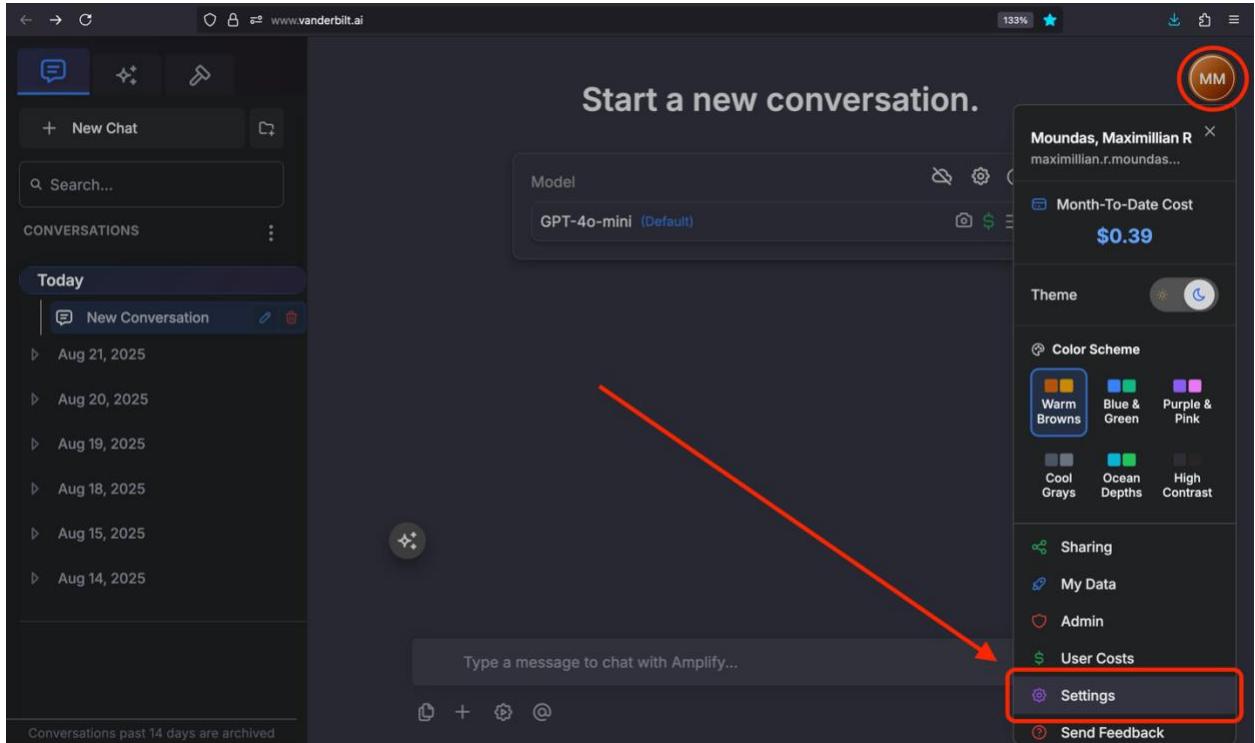
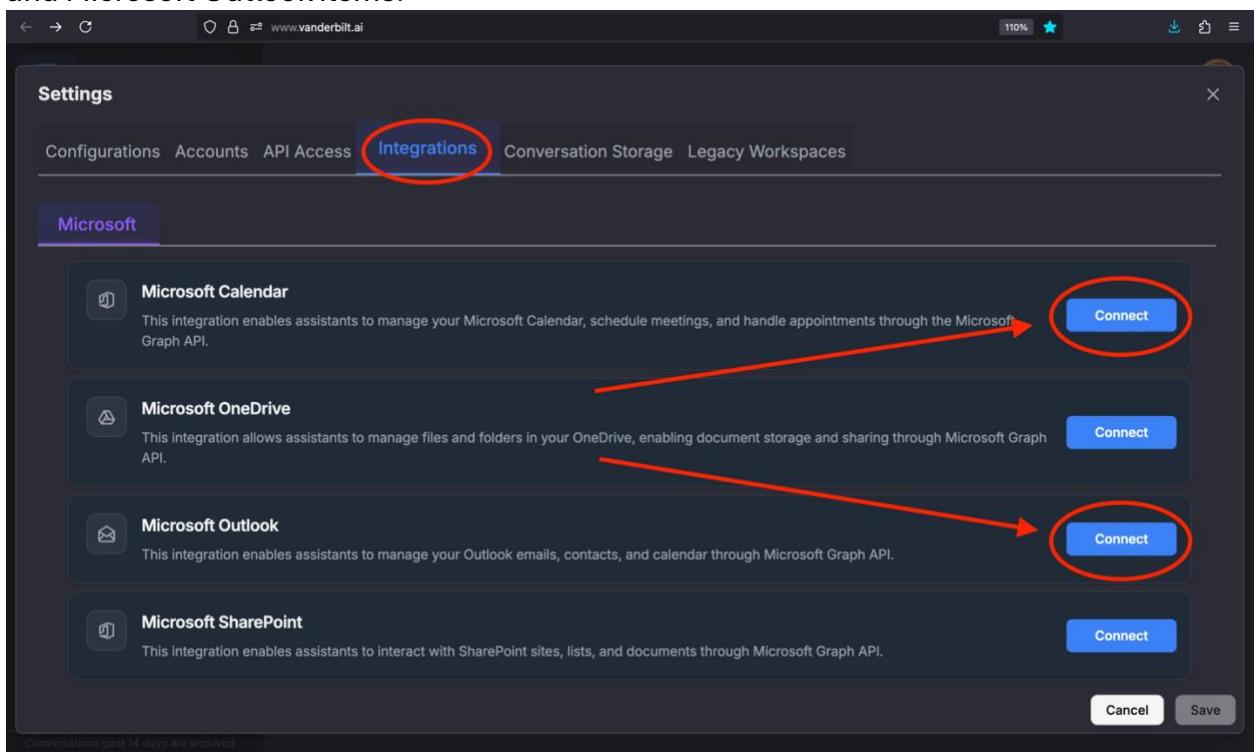


