation program two years after she joined the company, she led Microsoft's first largest migration from classic SharePoint to modern SharePoint, engaging over 12,000 employees. With a background in cybernetics and computer science, Andreea is passionate about infusing GenAI capabilities into the Microsoft 365 apps that people use every day, aiming to simplify workplace chaos and enhance productivity through technology, neuroplasticity, and inspiration from sports.

How I use prompts

I use prompts for strategic planning. I firmly believe that the most crucial tool for maintaining a healthy and productive workplace is our own calendar. I use the prompt below to help further optimize my calendar and time.

My favorite prompt

“Please review my meetings and chats for next week. Segment them into five categories based on how I spend my time. For each category, provide a brief description and estimate the percentage of time I allocated to it. Ideally, I would like to spend 40% of my time on direct work with customers, 20% on strategic planning, 20% on learning activities, 15% on internal meetings, and less than 5% on administrative tasks. Show the variance from these goals for each category.”



ISIDORA KATANIC.



Isidora Katanic

MVP, Community Manager - Microsoft

Meet Isidora

Isidora is a Switzerland-based Microsoft Most Valuable Professional (MVP) who works as a community manager at Experts Inside AG. She runs her own event management company to organize Microsoft-focused community events aimed at empowering IT professionals. One of her biggest accomplishments in the community is coordinating Experts Live Europe (www.expertslive.eu). As the head organizer of the event, she's responsible for bringing together hundreds of IT professionals so they can learn, connect, and share knowledge about Microsoft cloud, AI, security, and modern workplace technologies. Isidora advocates for Women in Tech and has created a large platform for their voices to be heard, both in-person and virtually.

In the podcast series Head in the Cloud, Heart in the Community, Isidora and her co-host Holly Lehman highlight community members from around the world and share inspiring stories.

In her free time, Isidora is an Advisory Board Member of the Microsoft Global Community Initiative (MGCI), where she supports Microsoft and communities worldwide to get the best out of the technical community and Microsoft products. Besides her day-to-day business, she is a proud mom of her

beautiful daughter – our next generation in tech!

My favorite prompt

Traveling around the world for conferences comes with many perks and highlights. However, it also poses challenges, as the work back home cannot always be done in the same timely manner.

Busy schedules, time zone differences, and action-packed schedules don't always allow us to stay on top of our Microsoft Teams notifications. Earlier this year, after returning from the MVP Summit at the Microsoft Corporate Headquarters in Redmond, I had to catch up on a sea of Teams messages across different group chats, private chats, and channels. On the flight back home, I wanted to see if there were any urgent messages. What if a colleague couldn't continue working on their tasks until I'd replied? I needed to check my messages fast. Copilot made it easy! I quickly asked Copilot to summarize what I'd missed and list the action points. And voilà! Within seconds, Copilot had fully updated me on the most important (missed) messages and to-dos.

Thanks to Copilot, I was more productive, saved time, and felt confident that my replies to urgent messages weren't delayed (which might have happened if I'd gone through all Teams notifications manually)!

JEROEN NIESEN.



Jeroen Niesen
Lead MxDR - Wortell

Meet Jeroen

Jeroen serves as the MxDR lead at Wortell, where he plays a pivotal role in managing and enhancing the company's managed extended detection and response (MxDR) services. With a rich background in cybersecurity, AI, machine learning, and large language models, Jeroen brings a wealth of knowledge and innovative strategies to the forefront of digital defense. His expertise in developing AI-driven solutions has significantly boosted organizational efficiency and security. Jeroen is known for his ability to create custom AI tools, such as Copilots that increase efficiency, elevate quality, and automate processes. His contributions have helped position Wortell as a leader in leveraging advanced technology to achieve two goals: to maximize security against digital threats and to boost operational productivity.

How I use prompts

I use Copilot and generative AI models on various platforms, mainly focusing on cybersecurity and software development tasks. For cybersecurity, I use Copilot for Security. It helps me reverse engineer scripts, summarize incidents, and create complex KQL queries. With the tool's assistance, I complete

these tasks more efficiently, saving time and increasing productivity.

