5 tips for making the most of Bing Chat Enterprise at work

Bing Chat Enterprise

Navigate to bing.com/chat and sign in with your work account to get started

Summarize a long article, document, or PDF
Available in the Microsoft Edge sidebar

Turn a 20-page jargon-filled PDF into a bulleted list, short paragraph, or single sentence summary.

Try
In Microsoft Edge, navigate to a long web article. Enter a prompt in the sidebar like "*Summarize this in five bullet points.*"

Draft emails and customer-ready content
Available in the Microsoft Edge sidebar

Need to draft an email to the CEO in the next hour? Bing Chat Enterprise is your professional writer on call. Go from bullet points to customer-ready messages in no time at all.

Try
Go to Bing Chat Enterprise in the Microsoft Edge sidebar and select **Compose**. Enter *"Draft a cold call email to a customer"* as a prompt and adjust tone, length, etc. as desired.

(Note: You can draft content at Bing.com/chat but without a Compose view.)

Generate images to elevate your content

Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social, and more! Just describe the image(s) you want.

Try
Create an image to tell your story with a prompt like *"Create an illustration of a shark jumping out of a coffee mug."*

Learn new things quickly

Chat can be your personal teacher! Instead of sifting through articles to find the best source, ask questions tailored to your needs and interests to get consolidated key points from the internet for you.

Try
Try this prompt: "*Explain how a large language model works in simple terms*" or select the suggested prompts. Let your curiosity lead you.

Get answers for complex and specific questions

When you think, "there can't be an article on this topic," that's the time to try chat. Chat can elegantly handle questions that require multiple data points or a degree of analysis.

Try
Ask for answers in a format that you like. "*Give me a table that compares my company's product <X> to my direct competitor.*" Try swapping out the table for a pros and cons list.

Microsoft