**Practice Prompts – Technical Focus**

**Copilot in Outlook:**

* Summarize the latest emails from the Technology team.
* Draft a response to the email about the upcoming project deadline.
* Schedule a meeting with the Technology team for next Monday.
* Find the email with the subject "Tech Conference 2025".
* Create a task from the email about the new software update.
* Set a reminder for the email regarding the system maintenance.
* Categorize emails from the Technology team into a specific folder.
* Forward the email about the security update to the IT department.
* Attach the latest project report to an email to the Technology team.
* Flag the email about the budget review for follow-up.

**Copilot in Teams:**

* Summarize the recent chat messages in the Technology team channel.
* Create a new channel for the upcoming project.
* Schedule a recurring meeting for the Technology team.
* Post an announcement about the new software release in the Technology team channel.
* Share the latest project plan document in the Technology team channel.
* Pin the important message about the system upgrade in the Technology team channel.
* Start a poll to gather feedback on the new tool implementation.
* Assign tasks to team members based on the recent discussion.
* Set up a notification for any updates in the Technology team channel.
* Share a link to the latest training video in the Technology team channel.