



# Copilot for Microsoft 365

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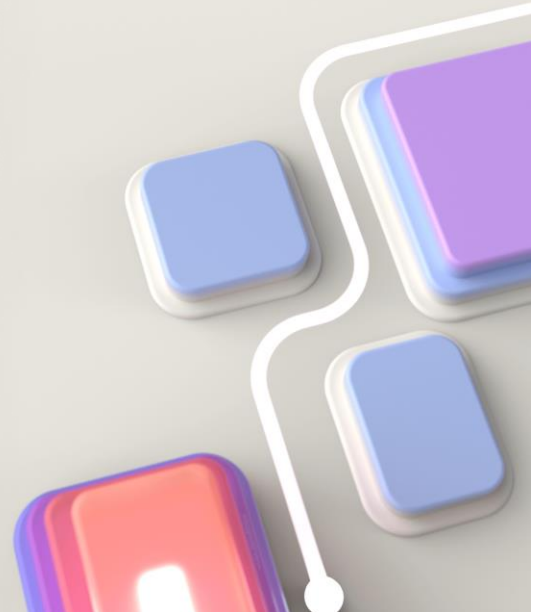
February 26, 2024



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## Introduction to Copilot for Microsoft 365

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## What is Copilot for Microsoft 365?

### The Copilot for Microsoft 365 system

- Represents a new work paradigm, fostering collaboration between AI and employees
- Aims to transform work in the digital age
- Powered by LLMs and utilizes Microsoft Graph data
- Offers seamless integration with Microsoft 365 suite

### Trusted data security

- Offers real-time access to Microsoft Graph for generating responses ingrained in business content
- Navigates and delivers precise, contextually aware responses aligned with ongoing work
- Rests on Microsoft's comprehensive security, compliance, and privacy approach

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## What is Copilot for Microsoft 365? (Continued)

### Be Copilot for Microsoft 365 ready

**Before you can access Copilot for Microsoft 365, you must meet the following requirements:**

- Microsoft 365 E3 or E5 for Enterprise, A3 or A5 faculty, or Microsoft 365 Business Standard or Business Premium
- Microsoft Entra ID-based account required for authentication
- OneDrive account that enables Copilot to collaborate on content
- New Outlook for Windows enables Copilot integration

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## Explore how Copilot for Microsoft 365 works

### Understands context and user needs

Excels in understanding user needs by analyzing content, gaining personal insights, and real-time monitoring.

### Transforms how you work

Takes action through powerful search, natural phrasing with LLMs, and refined recommendations.

### Offers key capabilities

Optimizes work efficiency through enhanced engagement, streamlined communication, and robust support for writing, presentations, data analysis, security, and user control.

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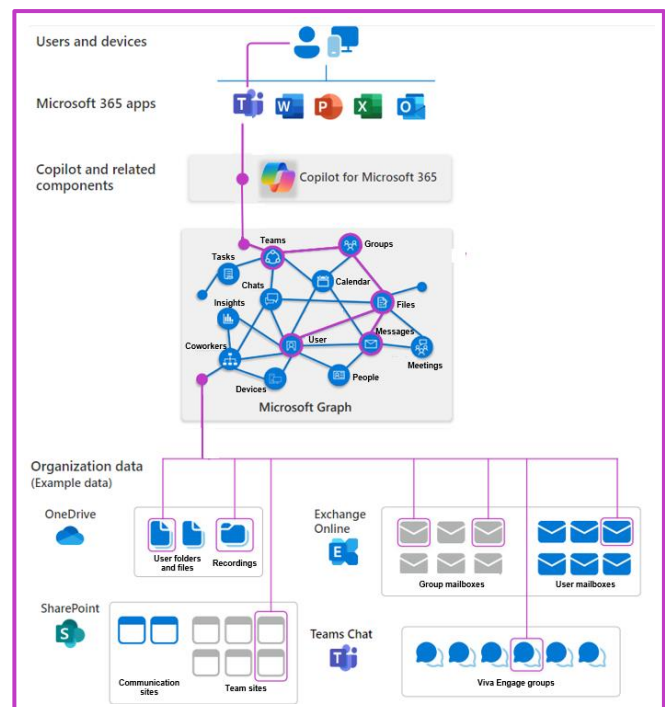
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## Explore how Copilot for Microsoft 365 works (Continued)

### Copilot's logical architecture

- Users can initiate Copilot prompts from devices that have Microsoft 365 apps installed.
- Copilot components include:
  - The Copilot service, which orchestrates the responses to user prompts.
  - An instance of the Microsoft Graph for the data of your Microsoft 365 tenant.
  - Your Microsoft 365 tenant that contains your organization data.

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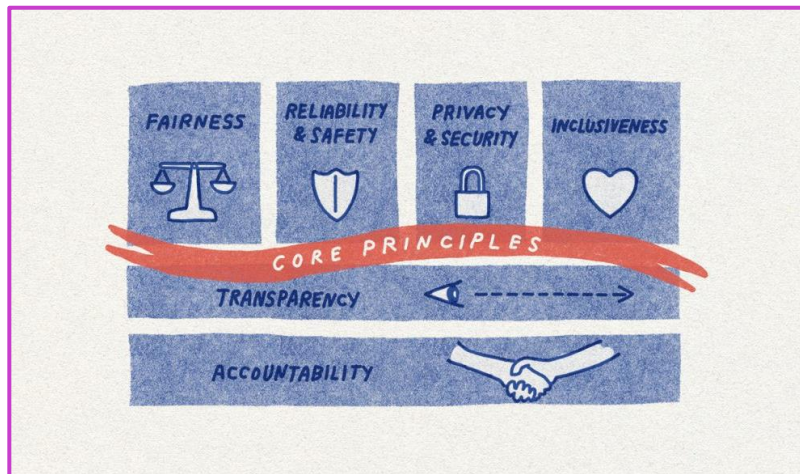
## Examine how Microsoft is committed to responsible AI

Microsoft integrates AI into its operations with a strong emphasis on ethics and responsibility.

Microsoft harnesses a blend of:

- Ethical AI principles
- Compliance standards for responsible AI
- Comprehensive AI research, including privacy-centric machine learning

Microsoft's mission is to make AI systems trustworthy and empower customers for responsible AI use.



