



Copilot

Cowork

executes multistep tasks to
keep work moving.

Use natural language to delegate complex tasks to Copilot.

Help me organize my week. Review my Outlook calendar:

- Hours spent in meetings
- Focus time blocks (e.g., 2+ hours)

Ask clarifying questions and check info like:

- Number of attendees and how movable each meeting is
- My priorities for this week

Then propose changes with explanations:

- Meetings to accept, decline, or reschedule
- Focus blocks to add for deep work

Start with the highest-impact changes first. Once I approve each change, make the edits directly in my calendar.



Copilot works independently while keeping you in full control.

Go ahead with all three changes.

💡 Thought for 19.4s >

On it — starting all three in parallel where I can.



⚙️ Decline event Outlook

2.0s

✉️ Wednesday schedule — quick heads-up on two meetings

Cancel

▶️ Send ▼

To: ▼ RR Riley Ramirez ✕ ▼

Hi Riley,

Hope you're doing well! I wanted to flag a couple of things about our Wednesday meetings.

****Customer Story Interview (Wednesdays, 1-2 PM)****

I have a recurring personal commitment from 1 1:30 PM that I need to protect. Would it be possible to shift the Customer Story Interview to 1:30 PM or 2 PM instead? Happy to work around what's best for the customer.

****Partner Check-in Sales Enablement (Wednesdays, 2-3:30 PM)****

Try it
today

and unlock the power
of teamwork.



Microsoft 365
Copilot