**✅ Prompt 1: "Copilot, can you help me sort my emails by priority?"**

**Summary**

This prompt helps users sort their emails by priority based on criteria such as importance, deadlines, and relevance. By leveraging Copilot's AI capabilities, users can focus on high-priority emails and manage their inbox more efficiently.

**Prompt**

"Copilot, can you help me sort my emails by priority?"

**Description**

Sorting emails manually can be time-consuming and overwhelming, especially for users with a busy inbox. This prompt allows Copilot to categorize emails into priority levels (e.g., high, medium, low) using smart analysis of content, urgency, and sender context. It ensures that critical emails are addressed first, enhancing productivity.

**Contributors**

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**Version History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| 1.0 | Dec 18, 2024 | Initial release |

**Prerequisites**

* [Copilot for Microsoft 365](https://developer.microsoft.com/microsoft-365/dev-program)

**Instructions**

1. Open the Microsoft Teams app.
2. Navigate to the Copilot app.
3. Paste the prompt and allow Copilot to sort emails based on priority levels.

**Help**

Explore [issues related to this sample](https://github.com/pnp/copilot-prompts/issues?q=label%3A%22sample%3A%20sort-emails-by-priority%22) for additional guidance.

If issues arise, [create a new issue](https://github.com/pnp/copilot-prompts/issues/new) or share suggestions for improvement.

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