



# Copilot, Starting your Day

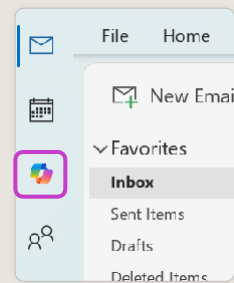
Quick Reference Guide



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

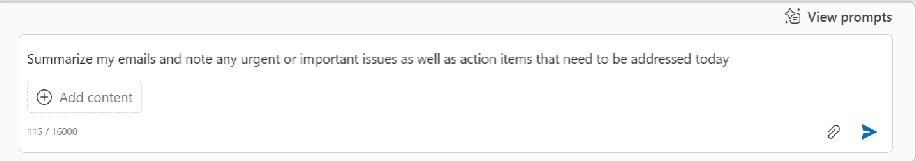
- 1. Open **Microsoft Outlook** and sign in to your account.
- 2. Locate the **Copilot** icon.
- 3. Click the icon to open the Copilot panel.



Summarising Your Inbox

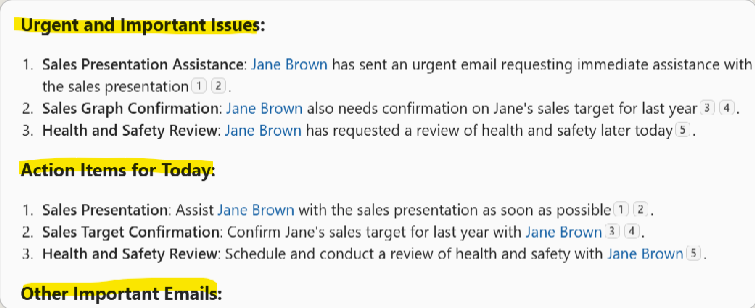
- 1. Click on the **Copilot** icon.
- 2. In the chat box, type and select send.

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

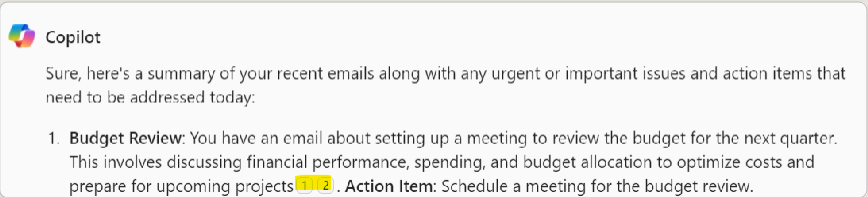


- 3. Copilot will generate a concise summary including:

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



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



## **Turning Emails into Actionable Tasks**

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