

# Using Microsoft Copilot Library

## What is Copilot Library?

**Copilot Library** is a simple, central place where your Copilot-made content is kept together. It brings your **Pages** (saved from chat) and **Images** (made with Copilot) into one view.

Using Pages means you don't have to copy and paste generated content into another app to edit – you can edit Copilot's responses directly. You also don't have to remember which chat you were using, your AI-generated content is gathered for easy reuse.

## What you'll find there

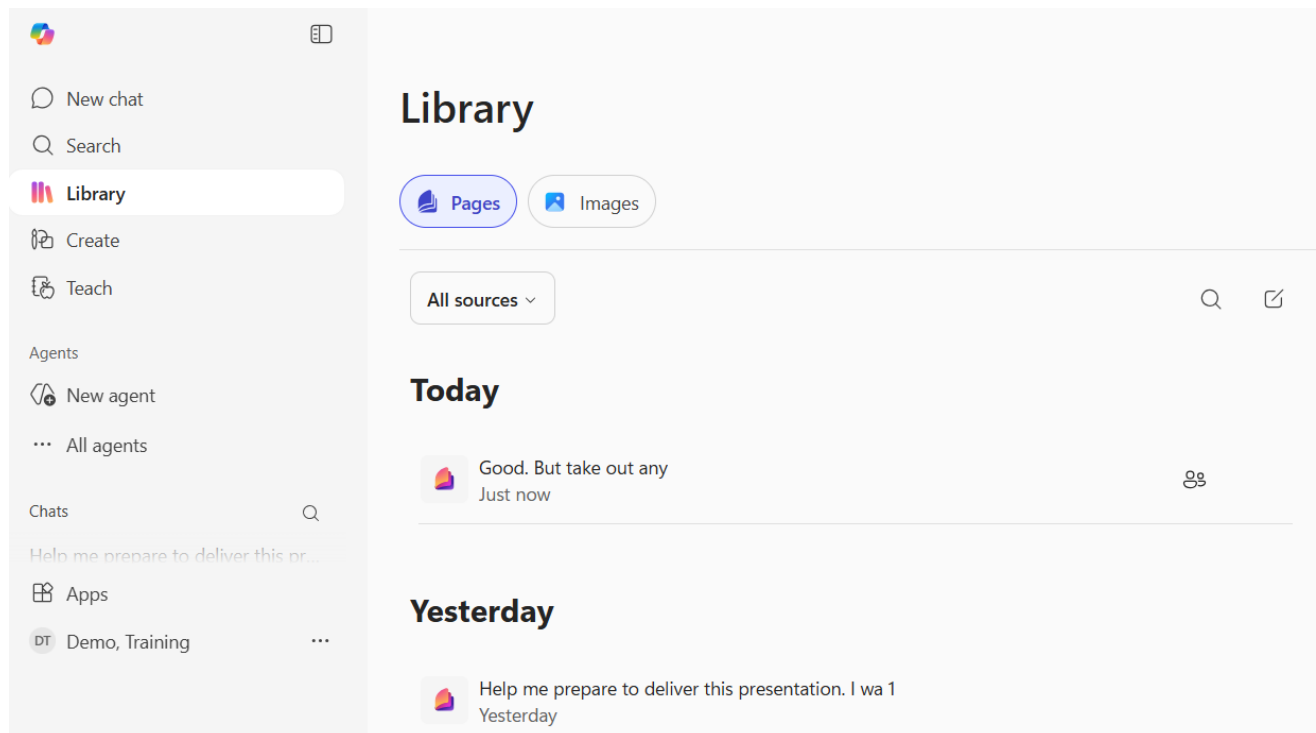
- **Pages** – the editable pages you created from Copilot replies, plus any pages that others have shared with you.
- **Images** – everything you generated with Copilot (e.g., Create or from Chat), shown in a visual grid. You can **download** images as **.jpeg** files.



Because Copilot is updated frequently, some features or interface details described here may not always match the current version.

## How to open it

1. Go to the [M365 Copilot](https://m365.cloud.microsoft/chat/) website: <https://m365.cloud.microsoft/chat/>
2. In the left navigation pane, choose **Library**.



