

Microsoft Copilot After 50

5-Minute Quick Start Guide

A simple Wise Years Living guide for adults over 50 who are new to Microsoft Copilot.

1. Open Copilot

Go to **copilot.com** in a modern web browser, or open the Microsoft Copilot app on a supported device. You do not need to learn every feature before starting.

2. Try One Useful Prompt

“Explain cloud storage in plain English. Assume I am a beginner and give me one everyday example.”

3. Use the WYL Method: Ask → Question → Verify

ASK	Tell Copilot clearly what you need.
QUESTION	Ask a follow-up such as: “What are the limitations?” or “What should I verify?”
VERIFY	Check important information with the appropriate authoritative source before acting.

4. Five Beginner Prompts

Technology: “Walk me through this computer task one step at a time. Tell me what I should see after each step.”

Writing: “Rewrite this message so it sounds polite and clear while keeping my original meaning.”

Planning: “Turn this goal into a simple checklist ordered by what I should do first.”

Comparison: “Compare these two choices by cost, ease of use, limitations, and questions I should investigate. Do not choose for me.”

Verification: “Review your previous answer. Tell me which important claims I should verify and where I should verify them.”

5. Protect Your Privacy

Share only what is necessary. Avoid unnecessarily entering passwords, Social Security numbers, bank or credit-card numbers, confidential legal information, complete private medical records, or another person’s private information.

Before Acting on an Important Answer

- Did I read the answer carefully?
- Did I ask a follow-up question?
- Could this information have changed?
- Is this medical, legal, financial, tax, insurance, or government-benefit information?
- Did I check the original or authoritative source?
- Am I making the final decision myself?

Remember

Use Copilot as an assistant—not as the final authority.

Information reviewed: September 21, 2026. AI features, limits, subscriptions, and privacy practices can change. Check Microsoft’s current official information when a feature or decision matters.