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## Explore the possibilities with Copilot for Microsoft 365

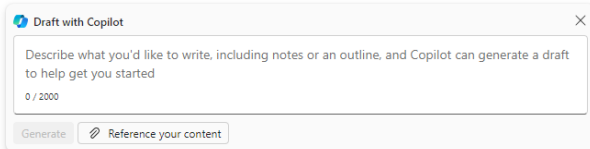
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## Compose and summarize documents with Copilot in Word

### Draft a new document

- Simplify document creation and modification in Word with Copilot
- Use **Draft with Copilot** option to generate content based on prompts, outlines, notes, or file references



- When working in draft mode, you have the following options:



- **A – Edit prompt.** Displays the prompt, which you can edit.
- **B – Current draft.** Identifies which draft is being displayed.
- **C – Keep it.** Change the current draft into a Word document.
- **D – Regenerate.** Create a new draft from scratch based on the prompt.
- **E – Discard it.** Deletes all drafts so you can start over from scratch.
- **F – Prompt field for change requests.** Prompt field for updating the current draft.

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## Compose and summarize documents with Copilot in Word (Continued)

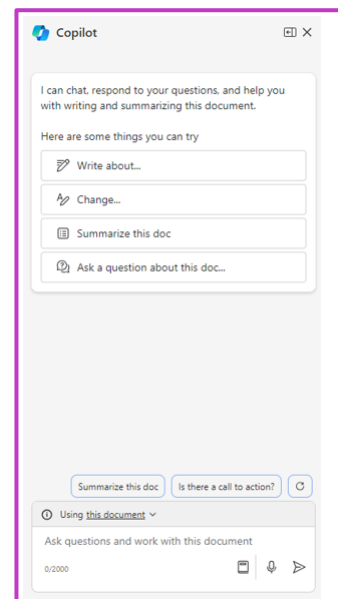
### Chat with Copilot in Word

- Engage directly through the Copilot Chat pane
- Use the conversational interface for generating document summaries, adjusting formatting, and answering content-related questions
- Accessible from the **Ribbon** home tab, allowing interactive discussions
- Explore chat commands for both existing and external content

### Link files in Copilot in Word

- Seamlessly link documents into Copilot prompts for content creation
- Ensure files are in OneDrive and in Word format

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## Summarize and draft emails with Copilot in Outlook

### Summarize email threads

Copilot in Outlook:

- Simplifies email management in Outlook with the Thread Summarize feature.
- Provides concise bullet points or complete summaries for selected email threads.
- Includes links to specific responses.

### Draft emails

Copilot in Outlook:

- Introduces a draft email feature for faster email composition.
- Utilizes natural language processing to provide context-based suggestions.
- Supports drafting emails from scratch using user-provided information.
- Allows refinement of drafts by adjusting tone or length.

**Prerequisite for Copilot in Outlook:** To access Copilot functionality, Outlook desktop users must transition to the new Outlook for Windows.

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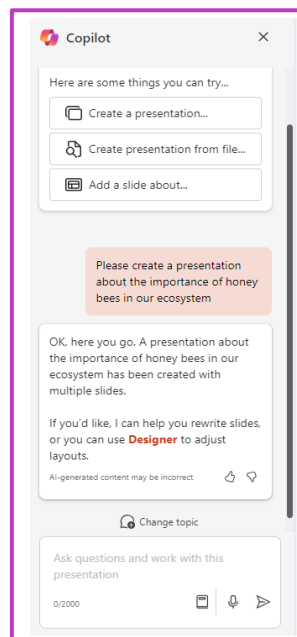
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## Design captivating presentations with Copilot in PowerPoint

### Create a new presentation

To get started with Copilot in PowerPoint:

- Open Copilot pane in PowerPoint, choose **Create a presentation** option.
- Provide a topic in the prompt to let Copilot draft a full presentation.



### Transform written documents into presentations

Streamline the transformation of existing files into presentations:

- Effortlessly convert Word documents into structured PowerPoint presentations.
- Enhance your written content by giving it a compelling visual representation.
- Adjust layouts, reformat text, and time animations.

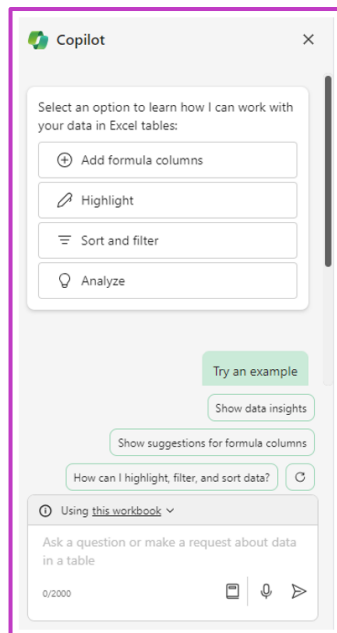
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## Analyze and transform data with Copilot in Excel

### Analyze data with Copilot in Excel

- Transforms complex datasets into comprehensible insights
- Creates a coherent narrative from identified patterns for meaningful understanding



### Transform data with Copilot in Excel

- Enables intuitive control of data visualization and management in Excel
- Cleans, organizes, and enhances data through stylistic and structural modifications
- Applies styles, fonts, colors, pivot tables, and graphs effortlessly with Copilot's assistance
- Works on your commands to create new columns, define conditions, and formulate graphs for a comprehensive view

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## Optimize and extend Copilot for Microsoft 365

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## Examine the art and science of working with AI

### Working with AI

- Involves both art and science
- Outcomes depend on how effectively users interact with AI
- Is a solution to alleviate the workload, enhance human capability, and accelerate creativity
- Empowers teams to embrace the era of AI-powered productivity, yielding organizational benefits

### Working with AI builds new work habits

- Serves as an always-available, never-tiring partner
- Enhances rapid collaboration, especially for flexible and distributed teams
- Sparks creative thinking with Copilot's "usefully wrong" outputs for finding the right ideas

### Working with AI lifts the weight of work

- Streamlines work, while enhancing fulfillment
- Helps manage information, deadlines, and constant communication
- Frees up cognitive energy for substantive work and purpose
- Augments innate abilities through thoughtful AI design and use

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## Review best practices for using Copilot for Microsoft 365

The following best practices help you extract maximum value from this AI-powered productivity assistant:

- **Provide clear and concise prompts.** Detailed instructions improve Copilot's output quality.
- **Trust but verify.** Human review of output ensures alignment with intentions and professional standards.
- **Provide regular feedback.** User feedback enhances Copilot's performance and precision.
- **Avoid over-reliance.** Use Copilot as a supplementary tool for optimal outcomes.
- **Unlock your creativity.** Push Copilots boundaries to yield various results to inspire innovation.
- **Prioritize privacy and security.** Practice caution, especially with sensitive data.
- **Stay updated.** Regularly adapt your working habits to embrace Copilot's expanding capabilities.

