



● TENANT SETUP FIELD GUIDE

Publish organizational prompts.

Give every Microsoft 365 Copilot user the same approved starting point.

STATUS

Frontier preview

Microsoft currently documents organizational prompts as a Frontier preview. Confirm access before troubleshooting a missing **Copilot > Prompts** menu.

● BEFORE YOU START

Set up the pilot properly.

01 / ACCESS	02 / ROLE	03 / PILOT
Join Frontier Enable the relevant Frontier access for your pilot users and administrator account.	Assign an admin Use AI Administrator, Search Editor, or an equivalent role.	Test one workflow Validate the output format, permissions, and human review path before scaling.

● PUBLISH A PILOT

Four steps to the first prompt.

01 Open the library Sign in to admin.microsoft.com . Expand Copilot , then select Prompts .	02 Create the prompt Select Create prompt . Add the labels, prompt text, language, task type, and supported apps.
03 Publish and wait Select Publish . Microsoft says prompts and edits typically take about three hours to appear in prompt lab.	04 Pin and verify Pin up to four priority prompts. Test Suggested prompts, prompt lab search, and type-ahead as a pilot user.



● CONFIGURE THE LIBRARY

Build the prompt people should start with.

35 TITLE CHARACTERS	132 DISPLAY PROMPT CHARACTERS	8,000 PROMPT TEXT CHARACTERS
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● PROMPT FIELDS

What each field controls.

FIELD	REQUIRED	LIMIT	WHAT IT CONTROLS
Title	YES	35	Prompt lab card label
Display prompt	YES	132	Pills, cards, and autosuggest
Prompt text	YES	8,000	Instructions sent to Copilot
Language	YES	-	One prompt per language
Task type	YES	-	Prompt lab filters
Supported apps	YES	-	Where the prompt appears
Department	NO	120	Optional filter and ownership
Description	NO	200	Internal administrator context

● BULK ROLLOUT

Import without losing control.

01 Download Microsoft's CSV template.	100 PROMPTS PER IMPORT	5 MB FILE LIMIT	1,000 TENANT MAXIMUM
02 Save the completed file as UTF-8.			
03 Upload and review validation results.			
04 Publish only after a pilot-user check.			

LANGUAGE Use separate prompts for each language. Automatic translation is not currently provided.



● OPERATE IT LIKE A PRODUCT

Publish. Learn.Improve.

A prompt library needs owners, usage signals, and a maintenance rhythm.

01 / PUBLISH	02 / LEARN	03 / IMPROVE
Name the owners Assign a business owner and technical owner. Define the expected output format and review decision.	Watch adoption Review Active users and Submissions over 7, 14, or 28 days. Find what people use and ignore.	Maintain the catalog Promote strong prompts, revise weak ones, and export a backup before permanent deletion.

● AUTOMATE ALREADY PRODUCTION CHECK

Do not publish until these are true.

01	The prompt solves a named business problem, not a generic AI task.	02	Representative pilot users tested it with real tenant permissions.
03	The expected output format and human review decision are explicit.	04	Supported apps and language match where people actually work.
05	The business owner knows which usage signal will trigger a revision.	06	A current export exists before any prompt is permanently deleted.

● PILOT VERIFICATION

Test the places people begin.

● Copilot Chat	● Teams	● Edge	● Type-ahead
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OFFICIAL SOURCES

[Microsoft Learn: Organizational prompts for Microsoft 365 Copilot](#)

[Microsoft Adoption: Getting started with Frontier](#)

Product availability and labels can change. Confirm current Microsoft documentation before rollout.

● THE BUSINESS WIN

One library. One approved starting point.

PRODUCTION, NOT PROMISES.