

Transcript | Hacks for Working with Copilot

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00:00:08.990 --> 00:00:15.390

Victoria Pallois: Hello! Hello, and welcome to this masterclass event on hacks for working with Copilot.

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00:00:15.550 --> 00:00:22.170

Victoria Pallois: from the Government AI Campus. My name is Victoria, and I'm an event producer here at Apolitical.

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00:00:22.380 --> 00:00:29.549

Victoria Pallois: It would be great to hear from you all, so please do post in the chat where you're joining us from, and which organization you work for.

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00:00:29.550 --> 00:00:44.829

Victoria Pallois: A technical note that your messages might come through to only hosts and panelists due to your Zoom's default settings, so please be sure to select everyone in the blue drop-down menu in the Zoom chat if you'd like to send a message to all of us here today.

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00:00:45.940 --> 00:00:59.250

Victoria Pallois: This event is going to be a very compact 30-minute focused on building your skills on Copilot. We know that as public servants, you're likely short on time, and we want these events to suit your learning needs and work with your busy schedules.

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00:00:59.390 --> 00:01:21.860

Victoria Pallois: For those of you who are joining us for the first time, welcome! Apolitical is the world's largest online network of public servants with a mission to make governments smarter. It is used by more than half a million public servants and policymakers across 170 countries, providing governments with the tools, skills, and networks they need to become more effective and tech-enabled organizations.

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00:01:22.060 --> 00:01:26.530

Victoria Pallois: I can see so many introductions in the chat, please keep them coming.

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00:01:27.570 --> 00:01:46.780

Victoria Pallois: APolitical is a strategic partner to governments, helping them prepare their workforces for the future. We achieve this by upskilling government workforces through short online courses focused on government priorities, enabling them to find and share best practice through peer communities, and building innovative tools designed for and with governments.

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00:01:47.080 --> 00:01:50.720

Victoria Pallois: So, I can see so many people coming from Edinburgh.

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00:01:50.720 --> 00:02:14.290

Victoria Pallois: Glasgow, Calgary? Oh, Vancouver only rises. Hello from Devon, that's great! All those from Toronto, Birmingham, and other kind of regions... it's going too fast, I can't keep up. But we do have a break, break proportions from Canada and the UK, so welcome, everybody. We're also very thrilled to extend an invitation to join today's speaker.

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00:02:14.430 --> 00:02:19.430

Victoria Pallois: and your peers in public service from across the globe in the AI and government community.

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00:02:19.640 --> 00:02:32.619

Victoria Pallois: Whether you're just starting out, or you're a seasoned civil servant, this place is the... is a forum to share resources, ask questions, and gain collective wisdom from your peers using AI in their government work.

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00:02:32.650 --> 00:02:43.989

Victoria Pallois: The link is in the resources tab at the bottom of your screen, and my colleague is also posting it in the chat, so please grab it before it becomes drowned in all these wonderful introductory messages.

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00:02:44.450 --> 00:02:55.219

Victoria Pallois: I'll get a few technical notes out of the way before we get into today's conversation. The event is recorded for on-demand viewing on the APolitical website, so please don't record it yourself.

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00:02:55.340 --> 00:03:05.999

Victoria Pallois: Contact details for privacy concerns are in the apolitical homepage footer. Closed captions are available and can be toggled on or off in your screen settings.

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00:03:06.480 --> 00:03:13.320

Victoria Pallois: Now, introducing our wonderful speaker, we are very fortunate to have Dom Evans joining us today.

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00:03:13.500 --> 00:03:25.660

Victoria Pallois: Dom is the M365 Copilot Team Lead at the UK Department for Science, Innovation and Technology, where he leads the adoption of Microsoft Copilot and AI tools across the department.

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00:03:26.030 --> 00:03:45.119

Victoria Pallois: With a background in policy, strategy, and innovation in government, Dom focuses on practical, responsible uses of AI and automation that help civil servants work more efficiently and deliver better outcomes. Dom, welcome! It's fantastic to have you here. I'm handing over to you now for the next 15 minutes.

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00:03:46.020 --> 00:03:51.790

Dom Evans: Great, thanks very much, Victoria. And hi everyone, great to be here. As Victoria said, my name's Dom.

