

# « Pt 6: Outlook Gets Smarter with AI ✉ »

## AI Simplifying Email & Scheduling Tasks (2025)

Part 6 of 7: Copilot in Your Inbox

# Recap: AI Enhancing Collaboration

## From Visual Boards to Team Chats (Pts 1-5)

- ⚙️ We've seen AI transform various collaboration tools.
- ⚙️ Now, a look at a cornerstone of workplace comms: **Microsoft Outlook.**

# Outlook + Copilot: Email Assistant

## Reducing Inbox Overload & Improving Comm

- ⚙ Microsoft 365 Copilot is deeply integrated into Outlook.
- ⚙ Aims to make email management **more efficient.**
- ⚙ (Source: Microsoft Tech Community)

# Feature 1: AI-Assisted Email Drafting

## Crafting Messages More Efficiently

- ⚙ Copilot helps **draft new emails** based on your prompts.
- ⚙ Can suggest replies and help you start faster.

# Refining & Summarizing Emails

## Enhancing Clarity and Tone

⚙ Copilot can **refine existing drafts** for better tone/clarity.

⚙ **Summarizes lengthy email threads** to extract key info & actions.

⚙ (Source: Microsoft Tech Community)

# Feature 2: AI Scheduling Polls

## Streamlining Meeting Coordination

⚙ Outlook's scheduling poll tool is now smarter with AI.

⚙ **Automatically pulls invitees** from "To" field.

⚙ Suggests **optimal meeting times** via availability.

⚙ (Source: Northeastern ITS / Clean

# Email Blog)

# Copilot Assisting Scheduling Further

## Drafting Follow-ups & Rescheduling

- ⚙ Copilot can assist in drafting personalized follow-ups.
- ⚙ Can also help with the tedious task of rescheduling.



# Feature 3: Intelligent Inbox Mgmt

## AI-Suggested Organization

⚙️ Copilot enhances existing features like "Sweep" and rules.

⚙️ Can **suggest useful Outlook email rules** to implement.

⚙️ (Source: Reclaim.ai / YouTube)

# Prioritization & Deadline Tracking

## Copilot Helping You Stay on Top

⚙️ Copilot can suggest **categories for your emails.**

⚙️ Helps summarize calendar deadlines or highlight priority meetings.

# Practical: Offline Attachments

## Accessing Files Even Without Internet

⚙️ A useful, non-AI feature also rolling out.

⚙️ Allows users to **open and save email attachments offline.**

⚙️ Adds convenience for mobile/disconnected work.

⚙️ (Source: YouTube -

# OnlineITSupport)

# Goal: A More Productive Inbox

## Reducing Email Burden, Increasing Focus

⚙️ AI enhancements aim to make Outlook less of a chore.

⚙️ Helping users manage communication & time effectively.

# The Bigger Picture: AI Across Tools

## A Common Thread of Augmentation

⚙️ From whiteboards to email, AI assists.

⚙️ **Next Up (Part 7 - Final):** Common themes & conclusion!

⚙️ Stay tuned!

≡ Series: AI Innovations 2025 (Part 6 of 7) ≡

# Microsoft Outlook: AI for Smarter Email & Scheduling

Part 1: Intro & Miro AI

**Access Part 1 PDF**

Part 2: Atlassian Intelligence (Jira/Confluence)

**Access Part 2 PDF**

Part 3: More Atlassian AI & Rovo

**Access Part 3 PDF**

Part 4: Microsoft Teams AI Revolution

**Access Part 4 PDF**

Part 5: More MS Teams & Developer Tools

**Access Part 5 PDF**

**Part 6: Outlook AI & Smart Scheduling (Current)**

**Access Part 6 PDF**

Part 7: The Common Thread & Conclusion

**Access Part 7 PDF**

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Tame Your Inbox with AI!  $\Rightarrow$

# How is Copilot Changing Your Outlook?

LinkedIn: <https://www.linkedin.com/in/amitabhrjha/>



X (Twitter): <https://x.com/amitabhrjha>



Web: [www.agilp.org](http://www.agilp.org)



Sources: Microsoft, Northeastern ITS, Clean Email



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