



Microsoft 365 Copilot Business Trial - Work Smarter in 30

WEEK 1: Take control of your inbox

Welcome to your **Copilot trial!** Each week we tackle one real scenario where Microsoft 365 Copilot saves you time. This week is all about taming your inbox. Focus on **one prompt a day** – open Outlook (or click the Copilot button) and type it in.

Tip: type / to point Copilot at a file, person, or meeting. Ready?

Day 1

COPILOT PROMPT

Summarise this email thread and list any action items for me.

Open a long thread and let Copilot catch you up.

Try it in **Microsoft Outlook**

Day 2

COPILOT PROMPT

Catch me up on anything I missed from /[person] this week.

Perfect after time off – swap in a person or a project.

Try it in **Microsoft 365 Copilot Chat**

Day 3

COPILOT PROMPT

Draft a reply that thanks them and proposes three times to meet.

Tweak Copilot's draft before you send.

Try it in **Microsoft Outlook**

Day 4

COPILOT PROMPT

Summarise this thread and draft a status update I can forward to my manager.

Turn a messy thread into a clean update.

Try it in **Microsoft Outlook**

Fun Day 5

COPILOT PROMPT

Write an out-of-office reply in the style of a movie trailer.

Share your favourite with a coworker.

Try it in **Microsoft Outlook**

Next week: **Get more from every meeting** – Copilot in Teams. See you then!

You're receiving this email as part of your organization's Microsoft 365 Copilot Business trial.