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00:03:51.790 --> 00:04:14.169

Dom Evans: And I am the co-pilot lead for DSIT, which is the Department for Science, Innovation, and Technology in the UK government. I've just put my slides on the screen, so someone will shout if I've not got them up, but I think they're all good to go, so I'm going to dive straight on in. So, today we're going to be talking about, four particular things that I think are hacks for working with Copilot.

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00:04:14.360 --> 00:04:22.480

Dom Evans: Which are, as I've set out here on the screen, we're going to be looking at scheduled prompts, the memory function within Copilot.

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00:04:22.480 --> 00:04:45.340

Dom Evans: custom instructions, and using notebooks, Copilot notebooks in particular. Before I dive into them, I think one of the things I'm really keen to sort of talk to you about today is the fact that I actually used AI to generate these slides. So it just goes to show the type of thing that you can do with AI in the workplace, so definitely keep that in the back of your mind as I'm going through.

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00:04:45.340 --> 00:05:08.980

Dom Evans: But I wanted to all start off with the golden rule, I think, for AI, which is with all of us, particularly as civil and public servants, using Copilot and AI, is to remember that it's Copilot, not autopilot. So we should always be sense-checking all the outputs that Copilot or AI gives us, and making sure that it fits the need for the work that you're doing as the human in the loop.

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00:05:08.980 --> 00:05:14.250

Dom Evans: So definitely one... if you take nothing else away from the session, that should be the one thing you definitely take away.

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00:05:14.440 --> 00:05:24.870

Dom Evans: And I'm hoping to split this into, sort of, two ways for you guys to think about this. If you're new, you can copy the starter prompts, which are on the slides, which I know you'll get access to during and after the event.

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00:05:24.870 --> 00:05:41.890

Dom Evans: and focus on saving and reusing them. If you're a bit more comfortable with Copilot, you can look at building these prompts into more team-focused ones for your teams, and you can use the notebooks, which will be the last ones in the section. So, without further ado, let's get into the first one. So...

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00:05:41.890 --> 00:05:53.610

Dom Evans: The first thing I want to talk to you about today is using scheduled prompts. So, as you know, prompts are the input in what you put into Copilot, or any other AI, so...

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00:05:53.610 --> 00:06:12.160

Dom Evans: making sure that that is right is key to making sure that Copilot gives you what you want in that particular way. And later on, I'll show you a bit of a way to think about prompts, like how you structure your prompts at the end of the session. But using scheduled prompts is a way to ensure that you don't lose good prompts, right? Because you may put something in

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00:06:12.160 --> 00:06:28.809

Dom Evans: tip-tap away, press enter, and through all the conversations that get lost. By using schedule prompts, you can repeat a task that you've asked Copilot to do on a regular basis, and you can sort of stipulate how often you want this to happen and when you want this to happen.

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00:06:28.810 --> 00:06:39.080

Dom Evans: And an important thing to remember for this one is you can't simply tell Copilot to schedule it, you will need to physically do it yourself, and I will show you that in a second on a video that I've done.

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00:06:39.430 --> 00:07:03.579

Dom Evans: And on the right-hand side are some example prompts there. You may want to use it for summarizing your inbox on a regular basis. You may want to just monitor the news and give you, sort of, the latest update on the news in your particular policy area, for example. And I've also used the last one, which is preparing myself for one-to-ones, or if I'm as a line manager, preparing it with staff that I manage. It's a really good way of just making sure that everything comes to the surface.

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00:07:03.580 --> 00:07:27.089

Dom Evans: It might not all be relevant, but at least you've had a chance to sort of review everything, that Copilot pulls out for you. So I'm going to focus on it in the next example, the news monitoring, example there. And just to note that, unfortunately, I am unable to join via my work device today, so I have recorded all of these videos, so I won't be able to give live demos, but hopefully the video will play nice and smooth for us, but we'll... you can tell me on this one.

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00:07:27.090 --> 00:07:31.100

Dom Evans: So, here we are, and I'm going to take you through an example of how you set up a schedule prompt.

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00:07:31.470 --> 00:07:40.739

Dom Evans: So, I've taken the prompt I had on the last slide, which is about the, monitoring the news, and we're going to get that into... into there, and set that... set that off.