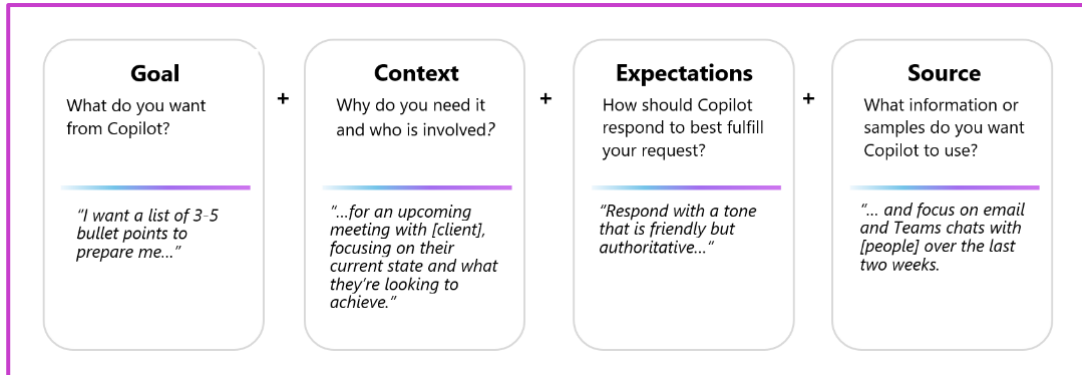
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## Examine how to build an effective prompt

Prompts can include four parts: the goal, context, expectations, and source, as described in the following image:

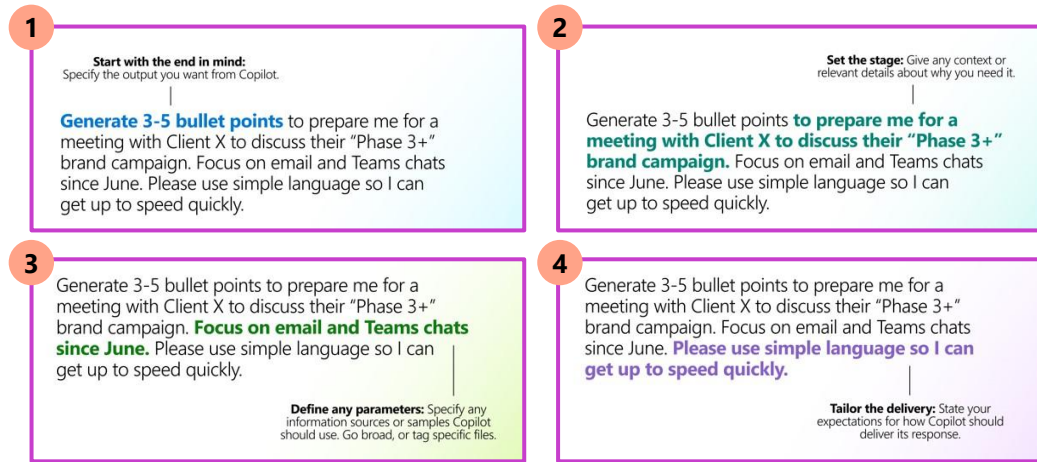


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## Examine how to build an effective prompt (continued)

The following steps highlight the most important things to consider when building an effective prompt:



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## Review prompting best practices

Craft clear and specific prompts for optimal Copilot performance. Here are some best practices:

### Provide clear and concise prompts

- Make your request unambiguous.
- Keep it brief without sacrificing clarity.
- Use positive instructions and "if-then" statements.
- Give examples for desired output, leveraging AI's imitation capability.

### Experiment with different styles

- Get creative with tone, language, and styles.
- Explore analogies, poems, or historical allegories for diverse results.

### Give Copilot a point of view from which to answer

- Give Copilot a context by providing a point of view.
- Roleplay scenarios or ask for responses in a specific style or persona.

### Know what to avoid when creating a prompt

- Avoid vague or overly general prompts.
- Don't cram too many questions into one prompt.
- Don't assume Copilot has the context.

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## Review prompting best practices (continued)

Craft clear and specific prompts for optimal Copilot performance. Here are some best practices:

### Understand Copilot's limitations

- Break down complex tasks for better results.
- Optimize for repetition in simple, repetitive tasks.
- Be aware of potential misinterpretation of ambiguous prompts.
- Aim for clarity.
- Review and validate Copilot's responses.

### Be polite

- Follow basic etiquette to generate respectful, collaborative outputs.
- Practice politeness to enhance AI responsiveness and performance.
- Start prompts with "please" and express gratitude.

### Be curious

- Ask preliminary questions.
- Use curiosity to better understand problems and provide specific instructions.

### Iterate, iterate, iterate

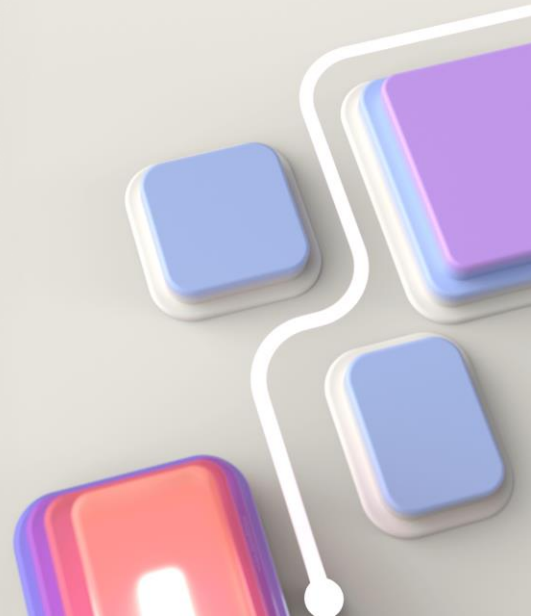
- Don't give up after one prompt; it's a dynamic process.
- Provide feedback for improvement.
- Experiment, iterate, and refine prompts until satisfied.