For software development, I use GitHub Copilot. This AI tool helps me write code in languages I am not familiar with — for example, Python. This language is often used to perform advanced cybersecurity investigations or train new AI models. Using GitHub Copilot, I can create Python code to build new AI models and perform cybersecurity tasks.

To create backlog items, I have set up a prompt flow (a series of prompts) using the Azure AI Studio. This helps me write user stories, determine acceptance criteria, define test scripts, and get initial feedback from a developer's perspective. To create my prompts, I use a technique called 'role playing.' Role playing in prompts involves instructing the AI model to respond from the perspective of a specific role. Prompt flows enable me to use different roles to resolve a certain task.

My favorite prompt

One of my favorite prompts leverages the power of AI to create backlog items for development. Here's the prompt: "Act as a product owner. I would like to create feature '[FEATURE TITLE]' for my application. The intended outcome of this feature is [FEATURE DESCRIPTION]. This functionality can be accessed by users with [ROLE DESCRIPTION]. Please write the user story, desired situation, acceptance criteria,

and test script(s).”

This prompt is part of the flow I use to create my backlog items. It serves as a great starting point and provides inspiration for the feature. After tweaking the response to your liking, you could use another prompt that provides you with initial developer feedback: “Act as a developer. I have created a backlog item. Please analyze this backlog item and provide me with feedback and questions that you normally ask during a backlog refinement session. Here is the backlog item: [BACKLOG ITEM].”

Using both prompts makes backlog refinement sessions very efficient. All backlog items have a consistent structure and quality is high thanks to initial development feedback provided by AI. By using AI for backlog management, I am boosting my personal productivity and the team’s productivity. On top of that, refinements go faster, and backlog items are clearer and more informative.



“By harnessing the power of AI and machine learning, we transform cybersecurity challenges into opportunities for innovation, paving the way for a safer and more efficient digital world.”

- Jeroen Niesen

NATHAN HUTCHINSON.



Nathan Hutchinson
Solutions Architect- Microsoft

Meet Nathan

Nathan is a solutions architect with a passion for Microsoft Cloud! With a focus on security, he has helped many organizations improve their security posture while making the most of their investment with the Microsoft products available to them.

My favorite prompt

My favorite prompt is split into two parts. Prior to a scoping call, I gather information. After the call, I use the information gathered to create a first draft for a statement of work.

Here's the prompt:

First half of the prompt

"You are a senior Microsoft solutions architect who has been asked to attend a scoping call with a client. The purpose of the scoping call is to gather as much information as possible. You'll use this information to provide a comprehensive statement of work for a project related to [PROJECT TYPE] for [MICROSOFT 365 AND ENTRA ID – REPLACE IF NEEDED]. You must draft a framework or document that can be used for the scoping call to ensure all the relevant information is gathered on the call."

This usually provides a good framework for a scoping call which I then review. If necessary, I add my own elements and remove superfluous ones. Based on the prompt and my own experience, I create a PowerPoint presentation, which I use during the scoping call to gather information from the customer. Once the scoping call has completed and I've got all the relevant information, I use the second half of the prompt.

Second half of the prompt

"Using the information in this document [LINK TO COMPLETED POWERPOINT PRESENTATION FILE] that was obtained on the scoping call, can you provide me with:

An introduction (please include an explanation of the project, describe why the project is going ahead, and provide some minor details about [PROJECT TYPE]).

1. In bullet points, list 3-5 objectives and success criteria.
2. Areas out of scope.
3. Any required prerequisites for implementing a [PROJECT TYPE] project.
4. A list of RAID (risks, assumptions, issues, and dependencies)."

I use the output to draft a statement of work. If I've worked on a similar project before, I'll add the following line for more context: "You can use this previous statement of work for reference [LINK TO FILE], as it's a similar project with similar client goals/expected outcomes."

DANNY BURLAGE.



Danny Burlage
CEO - Wortell

Meet Danny

Danny is the founder and CEO of Wortell, a Microsoft-focused systems integrator and MSP in the Netherlands. Danny has been awarded the Microsoft Office 365 MVP 12 times. He loves sharing knowledge about technology that truly empowers people.

“As a CEO, I talk to many of our organization’s customers. I find it very important to properly prepare for these meetups. In this context, Copilot is my best friend!”

