PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft 365 Copilot for Outlook & Teams - Online Instructor-led Training

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

**"Copilot Business License is required."**

**Transform the way you communicate and collaborate with Microsoft 365 Copilot in Outlook and Teams in this practical, instructor-led online course. Designed for busy professionals and teams, this course shows you how to use AI to manage your inbox, write better emails, run more effective meetings, and stay organised with minimal effort.**

**Discover how Copilot in Outlook helps you summarise long email threads, draft responses, schedule meetings, and manage your day more efficiently. In Teams, learn how to generate meeting summaries, action lists, and recaps - even if you missed the call. You'll also explore prompt writing techniques and real-world scenarios to maximise productivity using natural language.**

**By the end of this course, you'll be empowered to reclaim your time, reduce digital fatigue, and communicate with greater clarity and impact.**

**These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.**

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.**

## What You'll Gain:

In today's digital workplace, the volume of communication can be overwhelming. Between emails, meetings, and chats, it's easy to lose time, context, and clarity. That's where **Microsoft 365 Copilot** steps in - not as another tool to manage, but as an intelligent assistant that simplifies, organizes, and empowers your daily workflow.

This course is designed to help you get the most out of **Copilot in Outlook and Teams**, whether you're a manager trying to stay on top of priorities or a team member navigating

dozens of conversations daily. Through live, instructor-led sessions, you'll learn how to apply Copilot to real work scenarios - from writing smarter emails to generating meeting summaries instantly.

By integrating these AI capabilities into your daily routine, you'll not only improve communication but reclaim valuable time to focus on high-impact tasks. Let's work smarter, not harder - with Microsoft 365 Copilot.

# Outcomes

**In this course, participants will Learn:**

- What Microsoft Copilot is and how it integrates with Outlook and Teams
- Draft, Summarise and refine Emails quickly using AI
- Use prompts to manage Scheduling, Tone and Follow-ups
- Generate Meeting Summaries, Action Items and Recaps in Teams
- Collaborate more efficiently with AI-powered chat and thread tracking
- Best Practices for Writing effective prompts in Business Communication
- Save time and reduce Clutter with Copilot's Intelligent Assistance

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# Modules

### Lesson 1: What is Copilot

- Define
- Licensing
- Guides
- Prompt Structure
- Mobile App

### Lesson 2: Exploring Copilot

- Settings Required
- Access Copilot
- Navigate Copilot Pane
- Prompt Gallery and Bookmarks

### Lesson 3: Emails using Copilot

- Draft Emails
- Rewriting Emails
- Summarising Threads
- Prioritising your Inbox
- Search for Emails
- Recurring Emails

### Lesson 4: Meeting Management using Copilot

- Agendas
- Minutes
- Summaries
- Announcements

### Lesson 5: Channels using Copilot

- Summarise a Channel
- Create Update

- Copilot and other Apps (Planner, OneNote, Loop)

**Talk to our expert team**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au