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00:07:40.820 --> 00:07:54.430

Dom Evans: So, as you can see, Copilot is now, thinking what to do, and will start generating the response. Now, this will transition into the prompt is complete, the output is completed. As you can see there, I've now hovered over my original message.

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00:07:54.430 --> 00:08:03.220

Dom Evans: clicked schedule prompt, and I'm now stipulating what days, times, and how often I want this to run. So I'm going to run this every Friday at 2 o'clock.

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00:08:03.220 --> 00:08:10.340

Dom Evans: For 15 weeks on the trot. So you can also put an email out when you're ready.

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00:08:10.770 --> 00:08:25.760

Dom Evans: Then once you press save, this appears on your screen, so you can see it's setting itself up at the top there, and you can see my inactive ones underneath, which I could turn on by clicking the three dots. And once that's done, I can click off that and know that it's going to run on a Friday at 2 o'clock.

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00:08:26.270 --> 00:08:42.959

Dom Evans: However, if I want to get back to that screen that I was on without having to input a prompt, go to the top right-hand corner of your Copilot screen, select the settings, and you can click your schedule prompt again, and then you go back into this interface and edit it, delete it, or pause it.

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00:08:42.960 --> 00:08:53.310

Dom Evans: and go from there. So that's how you manage your schedule prompts, and I appreciate these videos are quite fast, but definitely go back and watch the slides to take this all in at your own pace.

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00:08:54.130 --> 00:09:05.129

Dom Evans: Great, so that's scheduled prompts. Hopefully that's step one in your journey that you've learned today. The second thing that I'm going to talk to you about today is the memory, so co-pilot memory in particular.

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00:09:05.130 --> 00:09:23.160

Dom Evans: So, as we probably know, AI, or Copilot in this particular case, is not always good at remembering things that you tell it. It's good at looking across your organizational data, across your SharePoint, your Teams, your Outlook, etc, but there may be some certain things that you may want your Copilot to remember that is not written down anywhere.

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00:09:23.160 --> 00:09:34.090

Dom Evans: So, as you can see on the screen, here's some suggestions from me. You know, this is not an exhaustive list, you may have your own for your own work area, but they could be, like, personal details. So, for example.

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00:09:34.090 --> 00:09:45.729

Dom Evans: I want my co-pilot to refer to me as Dom, rather than Dominic. I may also tell her that if I have any dietary or allergen requirements to help me when it replies, if I ask it to draft emails in response to events or something along those lines.

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00:09:46.810 --> 00:09:59.680

Dom Evans: Depending on how your tenant is configured, for example, you may not have your job title in your team's profile, or your directory organization setup, so you may want to tell Copilot what your job title is, what your team does.

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00:09:59.680 --> 00:10:09.869

Dom Evans: who do you report to, etc. And then the last one, sort of in the accessibility space, potentially, is around, you know, how you want Copilot to respond to you.

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00:10:09.870 --> 00:10:21.590

Dom Evans: But this will get confused a little bit with custom instructions, which is the next one I'm going to show you, so just keep this one in mind. But the one that I always advise, colleagues in DCF to use is,

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00:10:21.590 --> 00:10:39.220

Dom Evans: telling your co-pilot to always remember to write in British English, because it's definitely a telltale sign with Copilot. If you don't stipulate it, it will write in American English, so there'll be no U... there'll be no U's and lots of Zs in there. So that might be one for my British colleagues who are listening, today.

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00:10:39.220 --> 00:10:48.960

Dom Evans: So, let's have a look at this in action. How would you set this up? How would you configure your memory on Copilot? So, here we are, back at the interface again of your app.

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00:10:49.130 --> 00:10:56.110

Dom Evans: So I'm going to copy and paste into here. Remember that I want to be called Dom, and not Dominic, particularly in informal settings.

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00:10:56.740 --> 00:11:04.730

Dom Evans: So I'm instructing Copilot that with my prompt, it's gonna work its magic, and as you can see, there's a little icon that appears that says, Memory Updated.

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00:11:04.730 --> 00:11:18.530

Dom Evans: So, by clicking Manage Memories, I can see all of the memories that Copilot knows about me. So, for example, I've told things in the past about who I work with, etc. Now, if I want to get back that interface, I can click... go to the Settings.

