

# 5 tips for making the most of Microsoft Copilot at your nonprofit



Navigate to [copilot.microsoft.com](https://copilot.microsoft.com) and sign in with your work account to get started



## Summarize a long article, document, or PDF

Available in the Microsoft Edge sidebar

Turn a 20-page jargon-filled PDF into a bulleted list, short paragraph, or single sentence summary.

### Try it

Open a long web article in Microsoft Edge. Enter a prompt in Microsoft Copilot in Edge like *"Summarize this in five bullet points."*



## Draft emails and donor-ready content

Available in Microsoft Copilot in Edge

Need to draft an email to a donor in the next hour? Microsoft Copilot is your professional writer on call. Go from bullet points to customer-ready messages in no time at all.

### Try it

Go to Microsoft Copilot in Edge and select **Compose**. Enter *"Draft a follow-up email to an existing donor"* as a prompt and adjust tone, length, etc. as desired.

(Note: You can draft content at [copilot.microsoft.com](https://copilot.microsoft.com) but without a Compose view.)



## Generate images to elevate your content

Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social media, and more! Just describe the image(s) you want.

### Try it

Create an image to tell your story with a prompt like *"Create a 2D illustration of a pair of hands holding the world."*



## Learn new things quickly

Microsoft Copilot can be your personal teacher! Instead of sifting through articles to find the best source, ask questions tailored to your needs and interests to get consolidated key points from the internet.

### Try it

Try this prompt: *"Explain how a large language model works in simple terms"* or select the suggested prompts. Let your curiosity lead you.



## Get answers for complex and specific questions

When you think, "there can't be an article on this topic," that's the time to try Microsoft Copilot. It can elegantly handle questions that require multiple data points or a degree of analysis.

### Try it

Ask for answers in a format that you like. *"Give me a table that summarizes average email metrics for the nonprofit industry."*