

★ **Stuck on what to type?** Microsoft hid a whole gallery of ready-made, proven prompts — then **moved it**. Here's exactly where it lives now, plus how to save your own so you always have a running start.

1 Find the Prompt Lab — Two Doors In Depends where you are.

DOOR A You're in a chat

⋮ More → Help & tips → Prompt Lab

The ⋮ menu sits at the top of the CoPilot app. (Chat settings live in that same menu.)

DOOR B You're in a new chat

Message CoPilot box → ⋮

Click the ⋮ next to the suggested prompts, just under the message box, to open the full gallery.

🔗 **Direct link:** copilot.cloud.microsoft/prompts/all — bookmark it and skip the hunt entirely.

2 Save Your Own — Build a Personal Library

Keep a prompt you love

- 1 Hover the **prompt** you wrote — not the answer.
- 2 Click **Save prompt** (the bookmark icon) and rename it.
- 3 Find it later under the **"Your saved prompts"** tab in the Prompt Lab.

TWO THINGS, ONE PLACE

Prompt Lab vs. your saved prompts

Prompt Lab = Microsoft's ready-made prompts to run or tweak (the new part).

Your saved prompts = the ones you keep. Both live inside the Prompt Lab.

⚠ **Stephanie's real-world tip:** saving in the Prompt Lab is **flaky and doesn't always stick**. Keep your five best prompts in a Word doc as backup — then you'll never lose your go-to's.

TRY THIS TOMORROW MORNING

Steal a prompt, don't start from scratch

Open the Prompt Lab, pick one that fits your task, hit **run**, then tweak the result. Blank box beaten in ten seconds.