Mindluster Platform

About the course Outlook Copilot for beginners

Course Presenter : Learnit Training

Outlook Copilot, in this course we will learn about the Outlook Copilot course, exploring how to use this AI-powered tool to enhance productivity and streamline email management. This course covers smart email organization, automated responses, and scheduling tools that save time and improve efficiency. Participants will learn to manage their calendars effectively, plan meetings with intelligent suggestions, and integrate Outlook with other Microsoft apps like Teams and To-Do. Additionally, weâ€™ll dive into creating actionable insights from data, customizing email templates, and optimizing workflow automation. By the end of this course, users will be equipped with the knowledge to make the most of Outlook Copilotâ€™s features, ensuring better time management, communication, and task coordination in personal and professional settings. Learnit Training

Computer Softwares Category's Courses

Course Lesson(3)

Lesson 1 : **Outlook Beginner Tutorial**

Lesson 2 : **Outlook Advanced Tutorial**

Lesson 3 : **Outlook Copilot Tutorial**

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