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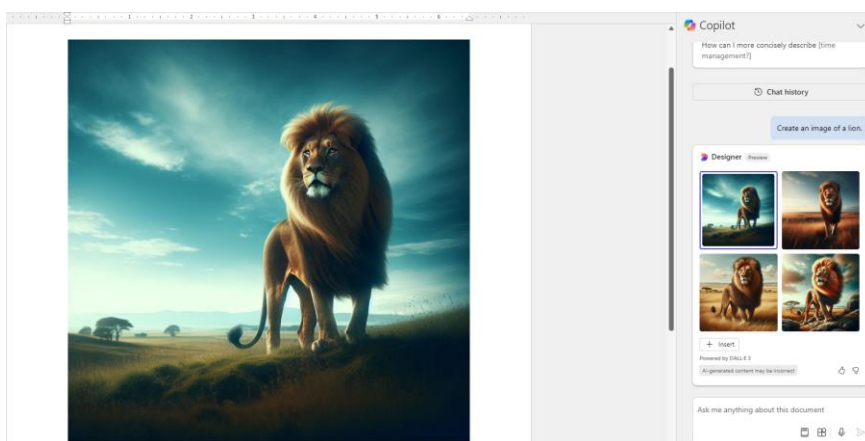
# Copilot for Microsoft 365 - Demo

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## Add an image with Copilot in Word

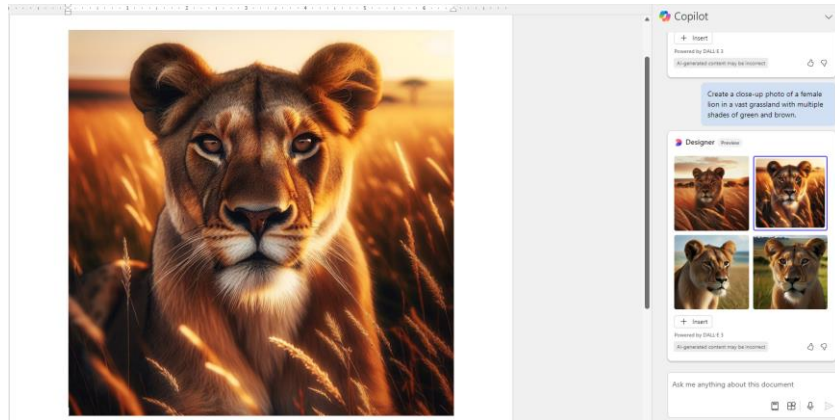


*Create an image of a lion.*

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## Add an image with Copilot in Word

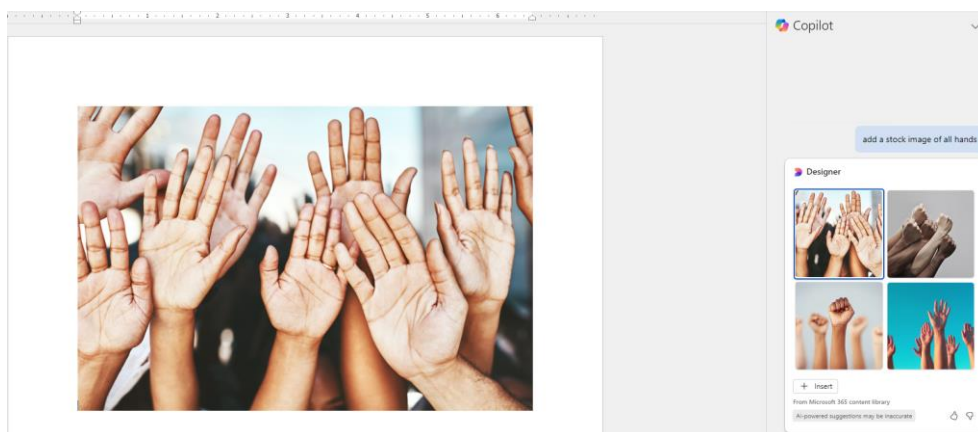


*Create a close-up photo of a female lion in a vast grassland with multiple shades of green and brown.*

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## Add an image with Copilot in Word



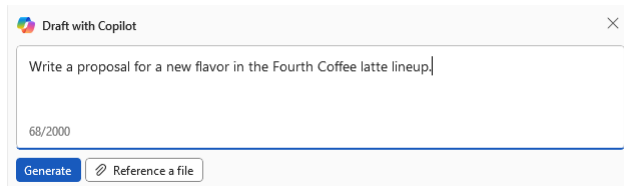
add a stock image of all hands

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## Draft and add content with Copilot in Word

- 1.Start a [new blank Word document](#).
- 2.Select the Copilot icon or press ALT + i to open the **Draft with Copilot** box.
- 3.In the **Draft with Copilot** box, type or paste your prompt. For example, *"Write a proposal for a new flavor in the Fourth Coffee latte lineup."*
- 4.Select **Generate**, and Copilot will draft new content for you.



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## Draft and add content with Copilot in Word

### Proposal for New Flavor in Fourth Coffee Latte Lineup: Honey Lavender Latte

A Unique Blend of Comfort and Elegance

#### Introduction

As the coffee industry continues to evolve, Fourth Coffee remains committed to offering innovative and delightful flavors to our discerning customers. In line with this commitment, we propose the introduction of a new flavor to our latte lineup: the Honey Lavender Latte. This unique blend combines the soothing taste of lavender with the natural sweetness of honey, promising an exquisite experience that caters to both the adventurous and the traditional coffee enthusiast.

#### Market Analysis

Recent trends in the coffee industry indicate a growing demand for floral and herb-infused beverages. According to a report by the National Coffee Association, there has been a 15% increase in the popularity of floral flavors in coffee drinks over the past year. Additionally, honey has consistently been a favorite natural sweetener among health-conscious consumers. By combining these two elements, we can capture a market segment that seeks both novelty and natural ingredients.

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## Try this

- *Write an article on the importance of creating work/life balance.*
- *Write a white paper about project management.*
- *Write a job offer letter for a sales position at Contoso. The start date is August 1st, and the salary is \$60,000 per year plus bonuses.*
- *Write a proposal for a new flavor in the Fourth Coffee latte lineup using /New flavor research.docx. (You'll need to have relevant content in a document called "New flavor research" for this to work.)*

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## Try this

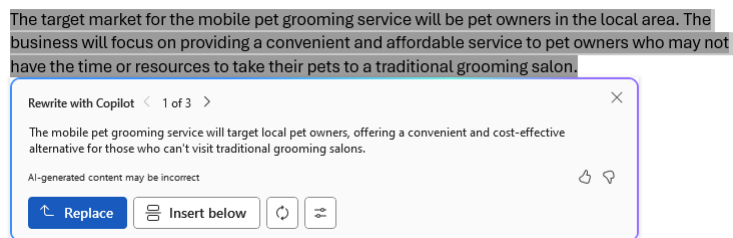
- *Write an article on the importance of creating work/life balance.*
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- *Write a job offer letter for a sales position at Contoso. The start date is August 1st, and the salary is \$60,000 per year plus bonuses.*
- *Write a proposal for a new flavor in the Fourth Coffee latte lineup using /New flavor research.docx. (You'll need to have relevant content in a document called "New flavor research" for this to work.)*

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## Rewrite text

- Select the text you want Copilot to rewrite.
- In the left margin next to your text, select the Logo icon for Copilot in WordCopilot icon.
- From the left margin Copilot menu, select Auto Rewrite.
- Copilot will show you rewritten options to choose from.