If your Library looks empty, start by turning a chat answer into a Page or creating an image - those items will then appear here automatically.

## Key things you can do

- **Browse by type:** switch between Pages and Images by clicking the headings. Use filters to narrow down (eg., image types such as infographics/stories; pages created by you vs. shared with you).
- **Open and continue work:** select a Page to keep editing it.
- **Download images:** pick any image and download it for use elsewhere.
- **Find items faster:** Pages are sorted by last modified and are searchable by title; Images are sorted by date created.


## Using Copilot Pages



**Copilot Pages** lets you take a reply from Copilot and turn it into an **editable page** so you can keep, refine, and build on it – rather than losing it in the chat history. It's useful because you can turn any answer into a working draft you can improve.

### What you can do on a Page

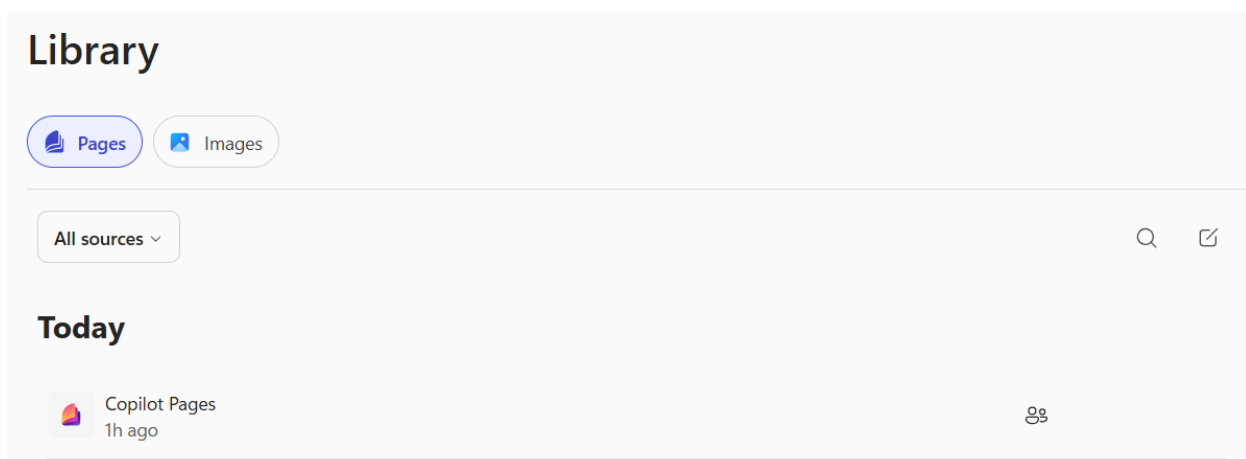
- **Edit like a simple document:** add headings, bullets, tables, links, and basic formatting.
- **Ask Copilot to improve the text:** highlight a section and ask Copilot to rewrite, expand, simplify, or change tone.
- **Come back later:** Pages save automatically, so you can pick up where you left off.
- **Share your page with others:** generate a link for sharing with colleagues and work on the draft together.

## View Pages in your Library

Library shows all your Pages – those you own and those shared with you. Pages shared by others display the shared icon: 

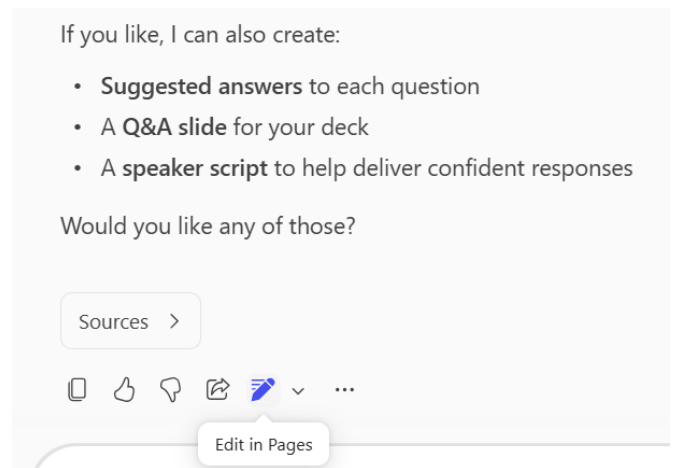
You can also create a new Page from here: **click the New Page icon** () at the right-hand side. Click the magnifying glass icon () to search for a Page.