Actions enable Amplify to access your Outlook Email and Outlook Calendar. To use actions and action sets in Amplify, follow these steps:

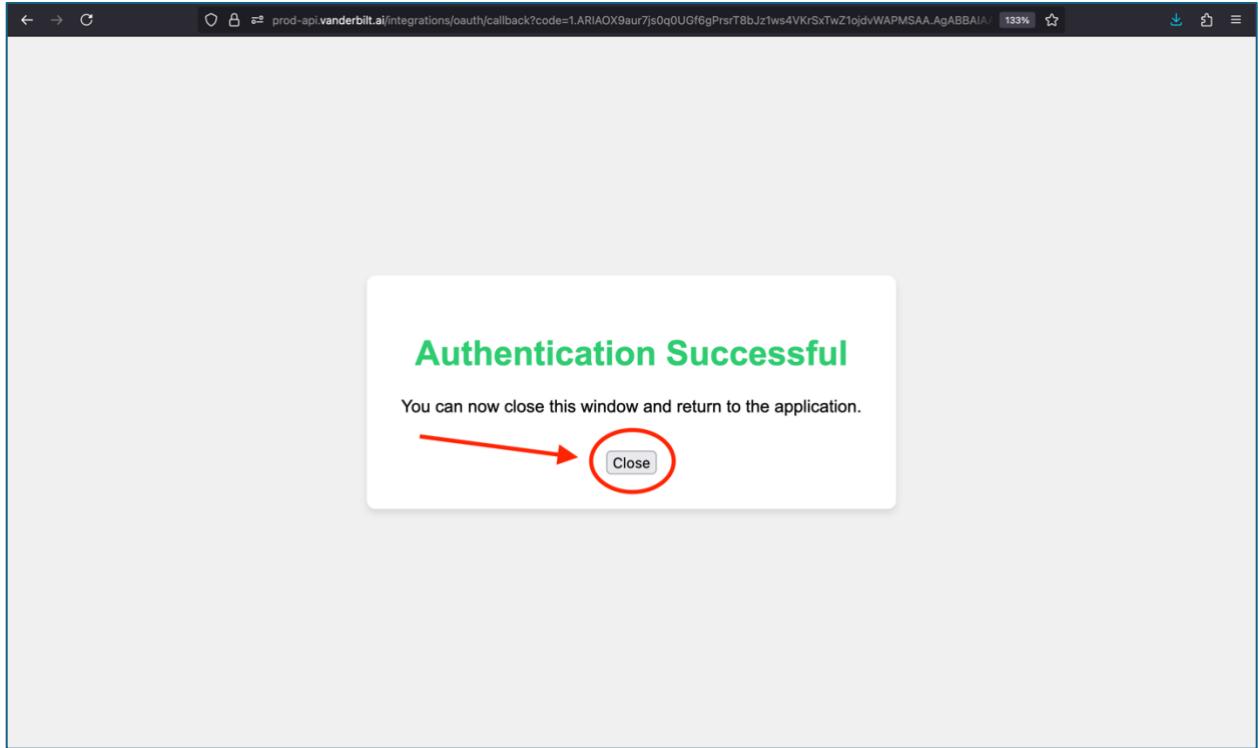
1. Click your user icon in the top right corner of your screen and select “Settings”.



