

✦ Type a prompt and a little row of icons appears beneath it. Most people never touch them — but one of them lets CoPilot run your prompt **automatically**. Here's what all five do.

1 The Five Icons Under Your Prompt Hover a prompt to reveal them.

what are some of the CoPilot keyboard shortcuts



EDIT



COPY



SCHEDULE



SAVE



LINK



Edit

Tweak the prompt **before** it runs — fix a typo, add detail, change the ask.



Copy

Grab the prompt text to reuse it elsewhere or paste into a doc.



Schedule

AUTOMATION

PREMIUM ONLY

The star of the show: tell CoPilot to **run this prompt on a schedule** — daily, weekly, whenever. A task you did by hand every Monday runs itself. **Requires a licensed (Premium) Copilot.**



Save

Bookmark it to reuse later. It lands in the **Prompt Lab** → **"Your saved prompts."**



Link / Share

Copy a link to the prompt so a colleague can run the very same thing.

2 Which Option? A Quick Gut-Check Name the moment → grab the icon.

"I left a key detail out of my prompt."

EDIT

"This one works — I'll want it again next month."

SAVE

"Almost right — change the ask before it runs."

EDIT

"I'm building my personal go-to prompt library."

SAVE

"Paste this prompt into our team playbook."

COPY

"My teammate should run this exact prompt too."

LINK

"Show the wording in training, not my whole chat."

COPY

"Send a colleague the prompt, not my results."

LINK

"Run my Monday summary automatically each week."

SCHEDULE

"Have a news digest waiting at 8am, daily."

SCHEDULE

SCHEDULE is a Premium (licensed Copilot) feature. Saved prompts live in the Prompt Lab — see that card for the full tour.