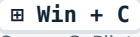
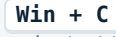


★ **Seven things you can do the second CoPilot opens.** These are the ones that save you seconds every day — learn them and you'll look like a pro in under a minute.

The 7 Quick Wins Run them top to bottom.

1  **Win + C — Open CoPilot**
Opens CoPilot in a flash. **Opening the wrong (old) one? See the fix below.**

2 **Hold  — Voice**
Hold the shortcut to talk to CoPilot instead of typing. Hands-free.

3 **Spot the green shield**
A green shield means **your chat is protected** — your data stays in your organization and isn't used to train the AI.

4 **Watch the Work IQ toggle**
On = your work + the web. **Off** (shown struck through) = web only. Can't see your files? Work IQ is off. *Files-only: Advanced → Web search off.*

5 **Type  — pull in a file or person**
Type / then a name to point CoPilot at a specific file **or** person (that's "Context IQ").

6 **Type  — call an agent**
Type @ to bring in a specialized agent (like **Researcher** or **Analyst**) for the job.

7 **Raid the Prompt Lab — CoPilot's hidden prompt gallery**
Microsoft buries a whole library of ready-made prompts. Find it in the Microsoft 365 CoPilot app: ... (More) → Help and tips → Prompt Lab. (Chat settings live in that same ... menu.)

FIX WIN + C · THE VIDEO MOVE

Win + C opening the OLD Copilot?

Microsoft still points Win + C at the retired app. Repoint the Copilot key to the new one — once, and you're set:

Settings → Bluetooth & devices → Keyboard
→ Customize Copilot key → **Custom**
→ Microsoft 365 Copilot app

BEFORE YOU PASTE ANYTHING

Keep it work-safe

Use **sample or non-sensitive data only** — no PHI, patient details, or client-identifying information. The green shield protects your data, but good habits protect your people.

THE 60-SECOND RUN

1 Win + C → **2** flip to Work → **3** type / your file → **4** ask your question → **5** "show your sources"