2. Navigate to the “Integrations” tab and click “Connect” on the Microsoft Calendar and Microsoft Outlook items.



3. A popup will open in a new tab. Select your Vanderbilt account, click accept on the “Permissions requested” page, and click “Close” when you reach the “Authentication Successful” page. Note that these integrations simply establish the connection needed for subsequent steps; Amplify will never take actions on your behalf unless you explicitly request them.



4. You should now see the Microsoft Calendar and Microsoft Outlook integrations as "Connected"

The screenshot shows the 'Settings' page with the 'Integrations' tab selected. Under the 'Microsoft' section, there are four integration cards:

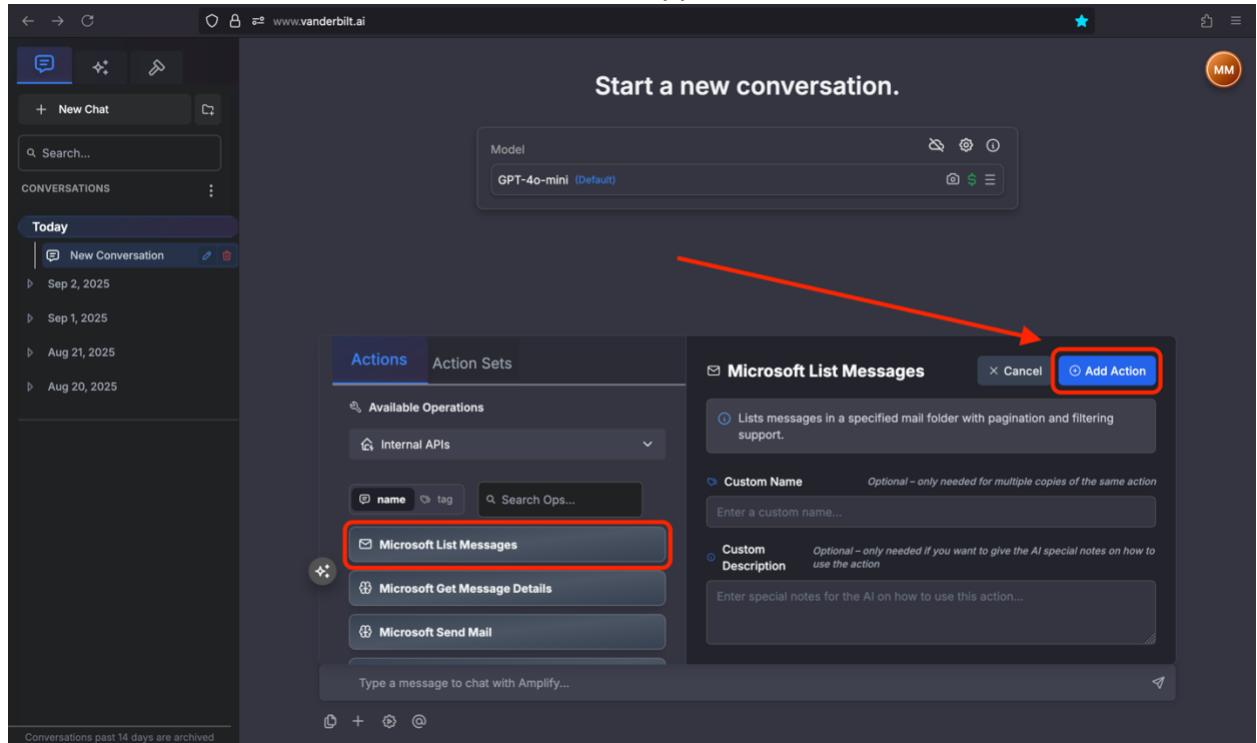
- Microsoft Calendar**: Status is 'Connected' (indicated by a green checkmark and a red circle). A red arrow points from this status to the 'Connected' text in the card description.
- Microsoft OneDrive**: Status is 'Not connected'. A red arrow points from the 'Connect' button to the 'Not connected' status.
- Microsoft Outlook**: Status is 'Connected' (indicated by a green checkmark and a red circle). A red arrow points from this status to the 'Connected' text in the card description.
- Microsoft SharePoint**: Status is 'Not connected'. A red arrow points from the 'Connect' button to the 'Not connected' status.

