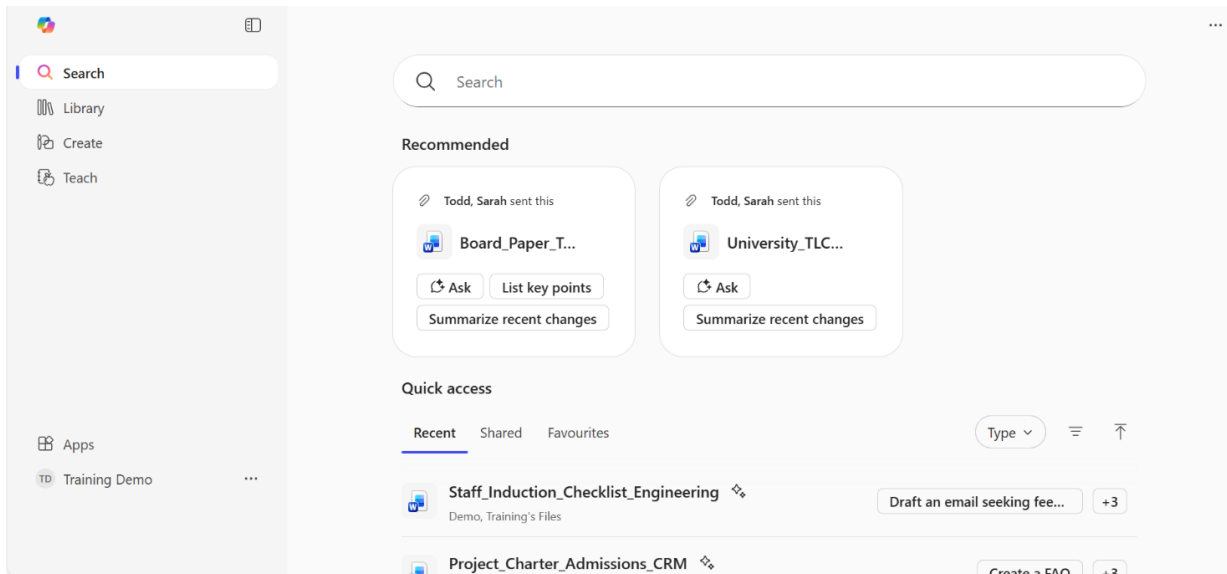


# Using Microsoft Copilot Search

**Copilot Search** is the unified search home in the Microsoft 365 Copilot app, designed to quickly surface people, chats, meetings, and files – with handy **Recent**, **Shared**, **Favourites**, and **Recommendations** to get you back to work fast.

It retrieves results across Microsoft 365 while honouring your existing permissions and enterprise privacy controls. You can filter by type (files, people, meetings, chats) and open any result in Copilot Chat to ask questions, summarise, or draft next steps from the file.

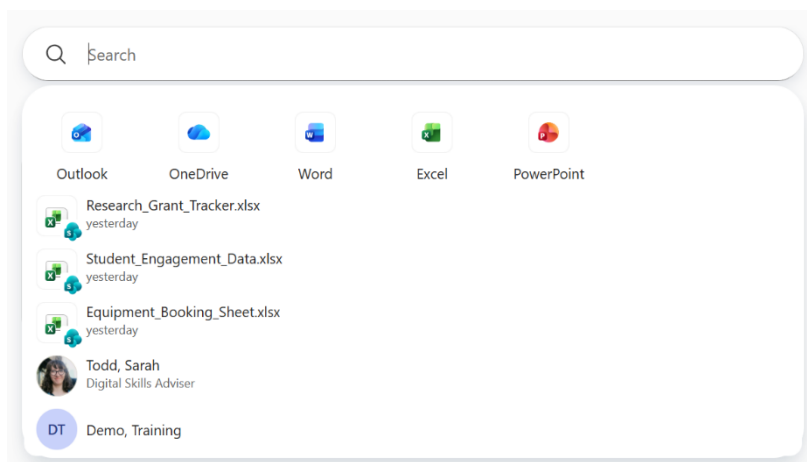


Because Copilot is updated frequently, some features or interface details described here may not always match the current version.