Click any Page title to open it.



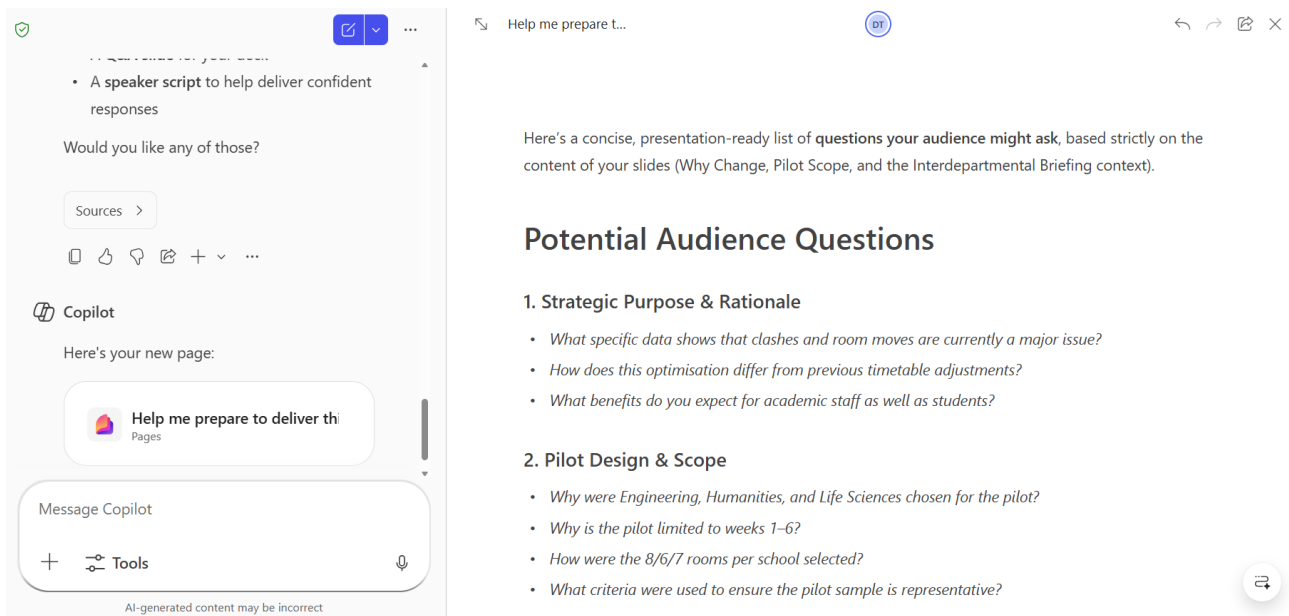
## Create a Page

1. In Copilot chat, submit your prompt – eg. “Draft a one-page project overview with goals, risks, and milestones.”
2. Below Copilot’s response, click the **pencil icon**. This will create a new **Page**, allowing you to edit the response directly or use Copilot to refine sections.
3. The Page will open to the right-side of your window.



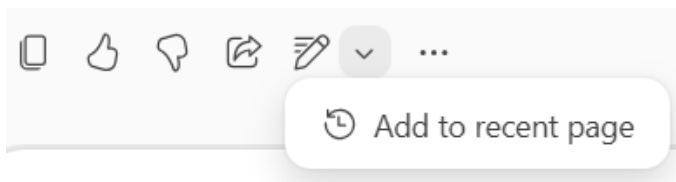
Once you’ve created a Page, you can begin editing without having to paste Copilot’s response into a document. Just click anywhere in the Page and start typing.

