**Practice Prompts – Enterprise Legal Focus**

**Legal Professionals**

**Copilot in Outlook:**

* Draft a summary of the latest case law updates for our team.
* Schedule a meeting with the legal team to discuss the new compliance regulations.
* Help me draft an email to our client regarding the contract amendments.
* Find and summarize the key points from the latest legal newsletter.
* Set a reminder for the upcoming court hearing on September 15th.

**Copilot in Teams:**

* Create a channel for discussing the new compliance regulations.
* Summarize the key points from our last legal team meeting.
* Help me prepare a presentation on recent case law updates.
* Set up a Teams meeting with the client to discuss contract amendments.
* Share the latest legal newsletter in the legal team channel.

**Legal Support Roles**

**Copilot in Outlook:**

* Draft an email to the client confirming the receipt of their documents.
* Schedule a follow-up meeting with the legal team to review the case files.
* Help me organize the documents for the upcoming trial.
* Find and summarize the key points from the latest legal support newsletter.
* Set a reminder for the deadline to file the court documents.

**Copilot in Teams:**

* Create a channel for organizing the documents for the upcoming trial.
* Summarize the key points from our last legal support team meeting.
* Help me prepare a checklist for the trial preparation.
* Set up a Teams meeting with the legal team to review the case files.
* Share the latest legal support newsletter in the legal support team channel.

**Cross-Functional Legal Collaboration**

**Copilot in Outlook:**

* Draft an email to the marketing team about the legal implications of the new campaign.
* Schedule a meeting with the finance team to discuss the compliance requirements.
* Help me draft a memo on the legal considerations for the new product launch.
* Find and summarize the key points from the latest cross-functional legal newsletter.
* Set a reminder for the upcoming cross-functional team meeting on August 25th.

**Copilot in Teams:**

* Create a channel for discussing the legal implications of the new marketing campaign.
* Summarize the key points from our last cross-functional team meeting.
* Help me prepare a presentation on the legal considerations for the new product launch.
* Set up a Teams meeting with the finance team to discuss compliance requirements.
* Share the latest cross-functional legal newsletter in the cross-functional team channel.