At the bottom right of the page are 'Cancel' and 'Save' buttons.

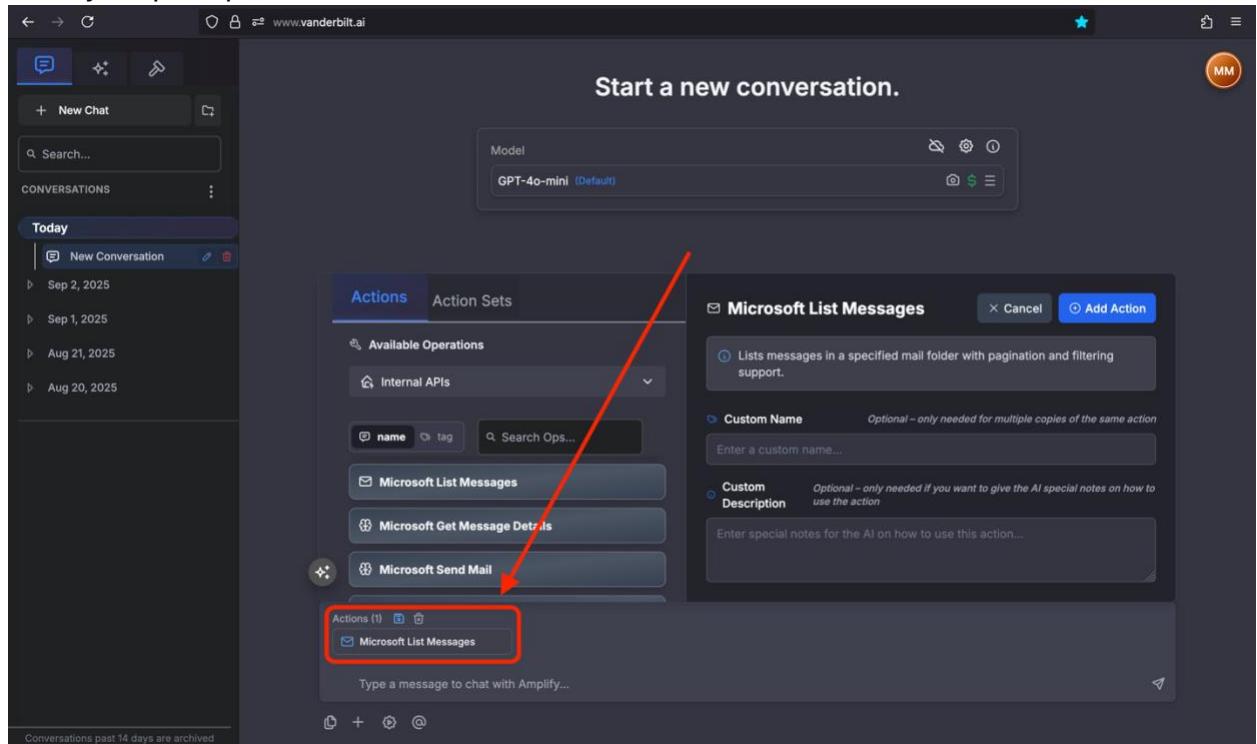
5. Now that integrations are enabled, below the chat input bar, click the "Add Action" button

The screenshot shows the main chat interface. On the left is a sidebar with 'CONVERSATIONS' and a list of dates: Today, Sep 2, 2025; Sep 1, 2025; Aug 21, 2025; Aug 20, 2025. On the right is the main chat area with the heading 'Start a new conversation.' and a 'Model' dropdown set to 'GPT-4o-mini (Default)'. At the bottom is a message input bar with the placeholder 'Type a message to chat with Amplify...'. Below the input bar are three icons: a document icon, a plus sign, and a gear icon (the 'Add Action' button, indicated by a red circle and a red arrow).