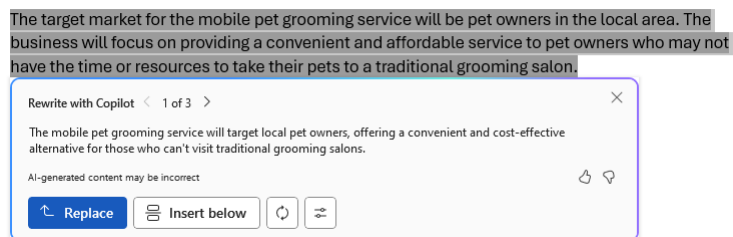


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## Rewrite text

- Select the text you want Copilot to rewrite.
- In the left margin next to your text, select the Logo icon for Copilot in WordCopilot icon.
- From the left margin Copilot menu, select Auto Rewrite.
- Copilot will show you rewritten options to choose from.



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# Convert text to a table

- Select the text you want Copilot to turn into a table.
- In the left margin next to your text, select the Logo icon for Copilot in WordCopilot icon.
- From the left margin Copilot menu, select Visualize as a Table.
- Copilot will show you what the table will look like.

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# Convert text to a table

A target market can be defined by several characteristics, including:

- Demographics (age, gender, income, education, etc.)
- Psychographics (values, interests, lifestyle, etc.)
- Geographic location (urban, rural, country, zip code, etc.)
- Buying behavior (in-store, online, thrift, etc.)

Characteristic	Examples
Demographics	Age, gender, income, education
Psychographics	Values, interests, lifestyle
Geographic location	Urban, rural, country, zip code
Buying behavior	In-store, online, thrift

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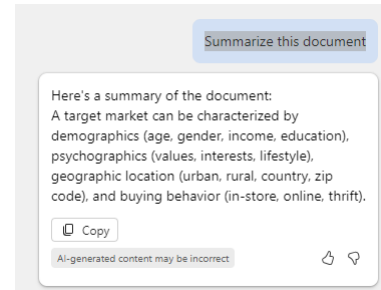
## Chat with Copilot about Summarize Word document

### •Summarize this document

A target market can be defined by several characteristics, including:

- Demographics (age, gender, income, education, etc.)
- Psychographics (values, interests, lifestyle, etc.)
- Geographic location (urban, rural, country, zip code, etc.)
- Buying behavior (in-store, online, thrift, etc.)

Characteristic	Examples
Demographics	Age, gender, income, education
Psychographics	Values, interests, lifestyle
Geographic location	Urban, rural, country, zip code
Buying behavior	In-store, online, thrift

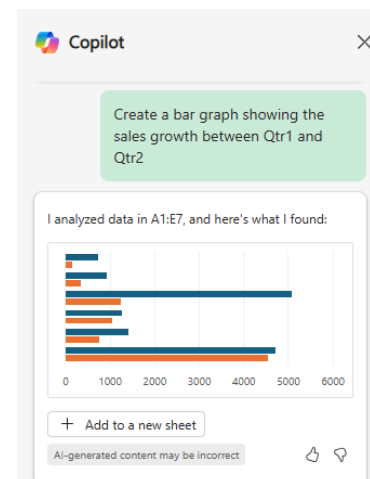


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## Get started with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20



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## Get started with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	<b>\$1,420.20</b>
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	<b>\$1,010.50</b>
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	<b>\$2,756.50</b>
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20

Bold the top 3 values in Qtr4.

Sure! Looking at **A1:E7**, here's 1 conditional formatting rule to review and apply:

- Top 3 Items:** Apply the following to cells in the column "Qtr 4"
  - Bold
  - Font color: black

**AaBbCc**

AI-generated content may be incorrect

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## Get started with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Percentage Difference Qtr 1 to Qtr 2
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55	-78.17%
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20	-75.41%
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50	-16.17%
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00	-46.69%
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50	-3.81%
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20	-62.96%

Add a new column showing the percentage difference between column B and column C.

Looking at **A1:E7**, here's 1 formula column to review and insert in **Column F**:

**Percentage Difference Qtr 1 to Qtr 2**

Shows the percentage difference in sales from the first quarter to the second quarter for each product by comparing the sales figures of "Qtr 1" and "Qtr 2". If the sales in "Qtr 1" are zero, it returns zero to avoid division errors.

```

=IF([@Qtr 1] <> 0, ([@Qtr 2] - [Qtr 1]) / [Qtr 1], 0)

```

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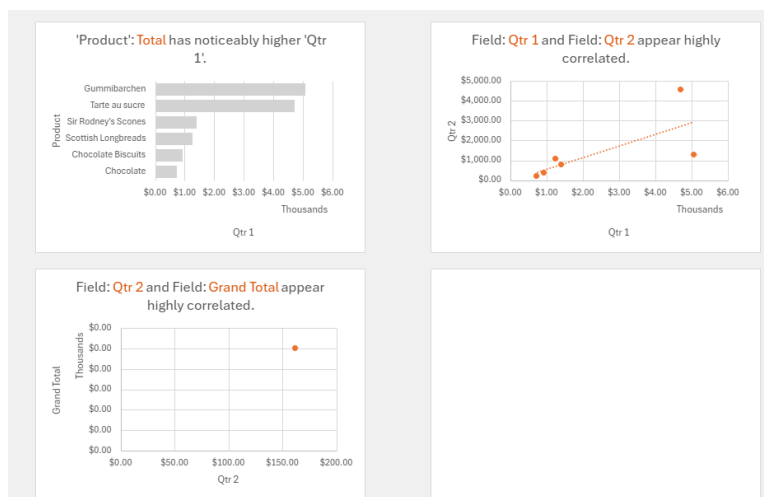
## Identify insights with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Percentage Difference Qtr 1 to Qtr 2
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55	-78.17%
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20	-75.41%
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50	-16.17%
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00	-46.69%
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50	-3.81%
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20	-62.96%