## Search bar

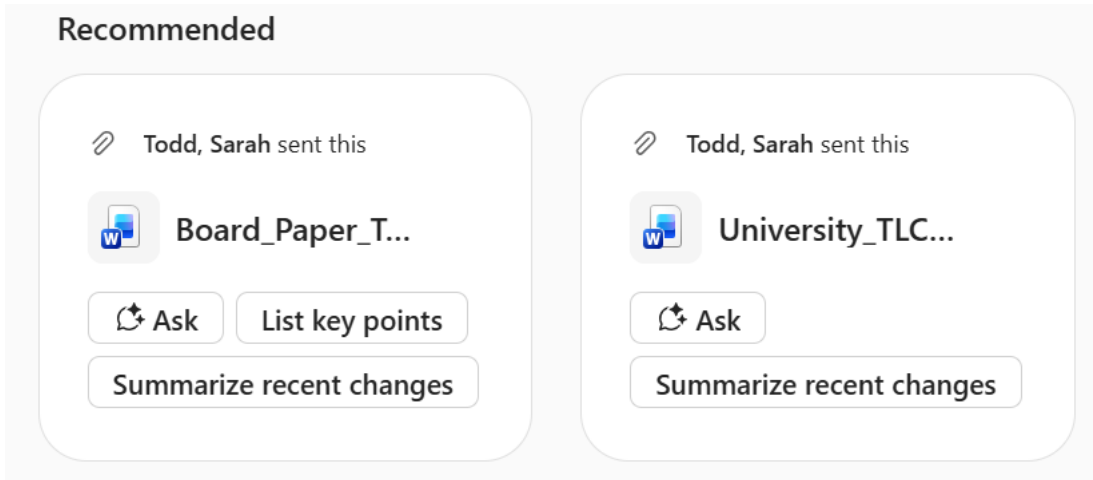
Use the search bar to find **files**, **apps**, and **people**. Type in your keywords to find specific information across these categories. A dropdown menu shows recently shared files as well as colleagues you have contacted.

Click the app tiles to open these in a new browser tab.

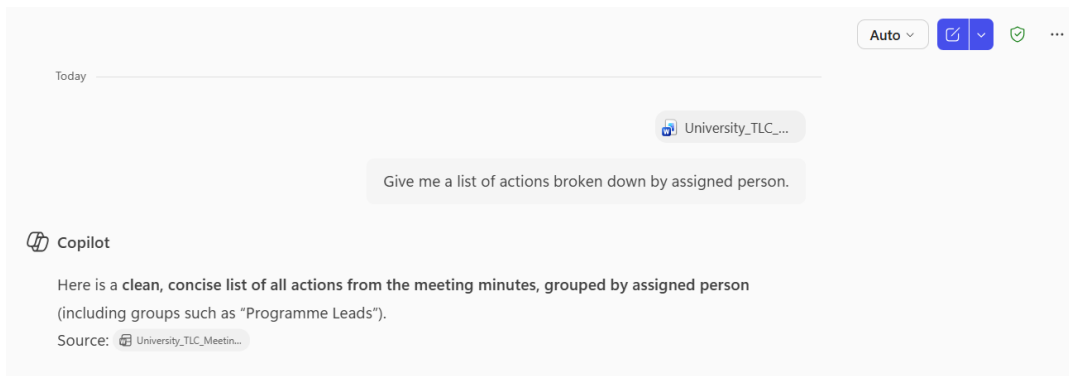


## Recommended

'Recommended' tiles show relevant files, each with suggested prompts to help you open them or continue working with Copilot.

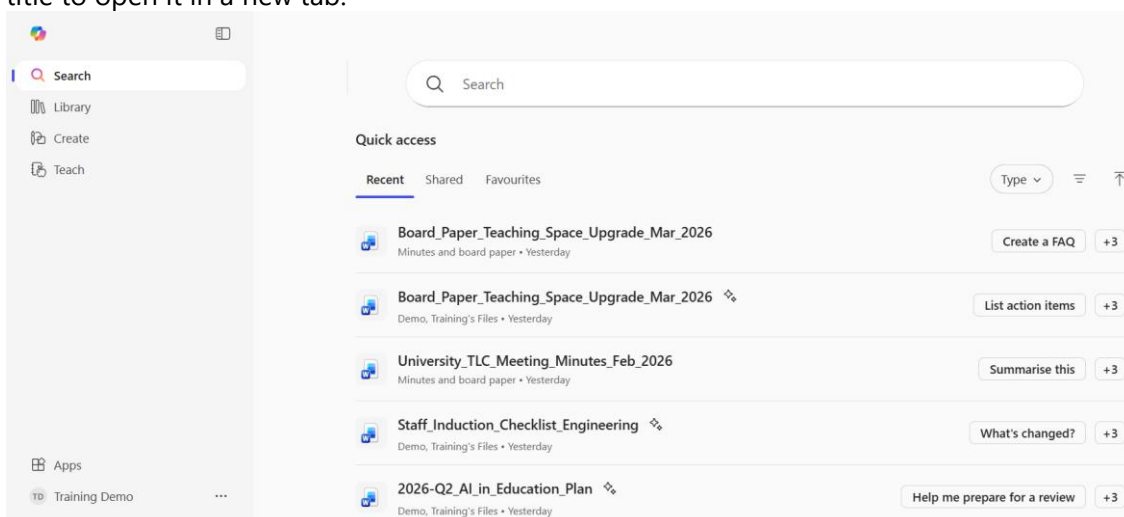


Click a suggested prompt to run it or select **Ask** to type your own.

