**Lab Exercise 5- Using Microsoft Outlook 365 with Microsoft Copilot**

**Objective**

To understand and utilize **Microsoft Copilot** in **Outlook 365** for drafting emails, summarizing threads, managing schedules, and improving communication.

**Prerequisites**

1. Access to Microsoft Outlook 365 with Microsoft Copilot enabled.
2. Familiarity with sending and receiving emails, managing the calendar, and using Copilot features.

**Exercise Overview**

Participants will interact with sample emails, use Copilot to summarize email threads, draft replies, schedule meetings, and generate insights.

**Exercise Steps**

**Task 1: Summarizing an Email Thread**

1. Open a sample email thread with the following messages:

**Sample Email Thread**:

* + **From Alex**: *"We need to finalize the Q4 marketing strategy by next Wednesday. Sarah will handle social media, and John will take care of email marketing."*
  + **From Sarah**: *"I’ll have the social media plan ready by Monday. Can John share last quarter's templates?"*
  + **From John**: *"Sure, I’ll send the templates by tomorrow. Let’s also set up a meeting to review progress."*

1. Use Copilot with the prompt:
   * *"Summarize this email thread and list any action items."*
2. Review the output:
   * **Expected Summary**:
     + The team is finalizing the Q4 marketing strategy.
     + Sarah is preparing the social media plan, and John is working on email marketing with templates from last quarter.
     + A meeting will be scheduled to review progress.
   * **Action Items**:
     + Sarah: Complete the social media plan by Monday.
     + John: Share email templates by tomorrow.
3. **Activity**: Copy the summary and action items into a new email to the team for confirmation.

**Task 2: Drafting an Email Reply**

1. Open an email from a client:

**Client Email**:

* + *"Thank you for your proposal. We have some questions about the timeline and budget allocation. Could you clarify these points and let us know the next steps?"*

1. Use Copilot with the prompt:
   * *"Draft a professional reply addressing the client’s concerns about the timeline and budget."*
2. Review the draft email:
   * **Expected Reply**:
     + *"Dear [Client Name],  
       Thank you for reviewing our proposal. Regarding the timeline, we aim to complete the project by [date], with key milestones outlined in the attached document. For budget allocation, we have provided a detailed breakdown in the proposal. Please let us know if further clarification is needed, and we would be happy to arrange a meeting to discuss the next steps.  
       Best regards,  
       [Your Name]"*
3. **Activity**: Edit the draft for personalization and send it.

**Task 3: Scheduling a Meeting**

1. Use Copilot to schedule a meeting based on the action items from Task 1.
2. Prompt Copilot:
   * *"Schedule a meeting for the Marketing Team on Tuesday at 10 AM to review the Q4 strategy progress."*
3. Verify that the meeting invite includes:
   * Title: Q4 Strategy Progress Review
   * Agenda: Updates on social media plan, email marketing, and next steps.
   * Participants: Sarah, John, and Alex.
4. **Activity**: Notify participants with a follow-up email summarizing the agenda.

**Task 4: Drafting a Follow-Up Email**

1. Scenario: After the meeting, you need to send a follow-up email summarizing key points discussed.
2. Use Copilot with the prompt:
   * *"Draft a follow-up email summarizing today’s meeting and listing next steps."*
3. Review the output:
   * **Expected Email**:
     + \*"Dear Team,  
       Thank you for attending today’s meeting. Here are the key points discussed:
       1. Sarah will finalize the social media plan by Monday.
       2. John will share the email marketing templates by tomorrow.
       3. A progress review will be conducted next Wednesday.  
          Please reach out if you have any questions.  
          Best regards,  
          [Your Name]"\*
4. **Activity**: Send the email to the team and include relevant attachments if needed.

**Task 5: Analyzing and Prioritizing Emails**

1. Open a cluttered inbox with multiple unread emails.
2. Use Copilot with the prompt:
   * *"Prioritize my inbox and highlight the most critical emails requiring immediate attention."*
3. Review Copilot’s categorization:
   * **Critical Emails**:
     + Client follow-up requests.
     + Meeting invitations with urgent deadlines.
   * **Low Priority Emails**:
     + General announcements.
     + Newsletters.
4. **Activity**: Respond to the high-priority emails and archive the rest.