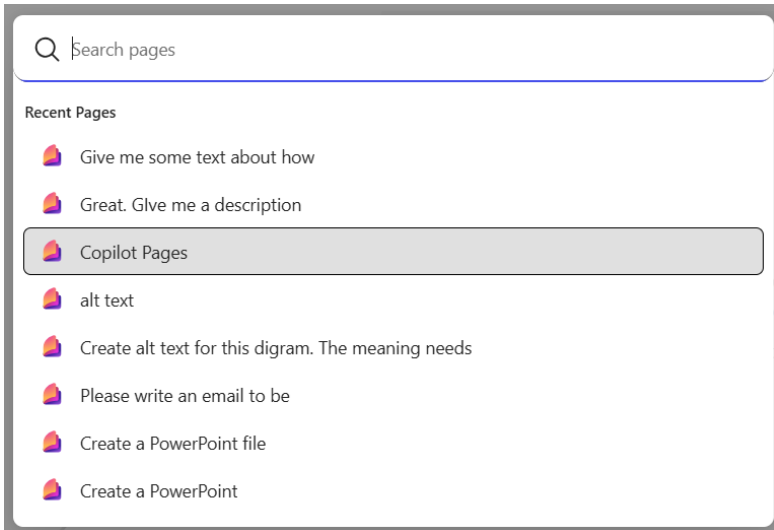
You can type prompts in the usual **Compose box** and Copilot will make changes to the Page.



### Edit in Pages – Add to recent Page

From the chat response, click the **dropdown arrow** next to the Pages icon to **Add to recent page**, then pick the Page from the list. The content will be inserted into an existing page, and you can keep editing.





You can view the Page in full screen by clicking the **Expand** button at the top left of the Page. This hides the Compose box and your discussion with Copilot.



Here's a concise, presentation-ready list of **questions your audience might ask**, based strictly on the content of your slides (Why Change, Pilot Scope, and the Interdepartmental Briefing context).

## Editing a Page

**Delete or add** text anywhere on the page – changes you make are automatically saved.

### *Copilot shortcuts*

You can get Copilot to make automatic changes to a document without having to enter a prompt. Click the **Copilot shortcuts** button at the bottom right of the Page.



Here's a concise, presentation-ready list of **questions your audience might ask**, based strictly on the content of your slides (Why Change, Pilot Scope, and the Interdepartmental Briefing context).

## Potential Audience Questions

### 1. Strategic Purpose & Rationale

- *What specific data shows that clashes and room moves are currently a major issue?*
- *How does this optimisation differ from previous timetable adjustments?*
- *What benefits do you expect for academic staff as well as students?*

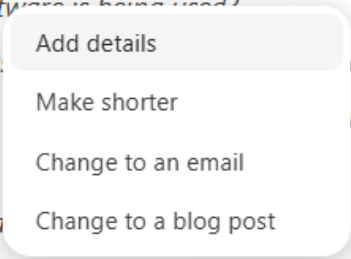
 Copilot shortcuts

The full Page (ie. all text) is selected by default. You can manually select shorter sections to edit – just click and drag to highlight text, then choose a shortcut. Copilot will apply the change only to the selected text.

### Adjust content

This allows you to **change or restructure** the text in Copilot’s response. You can ask for Copilot to make changes by clicking **Add details**, **Make shorter**, **Change to an email** or **Change to a blog post**.

- *What optimisation method or software is being used?*
- *How will space utilisation be measured before and after the changes?*
- *How do you ensure the timetable remains simple and easy to read while maximising utilisation?*
- *What constraints (e.g., staff availability, specialist rooms) are being built into the model?*



Once you select an option, Copilot will rewrite its response. Changes made are **highlighted in blue**.

- *What specific data shows that clashes and room moves are currently a major issue?*

You may be asked to reference concrete figures (e.g., number of weekly clashes, frequency of relocations, student complaints, NSS scores, or staff feedback trends).

- *How does this optimisation differ from previous timetable adjustments?*

Attendees might want clarity on whether this is a procedural tweak or a structural approach using modelling, constraints, and utilisation metrics.

- *What benefits do you expect for academic staff as well as students?*

People may ask about reduced administrative burden, fewer last-minute changes, improved comfort, or improved teaching conditions.

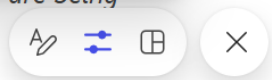
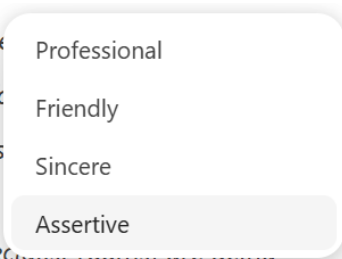


### Change tone

You can adjust Copilot’s tone to better suit your audience or purpose.

