USING MICROSOFT COPILOT
FOR OUTLOOK EMAILS

OVERVIEW

Using Copilot in Outlook, you can summarize long email threads, triage your inbox, and draft polished replies in seconds. Whether asking Copilot to surface urgent unread messages or coaching your tone before hitting send, it helps you manage correspondence faster without sacrificing clarity.

#1 GETTING STARTED & DATA PROTECTION

OPEN COPILOT CHAT

- Copilot is built right into your inbox. Click the Copilot icon in the top toolbar to open the side pane or access Outlook on the web at m365.cloud.microsoft
- Use the side pane to query your entire inbox or select specific messages to triage

#2 LET'S GET STARTED (TRIAGE & DRAFTING)

1.) Triage your inbox with natural prompts

- Ask: "What matters most in my inbox today?"
- Ask: "Which unread emails need urgent replies?"
- Ask: "Find recent key emails regarding [topic/project]."

2.) Structure prompts for custom drafts:

- ROLE: Who is the AI writing as?
- AUDIENCE: Recipient (professor, student, team, external).
- CONTEXT: Key details, deadlines, and decisions to include.
- TONE: Concise, formal, direct, or cordial.

#3 CORE CAPABILITIES & BEST PRACTICES

- **Thread Summarization:** Read rapid digests of back-and-forth threads with direct reference citations.
- **Draft Adjustments:** Use built-in length and tone sliders (Casual, Professional, Short).
- **Verify Facts:** Never assume AI got calendar dates or amounts right without a final human check.
- **Follow Data Policies:** Keep confidential student, legal, and institutional records within authorized channels.

Email: digital.education@marist.edu Phone: 845-575-3572

MARIST UNIVERSITY