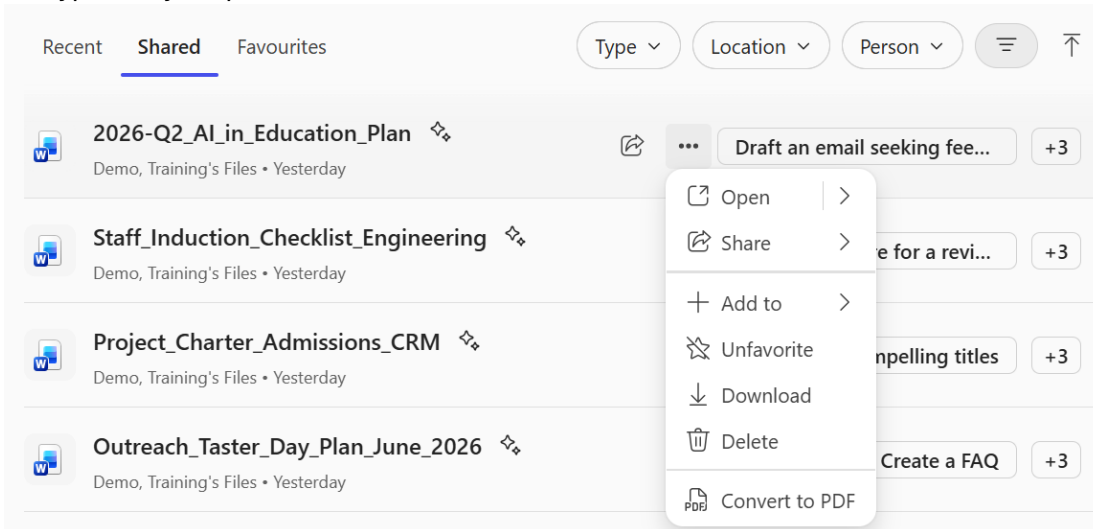


## Quick access

Scroll down the page to view a list of recently shared files. Use the three tabs – **Recent**, **Shared**, and **Favourites** – to jump back to important items. The **Shared** tab is where you'll find **recently shared files**, showing **who shared the document** and when; **Recent** lists files you've opened or edited; **Favourites** gathers anything you've marked for quick access. Scroll to browse, click on any document title to open it in a new tab.



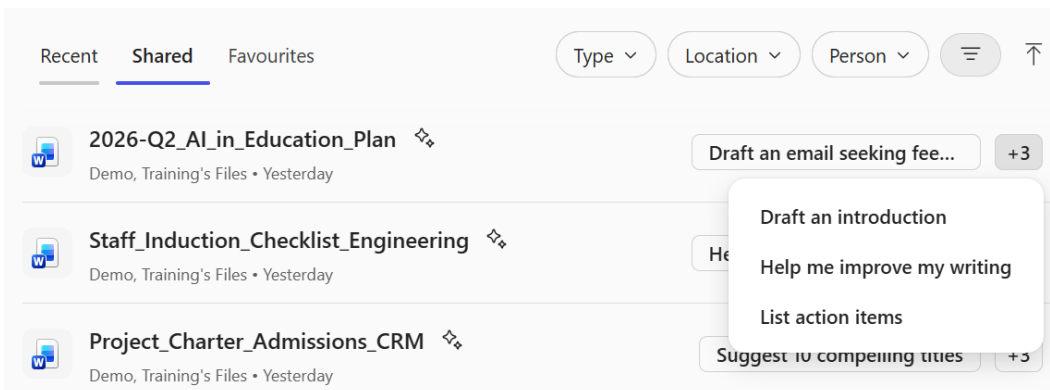
Clicking **more options (...)** on any file opens the **item context menu**. You can **Open** (choose how to open), **Share**, **Add to**, **Unfavourite**, **Download**, **Delete**, or **Convert to PDF**. Available actions vary by file type and your permissions.



