**Practice Prompts – Copilot for Outlook and Teams**

# **Copilot for Outlook**

* Archive all emails from more than six months ago.
* Attach the latest sales report to an email to the finance team.
* Compose a reply asking for clarification on project deadlines.
* Draft a formal message to HR about leave approval.
* Draft a message requesting project updates from the engineering team.
* Draft a polite reply declining the meeting invitation from <Sender>.
* Draft a request for feedback email about the new process.
* Draft a response to the latest email from my manager.
* Draft a thank you message to everyone who attended yesterday’s meeting.
* Draft an apology email for missing a deadline.
* Draft an out-of-office reply for next week.
* Filter unread emails sent by <Senders>.
* Find all emails with “invoice” in the subject line.
* Find emails concerning the annual conference.
* Find emails that mention “training session.”
* Find emails with attachments larger than 5 MB.
* Find the last email attachment from <Sender>.
* Find the latest email thread discussing cybersecurity.
* Find the travel itinerary email for my upcoming trip.
* Flag all emails that mention “quarterly report.”
* Forward the last email from marketing to my manager.
* Forward the meeting minutes to all attendees.
* Highlight important messages from senior leadership.
* Identify emails with pending actions.
* List all emails received from external contacts in the past month.
* List calendar invitations received this week.
* Locate the last email chain about budget planning.
* Mark all newsletters as read.
* Mark all unread emails as read.
* Organize emails related to the new product launch.
* Organize my inbox by project name.
* Remind me to check responses from <Sender> by Friday.
* Schedule a meeting with <Invitees> next week.
* Send a calendar invite to the weekly team sync.
* Send a follow-up to everyone who hasn’t replied to my last email.
* Send a quick update to all team members about today’s schedule.
* Set a reminder to reply to <Sender>’s email tomorrow morning.
* Set up a recurring reminder for monthly status updates.
* Show all emails from vendors in my inbox.
* Show me emails that require approval.
* Show me emails with upcoming deadlines.
* Show me flagged emails for urgent review.
* Show my top email contacts.
* Summarize my inbox by sender.
* Summarize the main action items from my last five emails.
* Summarize unread emails from today.
* Summarize urgent emails from the past 48 hours.
* Send a weekly digest of important emails every Friday.

# **Copilot for Teams**

* Compile feedback from the <Meeting description>.
* Compile questions raised during the last Q&A session.
* Create a channel for the new initiative.
* Create a poll for preferred meeting times.
* Create a task list based on today’s meeting notes.
* Draft a congratulatory message for the team’s achievement.
* Draft a message requesting project updates from the team.
* Draft a message sharing <Subject>.
* Draft a message to clarify project roles and responsibilities.
* Draft a reminder about the upcoming training session.
* Draft a status update for the channel.
* Draft a thank-you message to the project sponsors.
* Draft an announcement for the upcoming company event.
* Draft an invitation for the quarterly town hall.
* Draft a welcome message for new team members.
* Find all chat threads related to <Topic>.
* Find all mentions of “customer satisfaction” in chats.
* Find shared links about competitor analysis.
* Find the agenda for tomorrow’s meeting.
* Find the last poll results shared in Teams.
* Find the latest updates from the marketing channel.
* Generate action items from the last project call.
* Generate a summary of ideas brainstormed in the last meeting.
* Highlight team accomplishments from the past quarter.
* Highlight urgent tasks for the project team.
* Identify new members added to the channel this week.
* Identify unresolved questions in this thread.
* List all action items assigned to me.
* List all files shared in the channel this month.
* List key risks identified in the last meeting.
* List upcoming meetings for the week.
* Locate the document shared by <Team member> yesterday.
* Pin important messages from management.
* Pin resources for easy access in the channel.
* Remind everyone to submit expense reports.
* Remind the group about tomorrow’s deadline.
* Schedule a follow-up meeting with the design team.
* Send meeting notes to all attendees.
* Send a quick check-in message to remote team members.
* Share motivational quotes in today’s chat.
* Share the meeting recording in the general channel.
* Show my top email contacts.
* Show unread messages from the strategy channel.
* Summarize chat history from the past week.
* Summarize feedback from the presentation.
* Summarize key decisions from the leadership meeting.
* Summarize requests posted in the channel.
* Summarize the discussion from today’s team meeting.
* Summarize the onboarding process discussed in the channel.