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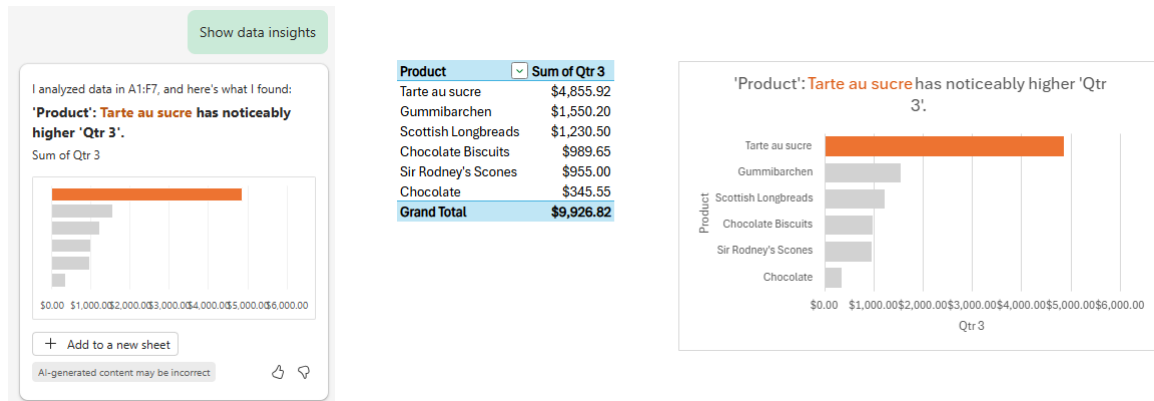
## Identify insights with Copilot in Excel



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## Identify insights with Copilot in Excel

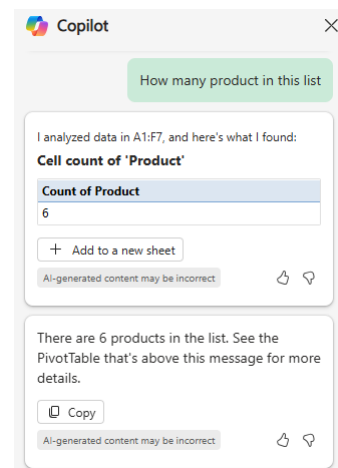


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## Got a particular question in mind?

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20



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## Highlight your data with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20

**Copilot**

Bold the top 3 values in the Qtr4 column.

Sure! Looking at **A1:F7**, here's 1 conditional formatting rule to review and apply:

- **Top 3 Items:** Apply the following to cells in the column "Qtr 4"
  - Bold
  - Font color: black

**AaBbCc**

AI-generated content may be incorrect.

Apply

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## Highlight your data with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
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Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20

**Copilot**

highlight the highest values in Units Sold.

OK! Looking at **A1:F7**, here are 4 conditional formatting rules to review and apply:

- **Top 1 Items:** Apply the following to cells in the column "Qtr 1", "Qtr 2", "Qtr 3", "Qtr 4"
  - Fill color: green
  - Font color: black
- **Top 1 Items:** Apply the following to cells in the column "Qtr 1", "Qtr 2", "Qtr 3", "Qtr 4"
  - Fill color: green
  - Font color: black
- **Top 1 Items:** Apply the following to cells in the column "Qtr 1", "Qtr 2", "Qtr 3", "Qtr 4"
  - Fill color: green
  - Font color: black

**AaBbCc**

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## Sort your data with Copilot in Excel

Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50

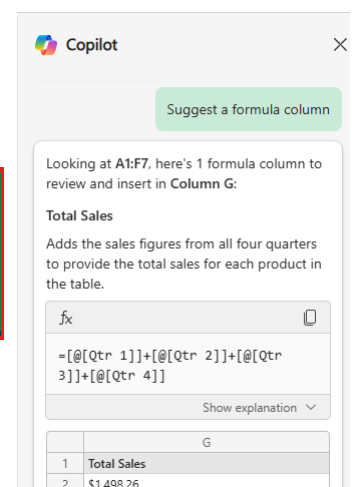


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## Generate formula columns and rows with Copilot in Excel

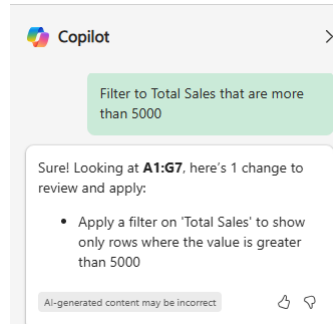
Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Percentage Difference Qtr 1 to Qtr 2	Total Sales
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55	-78.17%	\$1,498.26
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20	-62.96%	\$3,071.34
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20	-75.41%	\$9,299.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50	-16.17%	\$4,571.00
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00	-46.69%	\$3,964.00
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50	-3.81%	\$16,888.34



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## Filter your data with Copilot in Excel



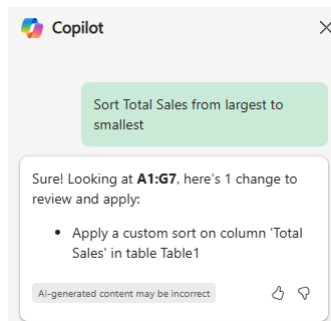
Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Percentage Difference Qtr 1 to Qtr 2	Total Sales
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20	-75.41%	\$9,299.20
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50	-3.81%	\$16,888.34

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## Sort your data with Copilot in Excel Again

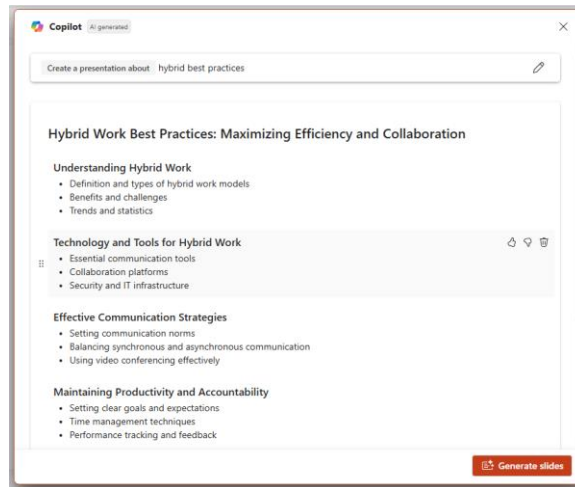
Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Percentage Difference Qtr 1 to Qtr 2	Total Sales
Tarte au sucre	\$4,728.00	\$4,547.92	\$4,855.92	\$2,756.50	-3.81%	\$16,888.34
Gummibarchen	\$5,079.60	\$1,249.20	\$1,550.20	\$1,420.20	-75.41%	\$9,299.20
Scottish Longbreads	\$1,267.50	\$1,062.50	\$1,230.50	\$1,010.50	-16.17%	\$4,571.00
Sir Rodney's Scones	\$1,418.00	\$756.00	\$955.00	\$835.00	-46.69%	\$3,964.00
Chocolate Biscuits	\$943.89	\$349.60	\$989.65	\$788.20	-62.96%	\$3,071.34
Chocolate	\$744.60	\$162.56	\$345.55	\$245.55	-78.17%	\$1,498.26



