

- Folders
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Inbox

Summary by Copilot

More people you may know

Copilot

- Organize my inbox  
Create an inbox rule to categorize emails from person to that
- Help me plan  
Set my out of office from next Monday from to next Friday (gmt)
- Stay on top  
Summarize recent emails where I was mentioned
- Ask  
What are the benefits of daily meditation for stress relief?
- Chat history
- By using one of the prompts above

# Copilot Desktop User Guide

**SMART FLOW GUIDES**



## **Copilot Desktop User Guide:**

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