

Outlook Copilot Settings — Setup Card

Make Copilot sound like YOU — 4 settings most people never open.

START HERE: In the Outlook desktop app **File > Settings > Copilot**

You'll see four tabs across the top: Preferences · Prioritize · Draft instructions · Calendar instructions.

1 Preferences

Turn Copilot on

- Toggle "Turn on Copilot." This activates summaries, drafting, and coaching inside Outlook.
- Good to know: your Copilot queries and Outlook content are NOT used to train the foundation models.

2 Prioritize

Let Copilot flag what matters

- Turn on "Let Copilot prioritize my email on arrival" to auto-mark high-priority mail.
- Under Customize, add your own Higher priority and Lower priority rules (people, topics, or mail types — e.g., mark "Invoices" lower). Applies to future email only.

3 Draft instructions

The star — make drafts sound like YOU

- Turn on "Use custom instructions when drafting email," then paste your voice: tone, length, greeting, and sign-off.
- These instructions apply to every draft and every revision — so Copilot stops sounding like a robot.

4 Calendar instructions

Keep your calendar current

- Create instructions Copilot follows on your calendar; use View instructions and View actions to see what it did.
- Check "Needs attention" to resolve anything important Copilot flagged.

PASTE THIS INTO DRAFT INSTRUCTIONS (then make it yours):

Write in a clear, professional, and human tone. Assume the reader is intelligent and busy. Be concise, thoughtful, and direct. Use clean formatting and bullets when appropriate. Avoid filler language. Close with confidence and warmth. Apply these instructions to all revisions of the draft.