

# Getting Started with Copilot in Outlook

**Course Duration:** 1 Hour

## Course Overview

This course introduces learners to Microsoft 365 Copilot in Outlook and explains how AI-powered assistance can help manage email more efficiently. Participants will explore where Copilot appears in Outlook, understand its core capabilities, and practice real-world scenarios such as drafting emails, summarizing long email threads, and improving tone and clarity. By the end of the course, learners will be able to use Copilot in Outlook to communicate more effectively, save time, and maintain professionalism while reviewing and refining AI-generated content.

## Module 1: Introduction to Microsoft 365 Copilot

- Overview of Microsoft 365 Copilot
- Key productivity benefits
- Where Copilot appears in Outlook

## Module 2: Getting Started with Copilot in Outlook

- Accessing Copilot in Outlook
- Overview of Copilot capabilities in Outlook
- Drafting emails
- Summarizing email threads
- Improving tone and clarity

## Module 3: Practical Use Cases – Outlook + Copilot in Action

### **Scenario 1: Draft Emails with Copilot in Outlook**

- Create emails from prompts
- Adjust tone for different audiences
- Expand or shorten email content

### **Scenario 2: Summarize Email Threads with Copilot in Outlook**

- Summarize long conversations
- Identify decisions and action items
- Get context before replying

### **Scenario 3: Improve Email Quality with Copilot in Outlook**

- Rewrite emails for professionalism
- Create follow-up responses

- Draft meeting-related emails