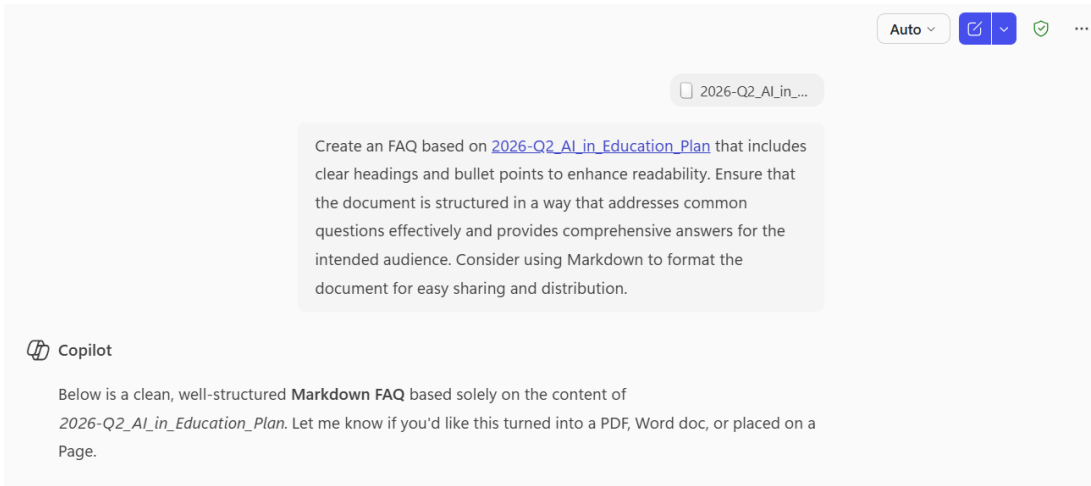
## Suggested prompts

Suggested prompts are quick, context-aware actions you can run on a file. Depending on the document, they could include things like **Draft an introduction**, **List action items**, or **Create a summary**.

You will see a few suggestions for each file, with extra prompts hidden in a dropdown menu. Click the **+3** to see extra prompt ideas.

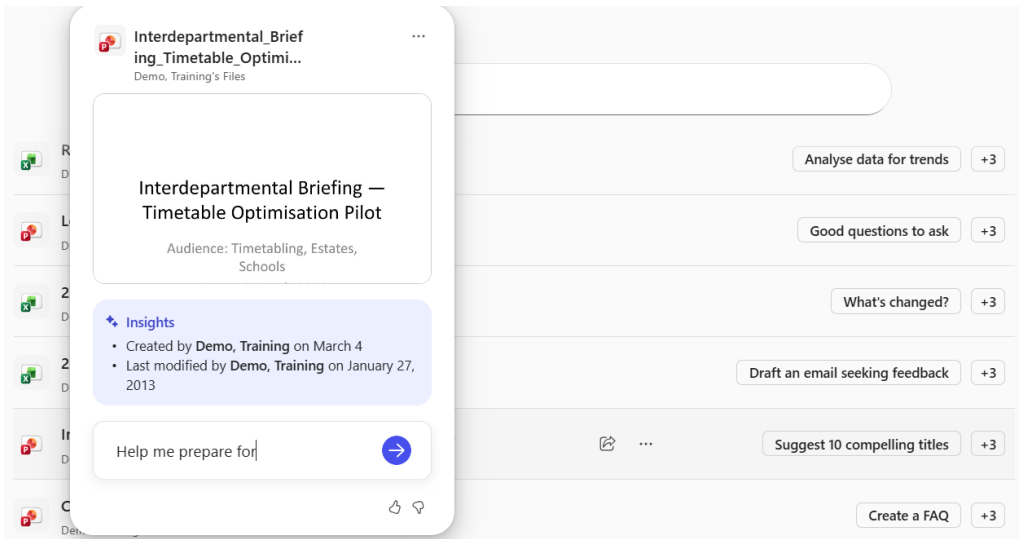


**Click any suggestion** to instruct Copilot to run the query. A new chat will open with this prompt – once it finishes generating, you will see Copilot’s response. You can then follow up with further prompts.

