



Copilot, Starting your Day

Quick Reference Guide



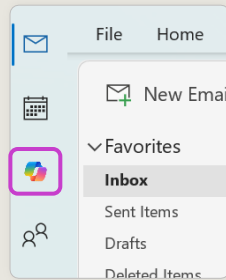
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Managing your inbox effectively is key to a productive day, and **Microsoft Copilot** can help you stay on top of your emails with ease. Copilot provides a quick, summarised view of your inbox, highlighting urgent messages, important topics, and actionable items so you can focus on what matters most.

Accessing Copilot in Outlook

1. Open **Microsoft Outlook** and sign in to your account.
2. Locate the **Copilot** icon.
3. Click the icon to open the Copilot panel.



3. Copilot will generate a concise summary including:

- Urgent messages.
- Key action items.
- Important emails requiring follow-up.

Urgent and Important Issues:

1. Sales Presentation Assistance: [Jane Brown](#) has sent an urgent email requesting immediate assistance with the sales presentation [1](#) [2](#).
2. Sales Graph Confirmation: [Jane Brown](#) also needs confirmation on Jane's sales target for last year [3](#) [4](#).
3. Health and Safety Review: [Jane Brown](#) has requested a review of health and safety later today [5](#).

Action Items for Today:

1. Sales Presentation: Assist [Jane Brown](#) with the sales presentation as soon as possible [1](#) [2](#).
2. Sales Target Confirmation: Confirm Jane's sales target for last year with [Jane Brown](#) [3](#) [4](#).
3. Health and Safety Review: Schedule and conduct a review of health and safety with [Jane Brown](#) [5](#).

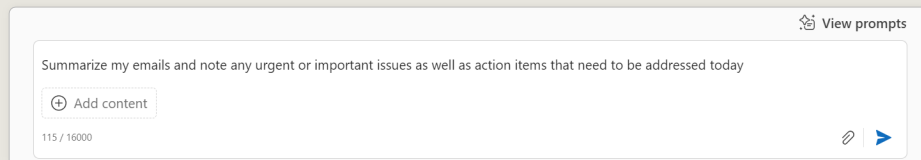
Other Important Emails:

- Use Copilot's suggested responses to quickly reply to emails by clicking on the number (this will open the relevant email).

Summarising Your Inbox

1. Click on the **Copilot** icon.
2. In the chat box, type and select send.

"Summarise my emails and note any urgent or important issues as well as action items that need to be addressed today."



Copilot

Sure, here's a summary of your recent emails along with any urgent or important issues and action items that need to be addressed today:

1. **Budget Review:** You have an email about setting up a meeting to review the budget for the next quarter. This involves discussing financial performance, spending, and budget allocation to optimize costs and prepare for upcoming projects [1](#) [2](#). **Action Item:** Schedule a meeting for the budget review.

Turning Emails into Actionable Tasks

1. Use Copilot to identify follow-up items and schedule reminders.
2. Track outstanding tasks directly from your inbox.