Microsoft

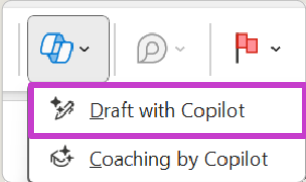# Drafting or Rewriting an Email with Copilot

Quick Reference Guide

Drafting or Rewriting an Email with Copilot
Quick Reference Guide

Using Copilot in Outlook to draft and rewrite emails is a game-changer for efficient and professional communication. With Copilot, you can quickly generate well-structured emails based on simple prompts or refine existing messages to suit different tones and styles — whether formal, concise, or friendly. This feature saves time, enhances clarity, and ensures your emails are effective and polished. Whether you're drafting new messages, responding to inquiries, or following up on important matters, Copilot helps you communicate with confidence and ease.

New Email with Copilot

- Not sure what to say? No problem! Copilot will help you craft the perfect message with just a few clicks.

- Open **Microsoft Outlook** and click **"New Email"** to create a fresh message.

- In the email window, enter the recipient's email address and add a subject line.

- In the new email window, locate the **Copilot** button in the toolbar.

- Click **"Draft with Copilot"**.

- In the prompt box, describe what your email is about.

  Example: *"Draft an email to my manager requesting a budget review for next quarter."*

- Click "**Generate**", Copilot will generate a well-structured draft in seconds.
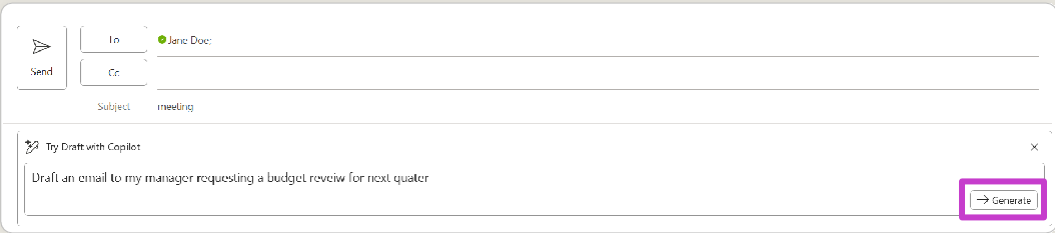
Review and Customise the Draft

- Once the draft appears, read through it to ensure it aligns with your style and objectives.

- Once you're happy with the results, select **"Keep"**. You can then make edits directly in the email body to personalise it further before sending.
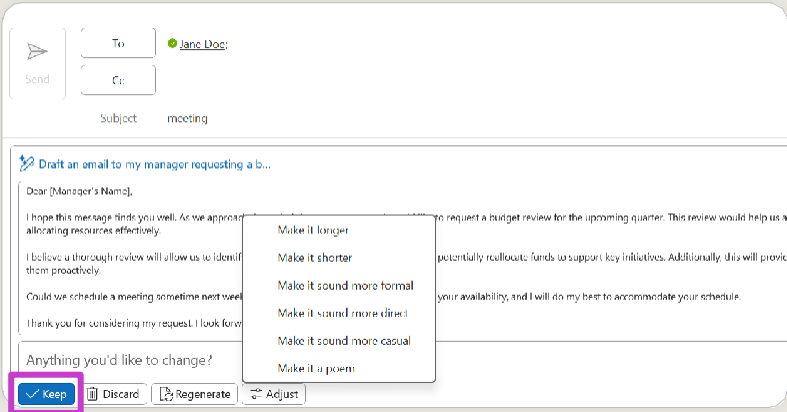
Rewrite an Existing Email with Copilot

- Open an email you've already written; highlight the content you want to improve.

- Click **"Draft with Copilot"** from the toolbar.

- Select from available options such as:

  - Make it more professional (*formal tone*)

  - Make it more concise (*shorter and to the point*)

  - Make it friendlier (*casual tone*)

- Choose the version that best fits your needs and apply the changes.
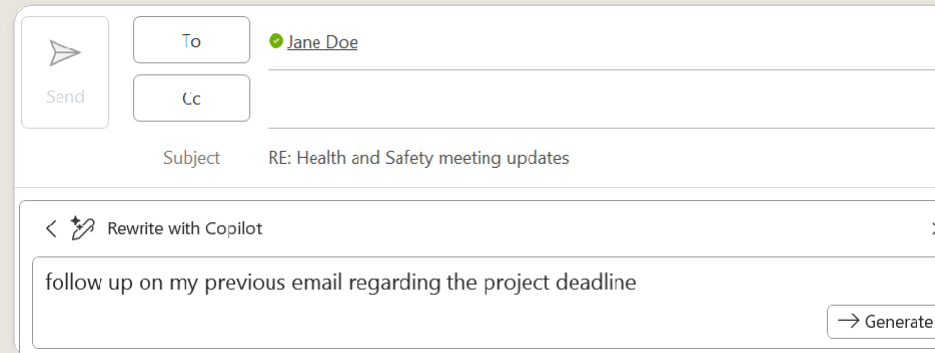
Fine-tune and Send Your Email

- Once you're happy with the draft or rewritten version, read through it once more to ensure accuracy.

- Lastly Click **"Send"**, and you're done.

Using Copilot for Follow-Up Emails

- Need to follow up on a previous email? Use Copilot to generate polite yet firm follow-up messages by typing:

  "*Follow up on my previous email regarding the project deadline.*"

- Copilot will draft a message that strikes the right balance between urgency and professionalism.

	To	⊘ Jane Doe
Send	Cc	
	Subject	RE: Health and Safety meeting updates

Rewrite with Copilot   ✕

follow up on my previous email regarding the project deadline

→ Generate