How I use prompts

I use prompts in M365 Copilot chat in Teams.

My favorite prompt

“Copilot, I have a meeting with [CUSTOMER’S NAME] next week. Can you search the internet to find out what their organization does and what their main goals are? And can you suggest five questions I can ask their CEO? To help me prepare for the meeting, please also tell me who this customer’s account manager is. Finally, delve into our internal systems and provide me with the latest information we have regarding this customer.”

I really love this prompt because it ensures I am well prepared for my meetings. Of course, I customize the prompt and ask different types of customer-focused questions every time.



ELLEN VAN MEURS.



Ellen van Meurs
Data Security Specialist - Microsoft

Meet Ellen

Ellen van Meurs is an energetic and innovative technical specialist at Microsoft who specializes in data security. With a passion for creativity and collaboration, Ellen thrives on thinking outside the box and taking action that energizes and inspires those around her. Her drive to make an impact is evident in her impressive feats of organizing large-scale events, including dinners for 250 people, theme parties for 1,800 people, and an IT conference for nearly 2,000 attendees.

In her professional role, Ellen is dedicated to guiding the healthcare and education sectors in securing their data, laying a solid foundation for safety and privacy. Her approach is multifaceted, involving personal interactions, participation in large events, and more, all aimed at fostering secure data practices. Ellen's enthusiasm and commitment to initiating change make her a valuable asset to any endeavor.

How I use prompts

Copilot in Teams is my go-to place for asking Copilot a question. Most of my questions are related to internal (company) information and external (internet) data. So, when I enter them into Microsoft365 Copilot in my Teams environment, I get the best of both worlds. Then, I can revert

to my original question and continue to flesh out the response. It's great that it's embedded as a chat, so it almost feels like chatting with a person.

Copilot is or will become your new best friend. And as we know, friends are quite honest and can hold a mirror up to you. This allows you to reflect, evaluate your behavior, and determine what is and isn't going well. No friend or colleague knows you as well as you know yourself. I'm the one who reads all the emails I send out. I'm the one who sees the tasks I work on. I'm also the one who reads and opens emails. I used to be the only one who could access this information. But now, my own Copilot is right by my side, interpreting the work I've completed and providing a different perspective.

My favorite prompt

The most valuable and intriguing prompt that I have recently used is related to learning and development:

"Hey Copilot,

Please suggest an area of career development and growth by checking through my emails, chats, and documents."

The outcome was awesome! I received a summary of seven areas in which I operate, highlighting the work I've completed and describing how it has helped me grow. On top of that, Copilot pointed out how I could strengthen my development by providing one tip per area.

And this was just the tip of the iceberg. Afterwards, I engaged in a whole feedback conversation on my strengths and weaknesses with Copilot. It gave me great feedback on recent

and older conversations, tasks, and interactions I have had. I see Copilot as much more than an assistant now. Of course, I can outsource tasks to Copilot, and it helps me work and conduct meetings more efficiently. But it also analyzes my patterns and behavior, and it acts as a friend who constantly provides me with feedback. That's why Copilot makes me more effective, too.



HENK RITMEESTER.



Henk Ritmeester
Director - Microsoft

Meet Henk

My initials, H.R., represent an abbreviation that has been the common thread in my career so far: 'human resources.' I've worked as a digital employee experience director at Microsoft for four years, spanning products such as Copilot (AI) and Viva (experience platform). Before that, I spent six years at LinkedIn and worked in different HR roles for over 20 years. Given my background, I'm highly intrigued by converting technical possibilities into workable and useful approaches for employers and employees.

How I use prompts

I use prompts in M365 Copilot chat in Teams.

My favorite prompt

"In English: Summarize my mails, Teams messages, and channel messages from the last 2 workdays. List action items in a dedicated column. If possible, suggest follow-ups in a dedicated column. The table should look like this: Type (mail/Teams/channel) | Topic | Summarization | Action item | Follow-up. If I have been directly mentioned, make the font of the topic bold."



PETER USMANY.



