Outlook Email Triage Superprompts

This document provides 12 prompts with explanations, examples, and tips.

# Prompt 1

Purpose: Save time triaging and drafting replies.

Prompt: Example Outlook Copilot command.

Example Output: A short Copilot-generated email.

Tip: Adjust tone for executive vs. peer audiences.

# Prompt 2

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# Prompt 9

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# Prompt 10

Purpose: Save time triaging and drafting replies.

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# Prompt 11

Purpose: Save time triaging and drafting replies.

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# Prompt 12

Purpose: Save time triaging and drafting replies.

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Tip: Adjust tone for executive vs. peer audiences.

Further reading: https://hbr.org, https://www.microsoft.com/en-us/worklab

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