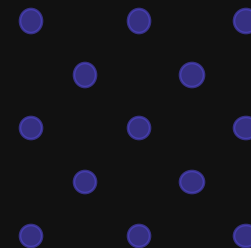


APOLITICAL MASTERCLASS

DSIT



Hacks for Working with Copilot

Dom Evans | DSIT Copilot Lead at UK Department for Science, Innovation & Technology (DSIT) |
24 March 2025 | 3pm GMT

Introduction & Overview

TODAY'S AGENDA

01 Scheduled Prompts

02 Memory

03 Custom Instructions

04 Notebooks

GOLDEN RULE

You're still the author.

Sense-check and edit to fit your circumstances before sharing.

NEW: Copy starter prompts;
focus on saving & reusing

ADVANCED: Build team prompt
sets & use Notebooks for
grounded work

HACK 01

Scheduled Prompts

THE PROBLEM

Good prompts get buried in chat history and lost

THE HACK

Use a prompt, select 'Schedule Prompt' and select when and frequency.

You cannot instruct Copilot through prompts to schedule – you will need to follow the above.

EXAMPLE STARTER PROMPTS

Inbox Summary

Summarise the most important or urgent emails in my Outlook inbox, focus particularly on any received from Jane.

News Monitoring

You are a policy official overseeing technology policy assisting me. I need you to check for news stories online related to technology policy and provide me with a summary.

1-2-1 / Line Management

I am meeting with my [line manager/reportee] today. Can you summarise our recent communications over Teams / Outlook, any upcoming deliverables, actions outstanding or anything else I should potentially raise.

Chat

Agents

Researcher

Analyst

Workflows (Frontier)

Prompt Coach

All agents

Create agent

Conversations

Library

Notebooks

Create

Apps

Outlook

Teams

Word

Excel

PowerPoint

Hi, what can I help you with?

Message Copilot



Tools



Recap Please hold: Recruitment sprint - Deep dive workshop

You might have missed

HE

When's my next meeting with Hand2, Eleanor (DSIT) ?

You have an upcoming 1:1 meeting in 2 hours



What should be on my radar from emails last week?

See more

HACK 02

Memory

THE PROBLEM

Copilot forgets key context or information that isn't written down anywhere

THE HACK

Copilot can remember key preferences and context — reducing repetition across conversations.

Personal Details

Short-hand version of your name, dietary requirement, allergens

Recurring Context

Your team name, programme, typical deliverables

Accessibility

Plain English, avoid jargon, British spelling

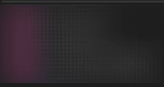
EXAMPLE STARTER PROMPTS

"Based on how I work and what I ask you for regularly, suggest a short list of things I could ask you to remember about me."

TRY: *"Please remember: I prefer British English and to use my preferred name of X unless in formal situations"*

Chat

- Agents
 - Researcher
 - Analyst
 - Workflows (Frontier)
 - Prompt Coach



All agents
Create agent

Conversations

- Library
- Notebooks
- Create
- Apps
 - Outlook
 - Teams
 - Word
 - Excel
 - PowerPoint

What can I help you with?

Message Copilot

+  Tools 

- 

Recap Following: AI for GKIM group: March meeting
You might have missed
- 

What's the latest from Hand2, Eleanor (DSIT) , organised by...
You have an upcoming 1:1 meeting in an hour
- 

Help me prepare for my day

See more

HACK 03

Custom Instructions

THE PROBLEM

The outputs from Copilot sound like 'AI' or do not fit my requirements.

THE HACK

Custom Instructions shape how Copilot drafts, so it sounds like you and meets your requirements.

WITHOUT INSTRUCTIONS

Generic output. Standard format. No awareness of your preferred style.

WITH INSTRUCTIONS

Outputs structured as requested in your preferred style. It sounds more like 'you'.

WORKS WELL IN GOVERNMENT

"Structure answers as: Summary / Implications / Recommended next steps"

"Label bullets as [ACTION] / [DECISION] / [FYI] where relevant"

"Keep it concise; flag dependencies and risks"

EXAMPLE STARTER PROMPTS

"Analyse the emails I've sent in the last 2 weeks, suggest custom instructions to go in my settings for tone, length, and greeting."

Chat

Agents

Researcher

Analyst

Workflows (Frontier)

Prompt Coach

All agents

Create agent

Conversations

Library

Notebooks

Create

Apps

Outlook

Teams

Word

Excel

PowerPoint

Hi, what can I help you with?

Message Copilot



Tools



Recap Please hold: Recruitment sprint - Deep dive workshop

You might have missed

HE

When's my next meeting with Hand2, Eleanor (DSIT) ?

You have an upcoming 1:1 meeting in 3 hours



What should be on my radar from emails last week?

See more

HACK 04

Notebook

An AI-powered workspace where you gather content - files, notes, links, chats - and get answers grounded in that material.

GOOD USE CASES



Policy knowledge repository for briefings, updates etc.



Programme updates - pull themes, actions, risks



Onboarding pack - "what do new starters need to know?"

HOW TO USE

1

Create a Notebook in M365 Copilot app

2

Add references (files, links, notes)

3

Ask questions & draft outputs

Chat

Agents

Researcher

Analyst

Workflows (Frontier)

Prompt Coach

All agents

Create agent

Conversations

Library

Notebooks

Create

Apps

Outlook

Teams

Word

Excel

PowerPoint

Evans, Dominic (DSIT)

⋮

Hi, I can help you recap and prep for meetings

Message Copilot

+ Tools



Recap Following: CAN: Copilot and Change – Interactive...

You might have missed

RE

When's my next meeting with Hand2, Eleanor (DSIT) ?

You have an upcoming 1:1 meeting in an hour



What should be on my radar from emails last week?



List key points from DSIT PROJECT CLOSURE GATE PACK ...

Shared with you



Analyse this text and make suggestions on how to improve...



What's the latest from Anceil, James (DSIT) , organised by...

Is a close collaborator



Rewrite this to sound more professional and less verbose...



Create an FAQ based on Hacks_for_Copilot_Apolitical.pptx

You edited



Any global events that could impact our supply chain or...

Wrap up & Q&A

NEXT STEPS

If you do one thing:

Schedule one prompt

If you do two things:

Add one thing to your Copilot Memory

If you do three things:

Review and add details to your Custom Instructions

If you do it all!:

Create a Copilot Notebook for one of your projects

STARTER PROMPT PATTERN

G**GOAL**

what you need

C**CONTEXT**

why & who it's for

S**SOURCE**

which file/email/notes to use

E**EXPECTATIONS**

format, length, tone

