ZERO TO HERO

Outlook + Copilot

Copilot now runs your inbox.

Copilot in Outlook went from writing emails to running your inbox. Microsoft's own prompts, ready to paste.

WHAT TO ASK COPILOT 6

- Draft my follow-ups — Inbox
- High Priority rule — Inbox
- Catch me up — Inbox
- Weekly 1:1 — Calendar

Who hasn't replied to me in 24 hours?

01 Every prompt, one page

02 Where it works

03 Not there yet?

04 Go deeper

Go deeper: Book 3 in the Inner Circle. 7 days free. 1 / 4

ZERO TO HERO

Outlook + Copilot

Every prompt, one page.

Paste into Copilot in Outlook. Frontier program: inbox prompts on all Outlook endpoints, calendar prompts on Outlook for Windows and web.

Follow-ups after 24 h

Inbox

```
Find everyone who hasn't replied to my emails in the last 24 hours, rank who matters most, and draft follow-ups for me to review.
```

The High Priority rule

Inbox

```
Create a rule: emails from my manager where I'm on the To line get the High Priority category.
```

Catch up after vacation

Inbox

```
I'm back from vacation. Summarize what I missed, flag what's urgent, and suggest what I can safely archive.
```

Copilot-managed weekly 1:1

Calendar

```
Set up a weekly 1:1 with my manager, and reschedule it when conflicts come up.
```

Follow large meetings

Calendar

```
Follow large meetings outside my working hours so I get the recap without attending.
```

Meeting prep

Calendar

```
Prep me for my next customer meeting: what I need to know, what to ask, and which risks to watch.
```

Review every draft and archive before Copilot sends or moves it.

Outlook + Copilot

Where it works. And what to use until then.

Agentic Copilot in Outlook arrived April 27, 2026 in Microsoft's Frontier program, so your tenant may not have it yet.

Inbox prompts	Calendar prompts
All Outlook endpoints Follow-ups, rules, catching up	**Outlook for Windows and web** 1:1s, following meetings, prep

Not there yet? These are, in new Outlook.

Pin
Keeps an important message at the top of your inbox.

Snooze
Hides a message until the time you pick, then brings it back.

Sweep
Clears every message from one sender at once, or keeps only the latest.

Schedule send
Write it now, and it goes out at the time you choose.

Follow a meeting
Can't attend? Follow it to stay in the loop and get the recap.

This was the what. The book is the how.



BOOK 3 · MICROSOFT OFFICE

Copilot across your Office day.

- Where Copilot lives, app by app, and which door to use when
- Copilot Chat or Microsoft 365 Copilot: what each tier gets you
- The agents that ship with Copilot
- Full chapters on Word, Excel and PowerPoint

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Read it all in the Inner Circle 7 days free

Source: Microsoft Tech Community, agentic Copilot in Outlook (April 2026), and Microsoft 365 Copilot release notes (checked October 24, 2026). Frontier features change often and reach tenants at different times.