Click the **Copilot shortcuts** button and select **Change tone** – you can make text read as more **professional**, **friendly**, **sincere**, or **assertive**.

- *What optimisation method or software is being used?*
- *How will space utilisation be measured before and after the changes?*
- *How do you ensure the timetable remains simple and easy to read while maximising utilisation?*
- *What constraints (e.g., staff availability, specialist rooms) are being built into the model?*



## Style page

The **Style page** in the Copilot shortcuts menu is a quick way to tidy and structure your page in one go. It can **add section headings, write an introduction or conclusion, and add emojis** for emphasis. You can apply one change or all of them together to give the page a simple, readable layout.

- *What optimisation method or software is best for this scenario?*
- *How will space utilisation be measured before and after the change?*
- *How do you ensure the timetable remains simple and easy to read while maximising utilisation?*
- *What constraints (e.g., staff availability, space) are built into the model?*

Add emojis

Add section headers

Add introduction

Add conclusion

Add all



## Undo changes

If you don't like changes made by Copilot, just click the **Undo button** at the top of the screen and the Page will return to its previous state. Scroll through previous versions to find the best one and click **Restore version** to confirm.



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# Potential Audience Questions

## 1. Strategic Purpose & Rationale

Restore version to edit.

Restore version

Cancel



You can press **Undo** multiple times to step back through earlier edits and use **Redo** if you change your mind again.

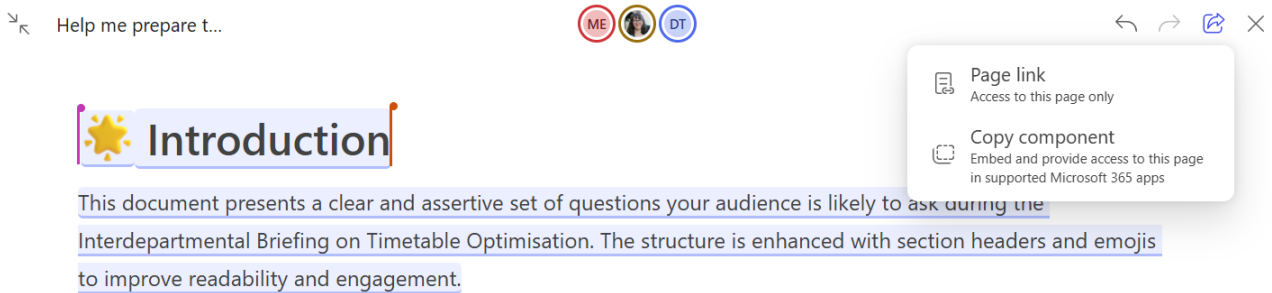
The Redo option disappears once you restore to a previous version.

## Sharing a Page

Sharing a Copilot **Page** sends a link to that specific page so others can open it; you can set permissions so others can either view the content, or edit and collaborate.

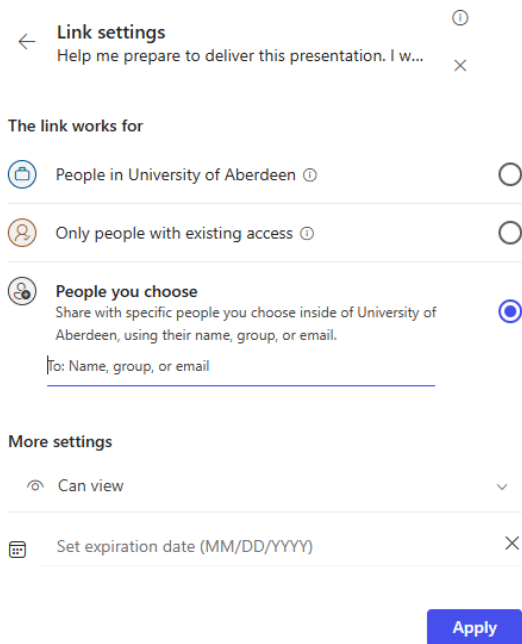
Click the Share button at the top-right of the page. There are two options for sharing:

1. **Page link** – send a link in Teams, Outlook, or anywhere you communicate. This link launches in a browser so colleagues can work on it with you.
2. **Copy component** – paste a live, editable Loop version into Teams, Outlook, or OneNote. Edits made in those apps sync back to the Page in real time.