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00:11:18.530 --> 00:11:38.159

Dom Evans: I've got personalization, and first of all, there's your work data, which I'm going to pause there just a second, so you can see a bit more. And this tells you the information that Copilot already knows about you, in terms of if you have a line manager on your Microsoft profile, your entry data, you can see that, and also the job title. On my end, I have my job title in my Microsoft profile.

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00:11:38.160 --> 00:11:44.720

Dom Evans: So that's how Copilot already knows my job title. But if I go into back and go into Save Memories Underneath.

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00:11:44.840 --> 00:12:03.319

Dom Evans: This is where we can see all of the instructions, all the memory I've told it before. So, things like, Call Me Dom, which is the one we've just seen, but also that I don't have any accessibility requirements, so it's able to generate responses, you know, for me, without me having to tell it that I don't have any dietary or accessibility requirements for joining events.

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00:12:03.390 --> 00:12:22.729

Dom Evans: And of course, the all-important that I prefer my responses in British English as well, on there too. So that's, the memory function. So telling it things, essentially, that you want it to remember about you, it doesn't necessarily have to be about how you want your outputs, but it's all about your inputs, you know, what you want Copel to know about you that's not written down anywhere else.

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00:12:24.200 --> 00:12:40.049

Dom Evans: So that's memory. Now we move on to custom instructions, which is slightly different to memory. This is where you're telling Copilot that you... this is how you want Copilot to default output the response it generates for you on your behalf.

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00:12:40.160 --> 00:13:00.030

Dom Evans: So, for example, we all know, I'm sure, or many of us will know, sometimes when AI generates something, it's very obviously been generated by AI. Some of the telltale signs are things like using the M dash, which is like the elongated dash, and some of the ways in which it

writes. There's lots of examples, you know, which... and different models kind of react in different ways to that.

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00:13:00.030 --> 00:13:11.220

Dom Evans: So, your custom instructions is how you can help your co-pilot sound, without sounding too, so scary, make it more sound like you, and to meet your requirements.

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00:13:11.220 --> 00:13:21.710

Dom Evans: And one thing that I would recommend, and shout out to my colleague, Ellie Hand, for this, she helped put together a prompt, which is in the top right corner of the screen, which is...

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00:13:21.710 --> 00:13:35.780

Dom Evans: analyze the emails I sent the last two weeks, and suggest custom instructions. So you're asking Copilot to generate the custom instructions for you as your first draft, and then you can edit them and refine them to your needs.

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00:13:35.940 --> 00:13:38.839

Dom Evans: So as you can see there, without instructions.

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00:13:38.840 --> 00:13:57.570

Dom Evans: the output's generic, it's very AI, you can tell that AI is generated, potentially, and it doesn't understand, you know, on the whole, what you want, how you want your co-pilot to sound, essentially. But with instructions, it can sound much more like you, it understands how you like things to be outputted, so the first time around, you're not...

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00:13:57.570 --> 00:14:01.519

Dom Evans: You're not having to go back and prompt it again to say, put it into this format instead.

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00:14:01.680 --> 00:14:02.590

Dom Evans: M...

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00:14:03.040 --> 00:14:18.479

Dom Evans: And at the bottom there, just put some examples, you know, everyone's different, you may want to do things slightly differently, but you may want your co-pilot to structure it as

summary, implication, recommendations, you know, on advice. You may want it to label everything as with an action, a decision.

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00:14:18.480 --> 00:14:37.079

Dom Evans: FYI in the outputs, or even just down to keep it concise and flag dependencies and risks. All these types of things can be inputted into the backend, and everyone's custom instructions, I think, will look slightly differently. So, let's... this will be a very short video, but I'm going to show you how you get to your custom instructions, which is very similar to the memory.

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00:14:37.080 --> 00:14:42.669

Dom Evans: how you get to the memory function. So here we are, back again in our trusted Copilot app.

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00:14:43.290 --> 00:14:49.880

Dom Evans: Go to the top right corner of your screen, into the settings, personalization...

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00:14:50.270 --> 00:14:52.840

Dom Evans: And at the top is custom instructions.

