

# Copilot for Outlook and Teams

## Snapshot

Duration: 90 Minutes

Audience: Professionals who want to use Copilot to improve communication, productivity, and collaboration in Outlook and Microsoft Teams.

Requirements: Participants should have access to Outlook and Teams to with Copilot M365, to work within those apps. Copilot Chat (Free) can be used to analyse Outlook emails and Teams posts.

## Course Outline

### 1. Introduction & Goals

- Overview of Copilot in Outlook and Teams
- What participants will learn
- Real-world use cases for communication and collaboration

### 2. Getting Started with Copilot in Outlook

- Accessing Copilot in Outlook
- Interface overview and key features
- Drafting emails with Copilot
- Summarising long email threads
- Suggesting replies and tone adjustments
- Managing tasks and follow-ups from emails

### 3. Getting Started with Copilot in Teams

- Accessing Copilot in Microsoft Teams
- Summarising meeting chats and threads
- Drafting messages and announcements
- Extracting action items from conversations
- Preparing meeting agendas and follow-ups

#### 4. Hands-On Activity

- Draft a professional email
- Summarise a long email thread
- Extract action items from a Teams chat
- Create a meeting summary or agenda

#### 5. Prompting Tips + Q&A

- Writing effective prompts for communication tasks
- Using tone and audience-aware prompting
- Building a prompt library for recurring tasks