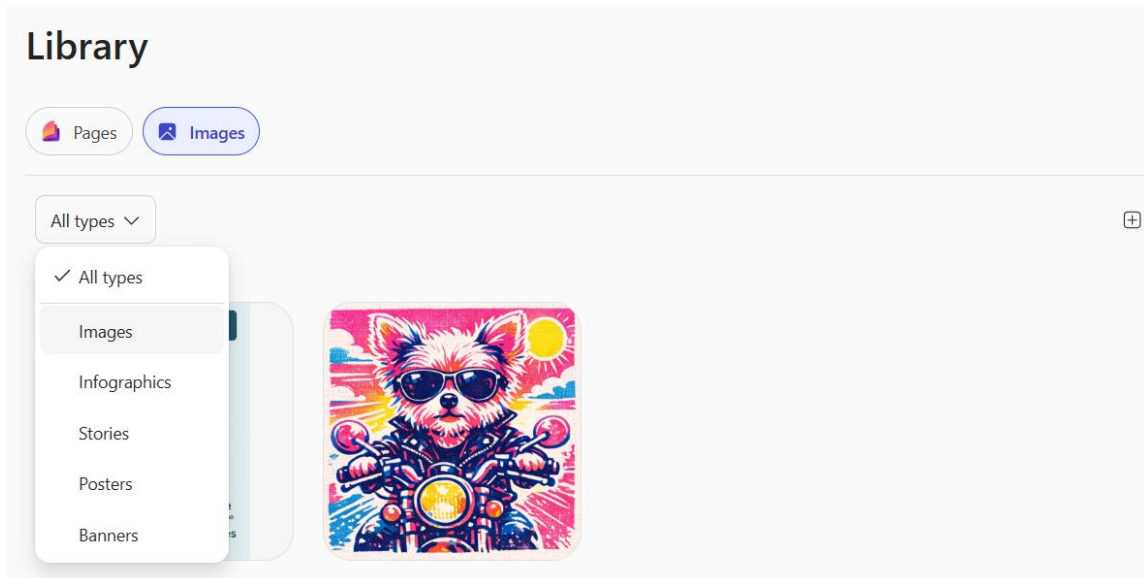
## Permissions

You can choose the usual **view or edit** link settings – just like sharing a file from OneDrive/SharePoint. Sharing grants access to **that page only**, your original chat stays private.



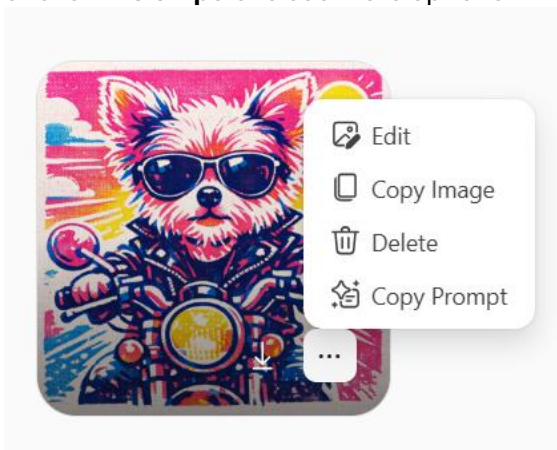
## Using Copilot Images

You will see a grid view of all images you have generated. Use the **filter** to view certain types of images. Click the **plus icon** at the right-hand side to start creating a new image – a further guide will go more into detail about generating images.



It is not possible to collaborate with others on images – but you can download your images to send them on or upload other people’s images into Copilot for further editing.

Hover over any image to see options – you can quickly **download a copy** of an image to your computer or click **the ellipsis** to see more options.



## Further information and help

- This resource was created by the AI Learning Lab, part of the university’s Digital Skills Team. Find more information and upcoming training on [our SharePoint site](#).
- Check out our other guides on [Toolkit](#).
- Use MyIT to log a call with the IT Service Desk: [myit.abdn.ac.uk/](https://myit.abdn.ac.uk/)
- If you want to learn in more detail you can use Microsoft’s [Copilot Chat help & learning](#) for tutorials, videos and helpful hints.