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00:14:53.290 --> 00:15:11.299

Dom Evans: Which, if you click on, there's a box there, which I have, blurred out, on this one, just because there's some sensitive bits in there on my one at the moment, because we're testing with how can we use it with, looking at our, our policy to say, can you check everything against the department's policy before

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00:15:11.300 --> 00:15:19.759

Dom Evans: you generate a response. But there's some suggestions there which you can just click on these buttons, for example, and it will input them directly into there.

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00:15:19.760 --> 00:15:21.870

Dom Evans: How I've structured mine is I have

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00:15:21.870 --> 00:15:43.729

Dom Evans: heading of tone, and underneath that, I have a few bullet points of, like, the tone that I want to be, which is neutral language, objective, in line with the British Civil Service, for

example. The structure is I like things to be in short paragraphs. If an informal setting, I quite like to be quite chatty, so, you know, you could... an informal setting is much more direct.

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00:15:43.730 --> 00:16:05.540

Dom Evans: And I've also stipulated how I want it to be differently with senior civil servants versus junior civil servants, so how it interacts, how the response it generates will be slightly nuanced, depending on who they are. And obviously, this is also drawing on the memory function, I suppose, when it generates the outputs to understand, this person is a senior, for example. So, it's all working in tandem, it's like an ecosystem,

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00:16:05.650 --> 00:16:15.970

Dom Evans: That all comes together. And by adding the memory and the custom instruction in particular, you're really making your co-pilot understand you and the way that you work, as well as the organization that you're working, as well.

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00:16:15.970 --> 00:16:34.539

Dom Evans: Which is obviously great in a secure environment like Copilot with your organizations. So, we've covered quite a lot there already, which is we've gone through how to schedule a prompt, how to update your memory, and also how to set custom instructions, including how to draft your custom instructions from the get-go.

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00:16:34.870 --> 00:16:43.830

Dom Evans: Now, the last thing I want to talk to you about today is on Copilot notebooks. So, how I would describe these as,

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00:16:43.920 --> 00:17:00.469

Dom Evans: They are sort of places in which you can create rough notebooks using content that you already have on your SharePoint site, or in your Teams, for example, and Copilot can look across these, generate responses, and you can almost add pages directly into this notebook, too.

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00:17:00.470 --> 00:17:15.750

Dom Evans: And as you see on the right side, you can create one in the app, or in the app, or in OneDrive, OneNote, sorry, I can't think what it's called, and you can add references, links, and then you can have a conversation, essentially, with Copilot, but referring to the data sources in there.

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00:17:15.750 --> 00:17:34.829

Dom Evans: And there's some good use cases I think we can use for this. On my team, we use this as an internal kind of policy source. We can quickly sift through a lot of documents, to get a response, focus in on these particular documents rather than across the whole, kind of, area that I have access to.

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00:17:34.850 --> 00:17:53.849

Dom Evans: I also use it for program updates as well, and we can also use, like, a bit of an onboarding pack to write for, you know, things that staff need to be aware of, give them access to the OneNote, and they can query it using Copilot, so... but let's dive in and see how you guys can create your own OneNote, sorry, Copilot notebooks in this space.

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00:17:53.940 --> 00:18:02.399

Dom Evans: So, we're back again in the app, and on the left-hand side, you should have notebooks. Apologies, it's a bit blurry on my end, and probably on yours too.

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00:18:02.520 --> 00:18:22.120

Dom Evans: Go into notebooks, top right corner, New Notebook, and here I am creating a notebook about today's apolitical session. And as you can see, we can create icons, give it a name, and there's some source at the bottom. So here I am attaching the presentation that I'm using today, but I can also upload it if it's on my device as well.

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00:18:22.400 --> 00:18:23.320

Dom Evans: So...

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00:18:23.530 --> 00:18:37.989

Dom Evans: We've created the notebook, and here we are. On the right-hand side, you've got the Copilot interface, which you can use to ask questions about the... all the topics, or all the data that's in this notebook. So here I am asking Copilot, you know, what topics am I going to cover in today's session?

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00:18:38.250 --> 00:18:48.329

Dom Evans: And what we'll see in a second is that it refers to the only reference source that it has in here, which is my presentation, and it will tell me the topics that I'm going to talk about today.

