

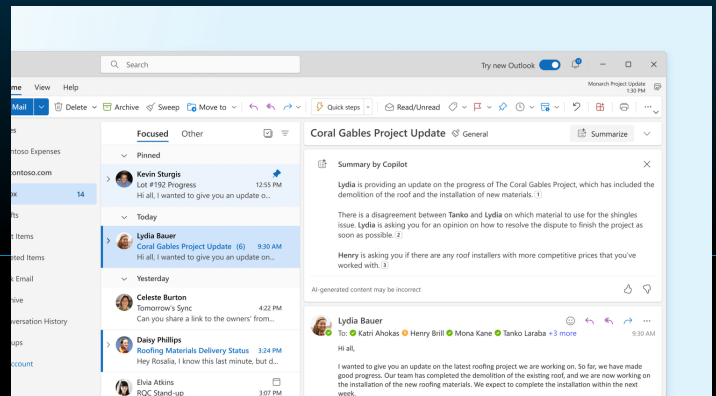
Copilot in Outlook

Catch up, prepare, and follow-up with ease.

With Copilot in Outlook, you can construct emails, follow up on key actions and summarise email content.

Copilot in Outlook enables users to compose email content using the Draft tool, after which they can utilise the Generate tool to specify the desired tone and length of the email, greatly speeding up the time users spend creating internal and external communications.

Copilot in Outlook speeds up both sending and reading time, streamlining how individuals manage their email correspondence and conversation threads daily. With the Summarize tool, you can select a conversation or message thread and extract the key points and actions from the email chain.



Copilot also works alongside Microsoft Loop to help users share ideas and collaborate on events or upcoming projects. Using the Copilot prompter you create a new loop and even ask Copilot to help you brainstorm ideas, before and share them with team members.



For more information on Copilot for Microsoft 365, or on our range of AI Services, please contact us on 01245 208080 info@ghostenterprises.co.uk