Peter Usmany
Growth Manager - Wortell

Meet Peter

I'm Peter Usmany and I live in Haarlem, the Netherlands, with my girlfriend. I've worked at Wortell for about three years. I started out as a solution specialist for the modern workplace. Now, I have taken on the exciting challenge of working as a growth manager for adoption and change and our ready-to-go Debble intranet platform. Every day, I get the chance to brainstorm with colleagues like Femke and other Microsoft MVPs at Wortell about our services, the roadmap, and the latest gadgets from Microsoft365 Copilot. I feel honored that Femke has asked me to contribute to her Copilot e-book featuring experts' favorite prompts.

Besides my job, I'm a sports fanatic. From running and CrossFit to mud runs, I do it all. But since the arrival of ChatGPT and Microsoft Copilot, I also spend quite a few hours exploring these cool new technologies. The pace of technological advancements is staggering, and I'm really curious to see how we'll be working in five years. What I do know is that with AI in the workplace, adoption and change management are essential.

Since I'm very busy, I sometimes miss an email or a Teams message from customers or prospects. That's where my digital Copilot comes in very handy. I ask it to create an overview of important messages I have yet to reply to. Copilot conveniently organizes the information for me and suggests replies.

How I use prompts

I use my favorite prompt in the Microsoft365 Copilot chat.

My favorite prompt

"Dear Copilot, I'm very busy, so I might have forgotten to reply to important emails or Teams messages. Can you create a summary of important messages I've received in the past week and that I have yet to reply to? Organize the overview in chronological order based on emails and Teams messages. And for each email or Teams message, add a suggested response that I could send. Make sure to thoroughly review messages sent by colleagues, clients, and prospects, and exclude all emails from people trying to sell me something."

SIMONE HENDRIKS.



Simone Hendriks
EMEA Partner GTM Manager - Microsoft

Meet Simone

Simone Hendriks is an EMEA GTM manager for Modern Work & Security at Microsoft with a passion for AI and marketing. She has a track record in working with multiple Microsoft partners and has held various management roles in sales, business development, and marketing. As a mother of two who enjoys dancing, working, organizing events, and traveling, Simone brings a wealth of experience and a dynamic presence to her role. Combining her professional expertise with her personal interests, she drives innovation and success.

How I use prompts

Simone Hendriks uses Copilot in the context of go-to-market (GTM) planning and strategy for Modern Work & Security. She has been involved in creating and modifying presentations in PowerPoint such as the Copilot GTM Academy and CopilotAugustUpdate, which suggest a focus on leveraging Copilot for sales and adoption strategies.

In which specific application is Simone Hendriks using Copilot the most?

Simone's answer: In teams

Copilot's answer: Simone Hendriks is actively using Copilot in the context of Go-To-Market (GTM) planning and strategy for Modern Work & Security. She has been involved in creating and modifying presentations in powerpoint such as the Copilot GTM Academy and CopilotAugustUpdate, which suggest a focus on leveraging Copilot for sales and adoption strategies.

My favorite prompt

"Copilot, can you develop a comprehensive go-to-market plan for product 'X' aimed at target group 'Y?' The plan should include the seven go-to-market steps. Please utilize internal resources for reference. Additionally, incorporate insights from recent communications to ensure alignment with our regional strategies and objectives."

Copilot will then come up with the seven steps of a go-to-market plan and all internal documentation that might be relevant to you.



ALROYE WIESELL.



Alroye Wiesell
Change consultant - Wortell

Meet Alroye

Alroye Wiesell is a dynamic senior change consultant with an impressive track record of over 15 years in the IT industry. He has gained a wealth of experience in various roles, ranging from support employee to sales and partner account manager at Microsoft. He currently works at Wortell, where he combines his technical expertise and people-oriented approach. His ability to communicate at all levels within an organization makes him an effective bridge builder. Alroye is known for his creative approach and his ability to transform any change into an inspiring and results-oriented journey.

How I use prompts

I use prompts in Microsoft365 Copilot chat in Teams.

My favorite prompt

“Help me prepare for next week’s meetings. Exclude lunch breaks. List participants and key items. Suggest relevant docs for each meeting.”

GUIDO PLOUM.



Guido Ploum
Commercial director - Wortell

Meet Guido

Guido is a commercial director at Wortell.