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00:18:48.650 --> 00:19:00.580

Dom Evans: And in the middle, as you can see, it's generating an overview. It obviously takes a bit of time, because it's sort of setting itself up, but once you add more documents, it will create more and more overviews, and I will talk a bit more about that in a second.

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00:19:00.620 --> 00:19:08.850

Dom Evans: So, here we are. We go back to our notebooks. As you can see, here's the notebooks that we created on our side. Sorry, I'm going a bit fast at the moment, so...

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00:19:08.850 --> 00:19:23.209

Dom Evans: In this, document, this is our, sort of, how we keep up to date with what the new features are coming from Microsoft. So we create new pages, new documents for each new item or new thing that's coming from Microsoft, as you've probably seen in recent announcements.

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00:19:24.480 --> 00:19:42.610

Dom Evans: And then we can use this interface to have a conversation with the co-pilot about, you know, what does this mean for DSIT, for example, or how can I think about this in a different way based on these reference sources which are on the left-hand side? Again, I've blurred the middle bit just in case there's sensitive information in there, I don't want to be caught out.

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00:19:43.060 --> 00:19:45.010

Dom Evans: I'm gonna just keep going.

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00:19:45.300 --> 00:20:00.100

Dom Evans: And on... I think the next thing it's going to show you is, yes, you can add new pages, so you click new page, and then you can start writing directly into the space. So you don't need to have it saved in SharePoint, for example, you can create your own content within the notebook that's just for this notebook, for example.

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00:20:00.530 --> 00:20:19.990

Dom Evans: And another cool feature of this one is you can create an audio overview. So what that means is, this will create, like, a podcast style, a conversation between two people. You can pick the voices, like, who's having the conversation, how long you want it to be, is it professional, is it a casual podcast, and also give it a bit more of an additional structure there with,

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00:20:20.090 --> 00:20:34.459

Dom Evans: the written box at the bottom. It's quite a cool way to digest information, I think, so it's different to how you normally would do this, and we as a team are trying to think about how we can use this more often to just digest information when there's particularly lots of sources of information that we

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00:20:34.460 --> 00:20:41.519

Dom Evans: add-to-one notebooks. So I definitely want to think about how you may want to use this in your, kind of, day-to-day work, as you, as you go forward.

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00:20:41.880 --> 00:20:45.909

Dom Evans: So that's, a quick overview of notebooks as a whole.

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00:20:46.110 --> 00:20:53.850

Dom Evans: Then, if we go back to this screen, which is showing us in OneNote, so I've skipped over to OneNote, now I've opened the OneNote app.

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00:20:53.990 --> 00:21:07.980

Dom Evans: As you can see on the left-hand side there, our OneNote... our Copilot One... God, our Copilot notebooks appear in the top left-hand corner, above the normal notebooks that you'd have, in... in OneNote already.

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00:21:08.000 --> 00:21:19.900

Dom Evans: Lots... I've used the word note there multiple times, so apologies, bit of a tongue twister. But you can see them all there, so you can access it all in this interface, or you can access it in your M365 Copilot app interface as well.

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00:21:21.250 --> 00:21:38.750

Dom Evans: Great. And then we're going to move just on to the last bit, which is... I've now asked Copilot to summarize, one of the main things I want to get across in the session today, and I've just done that in a new chat. It's not referencing anything, just a new chat for today's session.

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00:21:38.750 --> 00:21:43.519

Dom Evans: So I scroll down to the bottom, and I'm now going to edit this in Pages, which is

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00:21:43.520 --> 00:21:53.770

Dom Evans: Another cool way where you can edit the outputs from Copilot, but without having to copy and paste it into a Word document, for example. So I've put that into a page.

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00:21:53.820 --> 00:22:03.769

Dom Evans: And now I want to add this directly into my new notebook for all but my session with apolitical. So here I am, I've selected in the top right corner, oops.

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00:22:04.070 --> 00:22:05.669

Dom Evans: Knew that was gonna happen.

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00:22:06.780 --> 00:22:08.730

Dom Evans: Go back to there...

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00:22:08.860 --> 00:22:15.330

Dom Evans: To show you again, top right-hand corner, click the three dots, and not the shade like I did there, add to notebook.

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00:22:15.840 --> 00:22:18.629

Dom Evans: Select the notebook you want to add it to.