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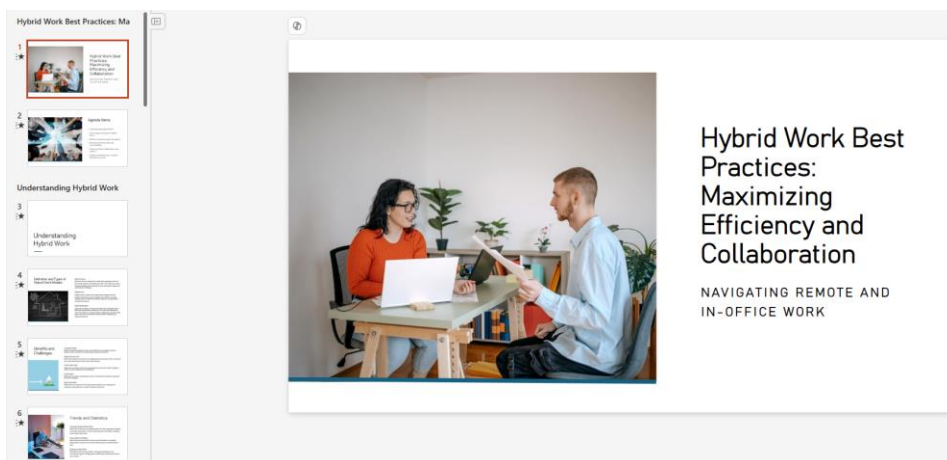
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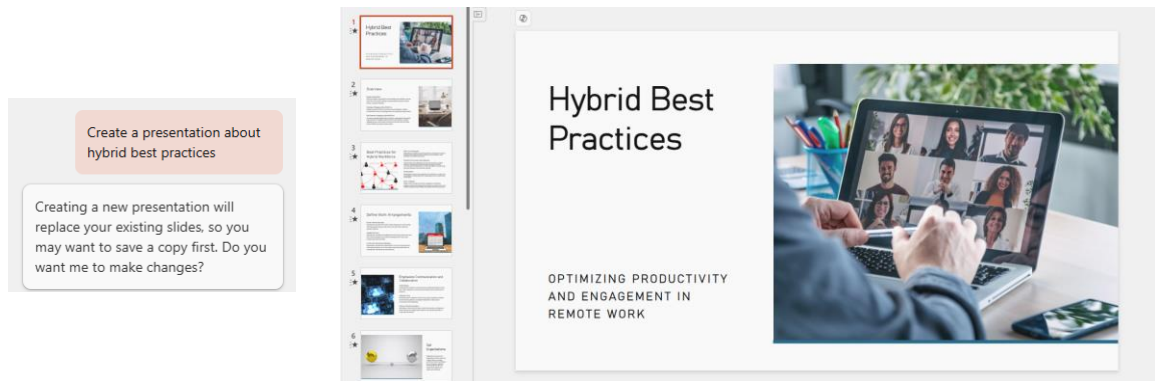


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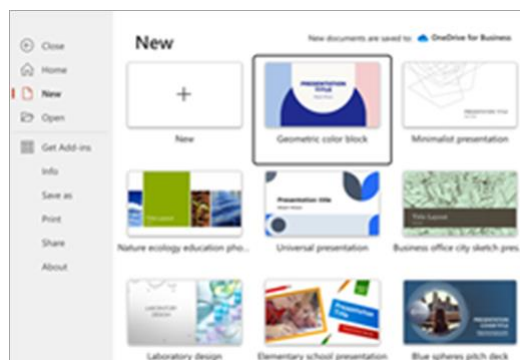


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## Create a presentation from a file with Copilot

### The Olympic Games 2024

A Global Celebration of Sport and Unity

The Olympic Games 2024 are set to be a spectacular event, bringing together athletes from around the world to compete at the highest level of sport. Hosted in the vibrant city of Paris, France, these Games promise not only to showcase incredible athletic talent but also to celebrate international unity, cultural exchange, and the enduring spirit of the Olympics.

#### The Host City: Paris

Paris, the "City of Light," has a rich history of hosting international events and is no stranger to the Olympic Games. The city previously hosted the Olympics in 1900 and 1924, making the 2024 Games a centennial celebration of its last hosting. Paris offers a blend of historic charm and modern innovation, providing a picturesque backdrop for the world's most prestigious sporting event.

#### Venues and Infrastructure

The Paris 2024 Olympic venues are spread across the city, utilizing a mix of iconic landmarks and state-of-the-art facilities. The opening and closing ceremonies will take place at the Stade de France, an impressive stadium with a capacity of over 80,000 spectators. Other notable venues include:

- Eiffel Tower Stadium: Beach volleyball competitions will be held with the iconic Eiffel Tower as a stunning backdrop.
- Roland Garros: Home of the French Open, this venue will host tennis matches.
- Champs-Élysées: The famous avenue will be transformed into a spectacular setting for cycling and marathon events.
- Sena River: Artistic swimming and triathlon events will be staged along the picturesque banks of the Seine.

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## Add a slide to your presentation with Copilot in PowerPoint



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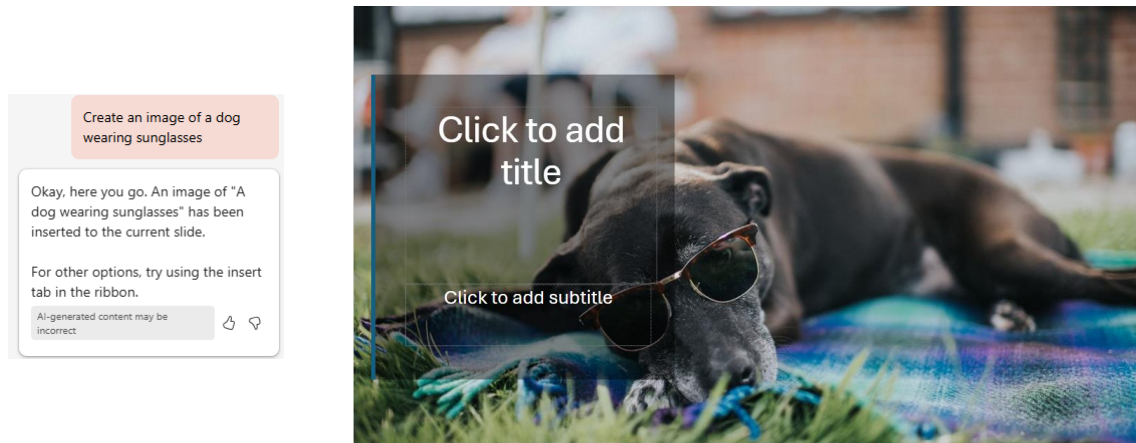
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## Create images with Copilot in PowerPoint