How I use prompts

I use prompts in M365 Copilot chat in Teams.

My favorite prompt

“Generate 3-5 bullet points to help me prepare for a meeting with [CLIENT XYZ] to discuss their [FILE: ‘NEW CONTRACT XYZ’]. Focus on e-mail, Dynamics Sales, and Teams chats since January. Please use natural language so I can get up to speed quickly.”

MAARTEN GOET.



Maarten Goet
MVP, CTO - Wortell

Meet Maarten

Maarten is a long-standing expert on Microsoft technologies. He has consistently achieved the Microsoft Most Valuable Professional (MVP) and Microsoft Regional Director (RD) designations for more than 18 years — recognitions for his efforts in knowledge sharing and building Microsoft communities around the world.

As the CTO of Wortell, the #1 Microsoft partner in the Netherlands, Maarten is responsible for the company's strategy and serves as a key advisor to strategic customers.

How I use prompts

I use prompts in M365 Copilot chat in Teams.

My favorite prompt

“Hi Copilot, create an overview of all important appointments this week, excluding the recurring appointments on my calendar that I have scheduled myself, and arrange these in chronological order using 5 columns: Column 1: Date; Column 2: Subject and details; Column 3: Any action items I need to address; Column 4: Participants who have accepted; and Column 5: People who have declined the appointment.”



Chief Copilot.

MARK KASHMAN.



Mark Kashman
Product Manager

Meet Mark

Mark is a senior product manager at Microsoft focused primarily on Microsoft Lists and SharePoint in Microsoft 365. He has worked at MSFT since 2000. He started working with SharePoint building a digital asset management (DAM) solution on top of SharePoint 2007 (IMM, the Interactive Media Manager) before moving to the SharePoint Team. Mark co-hosts The Intrazone podcast (aka.ms/TheIntrazone), a show about the SharePoint intelligent intranet. He lives in the Sammamish, WA area and enjoys kayaking, soccer, hiking, Dad-ness, and quiet bird-chirping moments for reading and writing books — when not playing that darned addictive Bejeweled.

How I use prompts

I use prompts in M365 chat (Bing and Teams).

My favorite prompt

“What does The Intrazone podcast audience want to hear about on a future episode?”

Today’s response from Copilot:

“The audience of The Intrazone podcast, which is a bi-weekly conversation and interview podcast hosted by the SharePoint

Team, typically enjoys content that highlights usage, adoption, and how SharePoint works for individuals and organizations. They are interested in learning from guest experts behind the scenes and out in the field, and how to empower teamwork with the technology they already have.

Based on recent episodes, the audience might be interested in hearing about:

- **Innovations in productivity**, such as the integration of spatial computing with Microsoft 365.
- Updates on the **SharePoint roadmap**, including new features and experiences.
- Insights and **tips for in-person events** from Microsoft tech event experts.
- Discussions with companies like Ubisoft on their use of **custom search** in Microsoft 365 to support game development.

For a future episode, considering these interests, topics like advancements in Microsoft’s AI capabilities, how they integrate with SharePoint, or case studies of organizations transforming their digital workspace with Microsoft 365 could be very engaging for the audience. Additionally, exploring the impact of remote work on collaboration and productivity tools within Microsoft 365 might also resonate well with listeners.”

FEMKE CORNELISSEN.



Femke Cornelissen
MVP, Chief Copilot - Wortell

Meet Femke

Femke Cornelissen is a Chief Copilot at Wortell. She is also the co-founder of Dutch Women in Tech (DWIT). Femke's goal with DWIT is to connect women in tech and help inspire young women to choose a job in IT. Women can connect through the community in Microsoft Teams and various online and offline events.

Femke is also a Microsoft 365 blogger. Her goal is to organize, speak at, and attend conferences to learn, connect, and share knowledge with others. Femke is a Microsoft Most Valuable Professional (MVP) and often speaks at conferences around the world.

How I use prompts

Microsoft365 Copilot is an app I use all day long, so it's not easy to pick one single prompt and call it my favorite. That's why I'd like to share my top 3 apps and prompts with you. With everything you do, you should carefully consider if Copilot can help or support you — before starting a task and after completing it. You often come to the conclusion that next time, you might be able to accelerate, be more creative, or learn something using Copilot.