109

00:22:18.870 --> 00:22:21.049

Dom Evans: As you can see, it's working its magic there.

110

00:22:21.250 --> 00:22:24.670

Dom Evans: Open the notebook, so we go back to Find It.

111

00:22:26.520 --> 00:22:38.850

Dom Evans: into the apolitical session notebook, and there it is on the left-hand side as a new reference. You don't need to save this into your SharePoint or into OneDrive, you can directly add content that Copel has created for you, and make changes in this interface as well.

112

00:22:38.880 --> 00:22:50.540

Dom Evans: So, I can make changes here, or I can still make changes in the other version that you've seen in the Copilot chat window, and it will all update at the same time, so you don't need to kind of... it's not like a new version that's been moved across.

113

00:22:50.540 --> 00:23:02.050

Dom Evans: So hopefully that's a helpful way, to add content quickly to these notebooks, as again, these are much more like a rough kind of draft way, to digest content, rather than, like, creating an agent or something along those lines.

114

00:23:02.550 --> 00:23:04.610

Dom Evans: Great. So...

115

00:23:04.740 --> 00:23:15.960

Dom Evans: We've covered quite a lot there, but I think these are the four things I hope that you'll take away as, like, things you can integrate into the way that you work, or feedback to your team on how you can use Copilot to support you.

116

00:23:16.040 --> 00:23:27.410

Dom Evans: If you do one thing after today's session, I hope that you will schedule a prompt. If you do two things after the session today, I hope you will do that, and also add some more memory, something to your co-pilot memory.

117

00:23:27.720 --> 00:23:29.220

Dom Evans: If you do a third thing.

118

00:23:29.300 --> 00:23:50.060

Dom Evans: add some details to your custom instructions, and you will see quickly how that will make a big difference to the way your Copilot generates a response, and it'll sound a lot more like you, or how you want your Copilot to sound. And the last thing is, why not create a Copilot notebook for one of your projects? And I think the final thing I'll say before I hand back to Victoria is.

119

00:23:50.060 --> 00:24:00.039

Dom Evans: Hopefully this is a helpful way to think about, how you can create prompts, good copilot prompts. I've seen that there's lots of, sort of acronyms around this, like Wizard, etc.

120

00:24:00.040 --> 00:24:16.389

Dom Evans: But we use GCSE, which, for those of you who are not in the UK, GCSE is a, examination or group of examinations you take when you're around 16, so it's very helpful for us to remember in the UK that GCSE stands for Gold, Context, Source, and Expectations.

121

00:24:16.790 --> 00:24:32.299

Dom Evans: If you write a prompt with those four things in mind, you're probably going to get a much better response out of it than if you just tried to write something, sort of shorthand or really short-based. So I definitely would recommend you look into the GCSE model as a way to structure your inputs and prompts to Copilot.

122

00:24:32.520 --> 00:24:43.239

Dom Evans: That's it from me. Thanks very much for the opportunity again to present today. It's been a really great opportunity, and I'm really glad to be able to do this. I'll hand back to Victoria, and obviously here to take any questions, so thank you very much.

123

00:24:45.690 --> 00:24:59.369

Victoria Pallois: Thank you, Dom. That was really interesting, especially the notebook. We do have many questions, as you can expect, so to ensure your question is seen, please submit it in the Zoom Q&A tab, which is at the bottom of your screen.

124

00:24:59.370 --> 00:25:08.199

Victoria Pallois: And just before we dive into your questions, we wanted to let you know that we've also created a great full-on resource that we think you might find very useful.

125

00:25:08.200 --> 00:25:32.689

Victoria Pallois: It's a very relevant article exploring how to write prompts to get favorable answers from Copilot, which is prompts at the heart of using AI in general. So to receive your link to the article, please go in the AI and Government community and leave a comment on the post pin at the top of the page, and we'll send a link to this article right after the event. My colleagues has also posted this link in the chat.

126

00:25:33.040 --> 00:25:33.870

Victoria Pallois: So...

127

00:25:34.430 --> 00:25:51.370

Victoria Pallois: On to the questions. We've had a number of questions, I think, firstly, on the type of license, Dom, that you need to access all these features. A lot of people commented that they don't have access to notebook function. Do you know what type of license you need?

