# Mastering Microsoft Copilot for Microsoft Outlook

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft Apps

**Duration:** 4.00 hours (1 days) **3.3 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

Microsoft Copilot is transforming how people manage email and meetings in Outlook by helping them stay organized, communicate more effectively, and save time on everyday tasks. This course focuses on practical, real-world ways to use Copilot to manage your inbox, draft and refine emails, organize messages, and coordinate meetings more efficiently. Participants will learn how to work alongside Copilot as an intelligent assistant—using natural language to streamline communication while staying in control of their work.

## About This Course

Microsoft Copilot is transforming how people manage email and meetings in Outlook by helping them stay organized, communicate more effectively, and save time on everyday tasks. This course focuses on practical, real-world ways to use Copilot to manage your inbox, draft and refine emails, organize messages, and coordinate meetings more efficiently. Participants will learn how to work alongside Copilot as an intelligent assistant—using natural language to streamline communication while staying in control of their work.

## Who Should Attend

This course is designed for professionals who use Outlook regularly and want to improve efficiency in managing email and meetings. It is ideal for users who handle high volumes of communication, coordinate schedules, or need to write clear, professional messages. No advanced technical skills are required, but a basic familiarity with Outlook is recommended.

### Prerequisites & Entry Requirements

**General Prerequisites:**

Before taking this course, it is highly recommended that students complete MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365

## Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

Provide participants with a practical understanding of Microsoft Copilot in Outlook, enabling them to manage email more efficiently, communicate clearly, organize their inbox, and streamline meeting workflows.

## Detailed Course Outline

### Introduction to Copilot in Outlook

- Write effective prompts
- Use the Copilot interface

### Manage and Respond to Email with Copilot

- Catch up on emails with summaries and key insights
- Summarize email threads and conversations
- Draft replies and new emails from prompts
- Adjust tone, clarity, and style of messages
- Improve writing with editing and coaching feedback

### Organize and Prioritize Your Inbox with Copilot

- Identify and prioritize important messages and action items
- Group, sort, and search emails by topic or relevance
- Create rules and categories to automate organization
- Analyze attachments and extract key information
- Extract action items and summarize key details
- Generate task lists from emails and conversations
- Prepare content for use in notes or task tools

### Manage Meetings with Copilot

- Schedule meetings and find optimal times
- Create invitations and agendas from prompts or email threads
- Prepare for meetings with summaries and context
- Review and summarize upcoming meetings

# Upcoming Schedule

**Available training dates for Mastering Microsoft Copilot for Microsoft Outlook:**

| Start Date | End Date | Location | Delivery | Price |
|---|---|---|---|---|
| 01 Dec 2026 | 01 Dec 2026 | Online | Virtual | €295.00 |

# Frequently Asked Questions

### Q: What delivery options are available for Mastering Microsoft Copilot for Microsoft Outlook?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day Mastering Microsoft Copilot for Microsoft Outlook course provides up to 3.3 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Mastering Microsoft Copilot for Microsoft Outlook training?

The training takes place over 1 day(s), with each day lasting approximately 4.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for Mastering Microsoft Copilot for Microsoft Outlook?

Yes, we provide corporate training, dedicated training, and closed classes for Mastering Microsoft Copilot for Microsoft Outlook. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for Mastering Microsoft Copilot for Microsoft Outlook?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Mastering Microsoft Copilot for Microsoft Outlook training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


**Nexus Human**

**Professional Training & Development**

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)


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