My favorite creative prompt

One of the most fun and creative ways to use Microsoft365 Copilot is through Bing Chat. You don't need a license for this. But you can create images with DALL-E, which is incorporated into Microsoft365 Copilot, using Microsoft Designer. (Have a look at Microsoft365 Copilot in Bing.)

Here's my prompt: "Create a black-and-white illustration of a woman in unique portrait style. The background should be white, and drawn in a clean, tight, black line. The woman should wear golden earrings and a suit jacket with 'Microsoft' written on it. The woman should be blonde and have a medium-length hairstyle. She is a Dutch woman."

My favorite learning prompt

Collecting information from the web or from your tenant can save you a lot of time and help you learn fast. My favorite app is the Copilot app on my cell phone. I also regularly use the M365 app, where I can consult Copilot. When I have an idea about a topic I want to write about, I have Copilot gather all the information and turn it into a story. For example, I ask about the latest information regarding the launch of Microsoft365 Copilot, like so: "What are the latest M365 Copilot announcements?"

My favorite productivity prompt

Sometimes, I need to figure out where to find which data—in documents or in communications. This is where Copilot can really help me out. I use Copilot in Teams for this purpose, asking, “Give me the latest updates about project X.” I then receive all data from chats, emails, Teams messages, and documents related to project X. If you want to take it one step further, you can ask the tool to create a table displaying a specific topic, person, and date. This allows you to delve into a particular subject of interest you want to prepare for.

After you’ve received the initial answer, pick your favorite idea and ask Copilot to further develop it.

Example of a prompt

“Great! The second alternative sounds like the best fit for us. Can you please create four different scenarios for us to debate?”



FAQ #1: “Do you have a quick and easy tip for effective prompting?”

Be nice to Microsoft365 Copilot! A little kindness goes a long way. Sure, it sounds strange—you’re talking to a tool, right? But the more friendly and polite you are, the more accurate the results. Although we don’t know why this is the case, we know it works. So, sprinkle your prompts with ‘pleases’ and ‘thank-yous.’ You’ll thank yourself (and Copilot) for the outcomes.

FAQ #2: “Do I have to be a professional writer to work with Microsoft365 Copilot?”

Absolutely not! In fact, you don’t even have to be a good writer to get the most out of large language models (LLMs). When working with an advanced tool such as Microsoft365 Copilot, just make sure to clarify your intention. That’s much more important than syntax, structure, and grammar.

THANK YOU..

... for taking the time to read this e-book. I hope you've gained valuable insights into the world of Microsoft365 Copilot and learned ways to harness its potential.

I'd also like to extend a thank you to all contributors, each of whom has shared their unique goals and approaches. From practical to creative, every contribution highlights the importance of clever prompting. If you want to use Microsoft365 Copilot effectively, you'll often have to engage in a dialogue with the tool. In many cases, your back-and-forth will help refine your prompts and achieve the best outcomes.

That said, we've only scratched the surface of what is possible with Copilot. Since we continue to explore and discover new possibilities, the conclusion of this e-book represents a start rather than an ending.

We are at the beginning of a revolutionary change, and we're flooded with innovations. Copilot has significantly impacted our way of working. It's not just another tool you should learn to use. You will want to integrate it into your daily routines and make it work for you. In terms of scale, this transformation is akin to the one we went through when organizations decided to normalize hybrid working. Eventually, this has become ingrained in our working lives.

The same, I believe, will happen with Copilot. It will increasingly take over repetitive tasks, allowing you to focus on activities that truly matter. And it won't stop there.



In addition to your personal Copilot, you'll soon have a Team Copilot that assists with notes and task assignments. On top of that, Copilot Studio will enable process-level automation.

To avoid overwhelm, just get started with your personal Copilot and learn to prompt effectively. Hopefully, this e-book has set you in the right direction.

If you'd like to share your insights or brainstorm the possibilities of Microsoft365 Copilot, feel free to reach out to me. Together with my co-workers at Wortell, I continue to prioritize sharing knowledge!

