

★ You've got CoPilot open — now get more out of it. The real time savings hide in one little toggle and a couple of shortcuts. Learn these and you'll leave everyone else in the dust.

1 The One Toggle That Changes Everything: Web vs. Work Check it before you ask.

Work "Work IQ" on

your work + the web

Grounded in **both your Microsoft 365 and the web** by default — your files, email, calendar & Teams, plus current info from the internet.

Want your files only? Turn off **Web search** in Advanced settings.

Web

Work IQ off — struck through

the open internet

When **Work IQ is off** — it shows with a line through it — CoPilot uses the **public web only**, with no access to your work files.

Use for: research, news & trends, comparing products, general questions.

⚠ **The one that trips everyone up:** if CoPilot can't see your files, **Work IQ is off** (you'll see it struck through). Turn it back **on** and ask again.

2 Keyboard Shortcuts Windows PCs — not Mac.

Win + C	Open CoPilot on Windows	CoPilot key	Open CoPilot (newer keyboards)
Alt + Space	CoPilot Quick View (when configured)	Win + 1	Open pinned CoPilot (taskbar #1)
Ctrl + Enter	Send prompt (varies)	Shift + Enter	New line (don't send)
Esc	Stop generating	Ctrl + F	Search chat history

In chat: type / to pull in a file or person · @ to call an agent · + to browse to a file.

3 Quick Hits — Tiny Moves, Big Time Saved

- ⚡ **Don't love it?** Say "make it shorter," "warmer," or "more formal." It revises — you don't restart.
- ⚡ **Want proof?** Ask "show your sources" to see where the answer came from.
- ⚡ **Behind?** In Work mode, ask "catch me up on [project]" — it pulls your recent files, emails & chats.
- ⚡ **Switching tasks?** Type "new topic" so the last request doesn't bleed into the next.
- ⚡ **Messy notes?** Paste them in and say "clean this up" or "turn this into bullets."
- ⚡ **Give it a job.** Start with a role and your goal ("Act as my editor and tighten this...").

TRY THIS TOMORROW MORNING

The 10-second power move

Hit **Win + C**, flip the toggle to **Work**, and type: "**Catch me up on what I missed this week.**" Watch it pull from your real email and Teams — that's the whole point of Work mode.