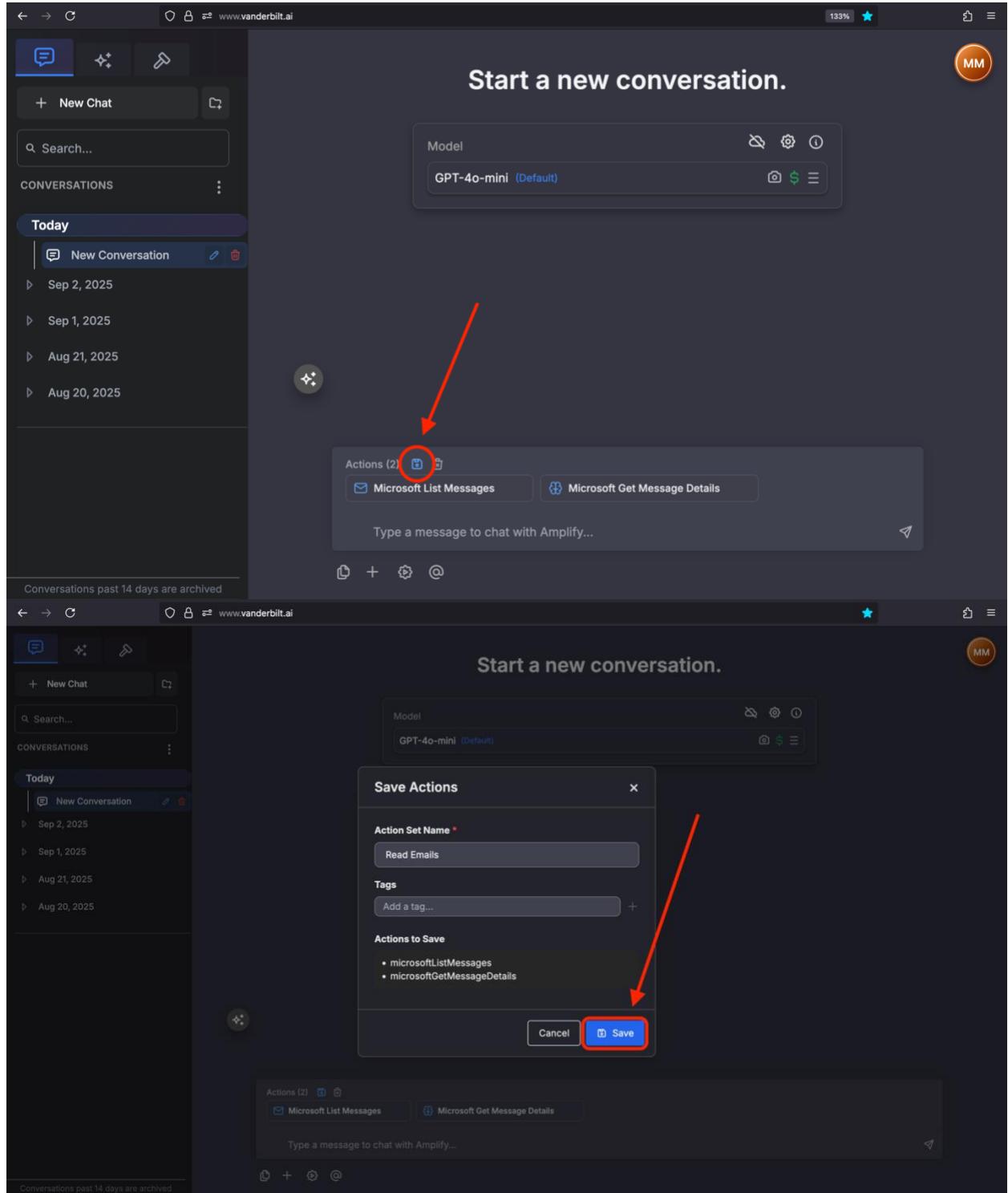
6. Here, you can see available operations. Scroll in the list to find the action you want, click it, then click the “Add Action” button that appears.



7. After clicking “Add Action”, you should see the action listed in the chat input bar. Send your prompt, and the AI model will use the action as directed.



8. You can add multiple actions to a single prompt. To save time, you can save multiple actions together as an Action Set. Action Sets streamline the process of selecting the actions you want. To create an Action Set, add the desired actions to your conversation, then click the “Save Actions” button. Provide a name in the popup and click “Save”.



9. Now, you can use your saved action sets by clicking the “Add Action” button beneath the chat input bar, navigating to the “Action Sets” tab, clicking the action set you want, and clicking “Add Action Set”. Send your prompt, and the AI model will use the actions as directed.

