

# Navigating Microsoft 365 Copilot in Outlook

## Learning Objectives

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- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Outlook
- Navigate and activate Microsoft 365 Copilot features within Outlook to enhance productivity and streamline workflows
- Develop and refine Microsoft 365 Copilot prompts to manage email, summarize, prioritize, and prepare for meetings faster using natural language
- Apply Microsoft 365 Copilot tools to business scenarios across departments
- Recognize Microsoft 365 Copilot's capabilities and limitations to use it effectively, confidently, and responsibly in the workplace

## Microsoft 365 Copilot Overview

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- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Outlook
- Navigate and activate Microsoft 365 Copilot features within Outlook to enhance productivity and streamline workflows.

## Effective Prompting for Outlook

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- Develop and refine Microsoft 365 Copilot prompts to draft, summarize, and analyze Outlook data using natural language

## CoPilot in Outlook Application to Business Scenarios

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- Apply Microsoft 365 Copilot tools to business scenarios across departments

## Advanced Tips, Troubleshooting, and Responsible Use

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- Guide Copilot when it doesn't get it right the first time with advanced prompting tactics
- Troubleshoot common Copilot issues in Outlook
- Ensure responsible use by checking for accuracy, protecting data privacy, and following ethical AI practices