

The Master Prompt Builder

Build a reusable prompt that makes CoPilot sound like you — and let CoPilot build it for you

- ★ **A master prompt is your standing setup** — your role, voice, and preferences in one place — so you never re-explain yourself. The trick: **don't write it from scratch. Have CoPilot interview you and write it for you.**

1 The Fast Way — Let CoPilot Build It Copy this, paste it into CoPilot, answer the questions.

PASTE THIS INTO COPILOT ↓

You're helping me build a reusable **master prompt** for Microsoft CoPilot. Interview me **one question at a time** to learn: (1) my role & what I'm responsible for, (2) who I write for, (3) my preferred tone, (4) how I like things formatted, (5) my most common tasks, and (6) anything to avoid. After my last answer, write a polished master prompt I can paste into my CoPilot custom instructions. **Ask me your first question now.**

- 1 **Paste it into CoPilot** and send.
- 2 **Answer its questions** one at a time — it does the thinking.
- 3 **Copy the master prompt** it writes → paste it into your **Custom Instructions** (see the “Sound Like You” card).

2 What's Inside a Master Prompt Prefer to write it yourself? Fill in these seven.

ROLE

Who you are

"I'm a [job] at [organization]..."

RESPONSIBILITIES

What you own

"I handle [projects, reports, clients]..."

AUDIENCE

Who you write for

"My readers are usually [team, execs, clients]..."

TOPE

How you sound

"Warm, professional, direct — no hype..."

FORMAT

How you like it

"Short paragraphs, bullets when helpful, plain English..."

GO-TO TASKS

What you ask most

"Draft emails, summarize threads, turn notes into docs..."

AVOID

Your no-gos

"No filler, no over-apologizing, no jargon..."

Stitch these into a few sentences — that's your master prompt.

- ➔ **Where it goes:** paste your finished master prompt into **Custom Instructions** — CoPilot app (Chat settings → Personalization) and Outlook (Settings → Copilot → Draft instructions). Set it once, and every answer starts in your voice.