128

00:25:52.080 --> 00:26:14.849

Dom Evans: So I think the answer, Victoria, and I'd have to double-check on this, is that you would probably need a premium license, so essentially a paid license for... for this. I do appreciate that, particularly UK government colleagues, it's very different in each department around whether they... if they have a license or not, but I do understand that all the features I've shown today, I think, are more geared towards if you have a license, sort of a paid version of Copilot.

129

00:26:16.220 --> 00:26:26.180

Victoria Pallois: That's great, thank you. We have another question around notebooks. Can colleagues collaborate with you on notebooks, and how do you grant access to them?

130

00:26:26.560 --> 00:26:41.269

Dom Evans: Yeah, definitely. So, it's definitely not just for you alone. You can share access to notebooks to your colleagues, and you can do that by... if you go back to the video for that one, in the top right-hand corner, it says share, and you are able to share that with

131

00:26:41.290 --> 00:26:59.979

Dom Evans: share a particular page that you're working on, potentially, within that notebook, or in the top left-hand corner of that interface, you can select to share the notebook as well. So, yeah, as I said, me and my team, we share these notebooks so we can all access them and digest the information from them, in that way. So yeah, it's definitely not in the silo.

132

00:27:00.860 --> 00:27:10.510

Victoria Pallois: That's great, yes. Dom did cover a lot during the session, so the recording will be shared tomorrow on the events page, where you can go through all of his tips.

133

00:27:10.510 --> 00:27:35.040

Victoria Pallois: in, instead of doing 1.5 in 0.5 speed to take some notes. Well, we have time for another tiny, question. So, this is a question from Josh. Can a single person set common instructions for an entire team for consistency? For example, all outputs from the team should use m dashes and spell out numbers under 10.

134

00:27:36.400 --> 00:27:52.900

Dom Evans: Yeah, thanks, Josh, for your question. I think the short answer is no, not for a group of people, necessarily. I think the best way, if you wanted your team to do that, particularly if you're, sort of, a part of the organization, it's not an organizational-wide kind of thing you're trying to enforce, is to just

135

00:27:52.900 --> 00:28:06.379

Dom Evans: agree on a form of words, and that you all agree to input that into your custom instructions in the backend. That way, the output should all be very similar. But it's very important to recognize that with all AI tools and Copilot,

136

00:28:06.380 --> 00:28:15.630

Dom Evans: the response will always be slightly differently and slightly more nuanced for every person's output, so it may be different even though you do those custom instructions, but more likely to be similar, I guess, is what I would say.

137

00:28:16.680 --> 00:28:39.599

Victoria Pallois: Great. Well, thank you, Dom. We still have so many unanswered questions, but it's everything that we have time for today, so please, join me in giving a virtual round of applause to Dom. I saw you, so many, using these emojis, so please join me. And also, most importantly, thanks to you attendees for joining us today and investing some time in your learning.

138

00:28:39.600 --> 00:28:48.939

Victoria Pallois: The team is going to pull up a quick poll on how you felt about today, which will help us continue to improve on our content, and we really appreciate your responses.

139

00:28:49.220 --> 00:29:08.449

Victoria Pallois: While you're responding to that poll, we, we wanted to share some other events that are coming up. Next Tuesday, we have AI for Slidex, so if you want to learn how Dom created his slides for this session, join us next Tuesday for another 30-minute event.

140

00:29:08.500 --> 00:29:20.460

Victoria Pallois: And we can... you can also catch up on all of our AI Skills Lab sessions in our new hub for any of the recordings or any tips that you're looking for for very specific technical skills.

141

00:29:21.120 --> 00:29:35.240

Victoria Pallois: Great! Well, it's all we have time for today, so thank you so much for joining. We hope you find it useful, and we want to say a huge thank you to Dom, to everyone who's made today happen, and to you for joining us and taking the time out of your busy days.

142

00:29:35.470 --> 00:29:49.469

Victoria Pallois: Please look out for the email coming your way with the resources, the recording, and don't forget to find my post in the community, and we hope to see you at another apolitical event very soon. Have a great day! Bye-bye!

143

00:29:49.870 --> 00:29:50.830

Dom Evans: Thanks, everyone.