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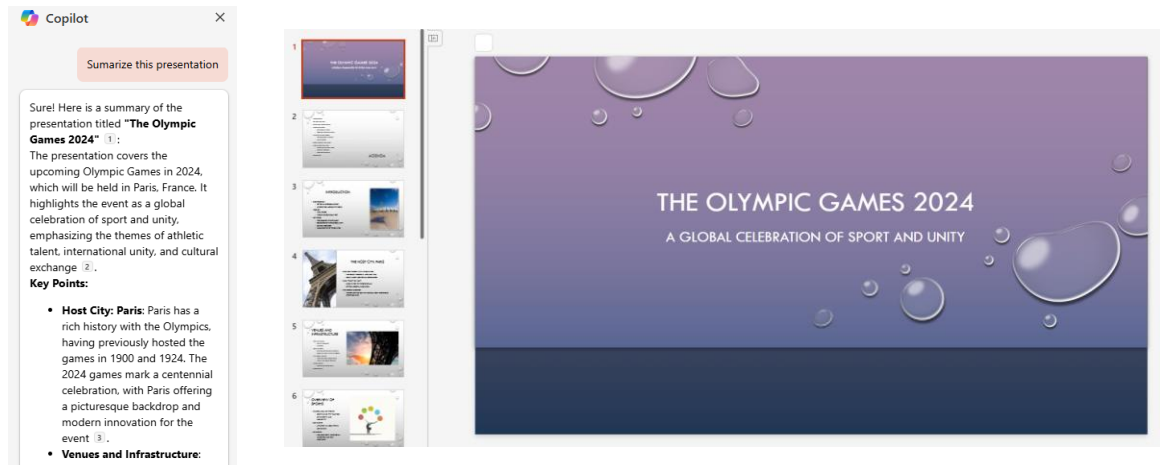
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## Summarize your presentation with Copilot in PowerPoint



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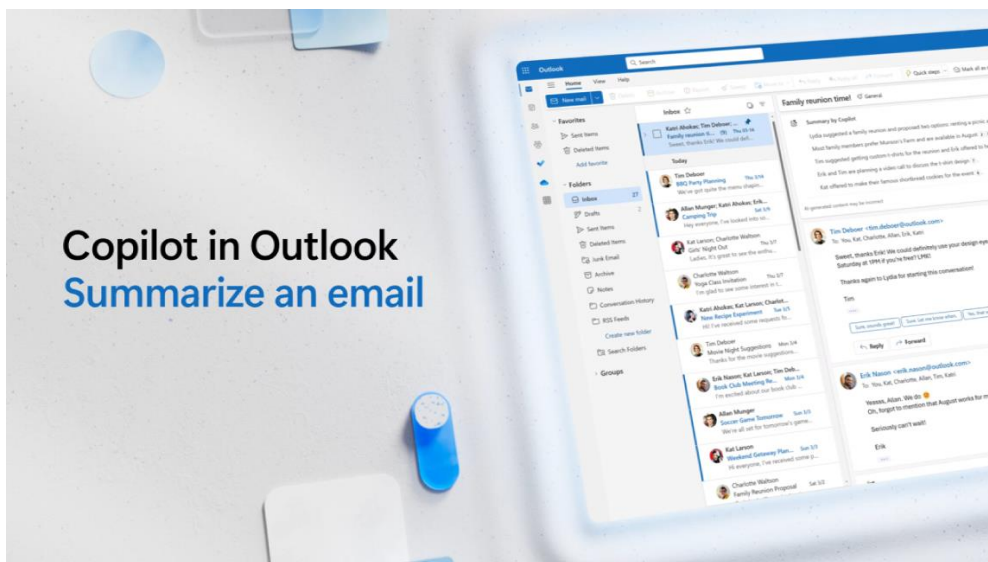
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<https://support.microsoft.com/en-us/office/draft-an-email-message-with-copilot-in-outlook-3eb1d053-89b8-491c-8a6e-746015238d9b>

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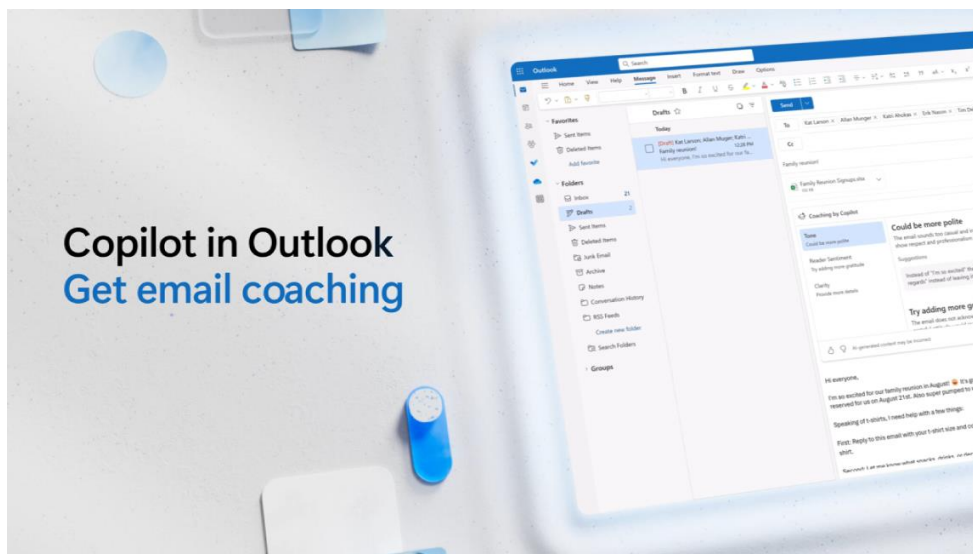


## Copilot in Outlook Summarize an email

<https://support.microsoft.com/en-us/office/summarize-an-email-thread-with-copilot-in-outlook-a79873f2-396b-46dc-b852-7fe5947ab640>

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