

Stop Copy-Pasting in Microsoft 365: Build an Automated Flow with Copilot & Forms

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Copilot Prompt

The following prompt was used in the video. The colour coded descriptions are explained below:

You are the Senior Administrative Lead at St. Algorithms International (a UK based school for students aged 11-18). Analyse the incoming inquiry text: [insert InquiryText here]

- *Assign a Priority Level: Routine, Medium, or High. If safeguarding or bullying is mentioned, flag immediately as High.*
 - *Produce a concise, two-sentence executive summary.*
 - *Draft a warm, professional, and empathetic email reply addressing the parent's concern, reassuring them that their message has been logged and routed to the appropriate head of year. Ensure that the email uses English (UK).*
- Return your response strictly as a JSON object with four keys: Category, Priority, Summary, and EmailDraft.*

Colours:

- **Green.** You must ensure that you insert the dynamic content, from the Microsoft Form, at this point ([see video at 8mins 21secs](#)).
- **Yellow.** Copilot is instructed to triage the parental inquiry and identify it as Routine, Medium or High. Once you've set up your Power Automate flow, this category will automatically be inserted into your Sharepoint List.
 - There is an important safeguard here - the priority level will automatically be stated as *High*, if the message is about a safeguarding or bullying incident.
- **Orange.** This two line summary will eventually appear in the SharePoint List offering a quick overview to anyone reviewing the List.
- **Light Red.** This is an important sentence to match our output which we set as JSON. We are telling copilot not just to spit out continuous prose but, instead, break down its output into four different pieces of data (Category, Priority, Summary, and EmailDraft). By doing this, we can easily pick out which bits of data to send to the SharePoint List and which bits of data to the email draft.