

12 Copilot in OneDrive

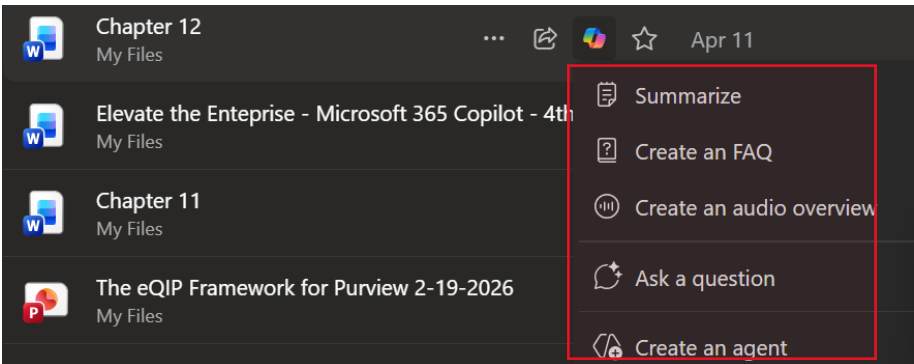
Intended Uses

As usual, Copilot allows you to skip a step! Find and act upon information about your files in OneDrive without opening them. There's a few sizzling features buried in OneDrive as well, so read on for a couple of quick takeaways.

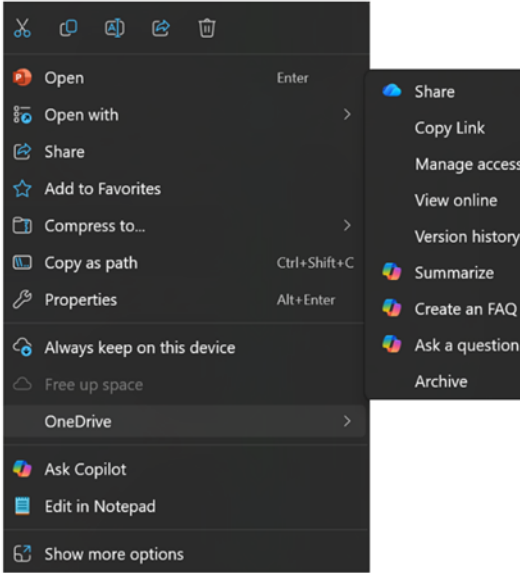
Activating Copilot in OneDrive

Navigate to your OneDrive in your browser. You can click on the app launcher icon at the top left of the <https://www.microsoft365.com> screen and find Apps, then OneDrive.

Once there, hover over the file you are interested in. You'll see the Copilot icon, and clicking provides a drop-down menu of options.



You can also find these dialogs by right-clicking on your file in Explorer, then selecting “OneDrive.”

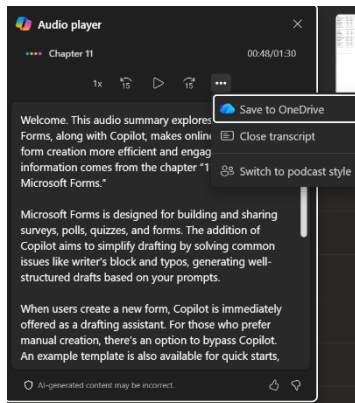


How to use Copilot in OneDrive to its Fullest

1. The “Summarize” option simply gives a rundown of what Copilot sees inside the document, allowing you to then copy or ask other questions.
2. “Create an FAQ” creates both questions that Copilot could envision asking, and answers (if they’re available in the file). The Q&A can be copied or further questions can be asked.
3. “Ask a question” opens the file and brings up the right-hand chat box, allowing you to summarize the file, ask a question, create an FAQ, or suggest next steps from the file.
4. “Create an Agent” lets you use that file as the basis for a structured prompt that you and others can use again to automate some works.
5. You can compare (up to five) files with a clear, easy-to-read summary of the details and differences within your files.

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6. Do you, your colleagues, or customers prefer audio summaries over reading files? Try the “Generate Audio Overview” capability.

Copilot can generate audio overviews for Word documents, PDFs and Teams meetings recordings. Once listening to the audio, you can change to podcast style, see the transcript, and save the audio to OneDrive, as shown to the right.



The mp3 file is saved in the “Recordings” folder with a similar filename as the original. That file can be shared (internally or externally) as if were any other file in OneDrive.