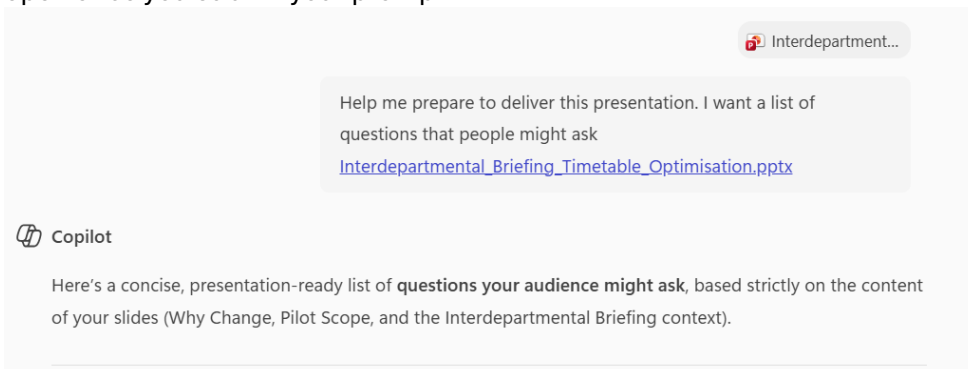


## Document preview

Hover over any document title to view a preview. An Insights box will tell you who created a document and when it was last edited.

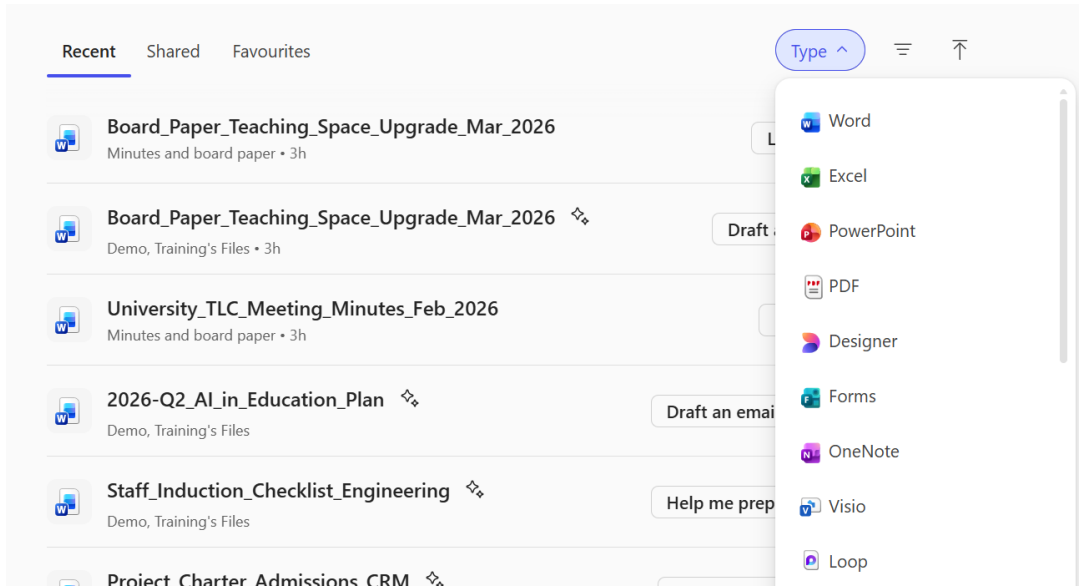



You'll see a message box underneath the Insights box – type your own prompt here. A new chat will open once you submit your prompt.

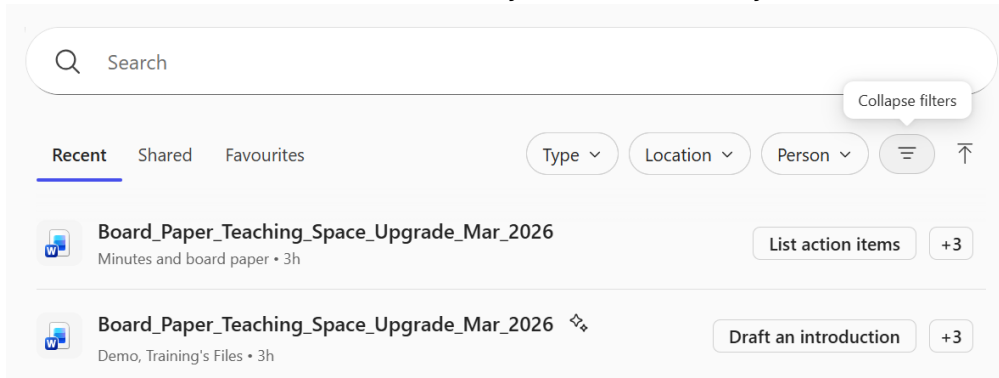


## Filters

Click **Type** to filter results by file type.



Click the  icon to view other filters – you can also filter by document location or person.



## 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.