**Guidance on Prompt engineering – Priestlands School**

To share your Copilot prompts with colleagues or your organization, you can use the Copilot Prompt Gallery. Within the Copilot Prompt Gallery, you can save prompts, share them via a link, or share them directly with a Microsoft Teams team.

Here's a step-by-step guide:

1. Save your prompt:

* + Run the prompt in Copilot.
	+ When you see the prompt you want to save, click the "Save prompt" icon (a bookmark icon).

2. Share your prompt:

* + **Sharing via a link:**
		- Go to the Copilot Prompt Gallery (available in Copilot chat, Teams, or Outlook).
		- Find your saved prompt in the "Your prompts" tab.
		- Hover over the prompt and click the "Share prompt" button.
		- Click "Copy prompt link" to copy the link to your clipboard.
		- Share the link with your colleagues via email, chat, or other methods.
	+ **Sharing with a Microsoft Teams team:**
		- Go to the Copilot Prompt Gallery.
		- Find your saved prompt in the "Your prompts" tab.
		- Hover over the prompt and click the "Share prompt" button.
		- Click "Share to team" and select the team you want to share it with.
		- Prompts shared to a Microsoft Teams team will be accessible to team members via the "Prompts" tab within the channel Microsoft Teams.

3. Managing access (if applicable):

* + If you shared a prompt via a link, you can manage access to the prompt (e.g., stop sharing) through the settings in the Copilot Prompt Gallery.
	+ For shared prompts within a Microsoft Teams team, the team members who have access to the team will automatically have access to the prompts shared within it.