

Copilot Inbox Triage: 10 Free Prompts

From EP02: "I cleared 60 unread emails in 9 minutes"

Key Builds AI | go.keybuilds.ai | Jul 9, 2026

These are the exact prompts from the video, plus 7 more that work the same way.

Copy them. Paste them into Copilot in Outlook. Edit as needed. Done.

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Want the advanced pack? The full 50-prompt Inbox Mastery collection, with role-specific variants, workflow chains, and a troubleshooting matrix, is at go.keybuilds.ai. (\$27)

The Two Prompts from the Video

Prompt 1 - Morning Triage

Summarize my unread emails and tell me which ones need a reply today.

Where to use: Copilot Chat in Outlook (sidebar). Requires a Microsoft 365 Copilot license.

What it does: Copilot reads your inbox and surfaces action-required messages. As of Jul 1, 2026, Copilot Chat in Outlook expanded to reason over your full inbox and calendar - not just a single thread.

Prompt 2 - Tone Fix on a Draft

Make this reply warmer and keep it under 80 words.

Where to use: Select your draft text, then use "Draft with Copilot" or paste into Copilot Chat with your draft.

What it does: Adjusts tone and trims length. Supported natively via "Adjust" in Draft with Copilot (Friendly/Professional/Formal) or via free-form instruction in chat.

8 Bonus Prompts (Genuinely Useful - Not Fluff)

Prompt 3 - Catch Up After Time Away

I was out for 3 days. Summarize what happened in my inbox. What do I need to act on first?

Prompt 4 - Summarize a Long Thread

Summarize this email thread. What is the current status and what, if anything, is waiting on me?

Where to use: Open any email thread and click "Summary by Copilot" at the top, OR paste thread text into Copilot Chat.

Prompt 5 - Draft a Quick Reply

Draft a reply to this email. Be direct and keep it under 3 sentences.

Prompt 6 - Draft a More Formal Reply

Draft a professional reply confirming receipt and letting them know I will follow up by [DATE].

Prompt 7 - Shorten a Draft You Already Wrote

I wrote this email draft. Shorten it by half without losing the main point.

Prompt 8 - Find Action Items in Your Inbox

What action items are waiting on me across my recent emails? List them with the sender and subject line.

Note: Best results in Copilot Chat after the Jul 1, 2026 inbox-reasoning expansion.

Prompt 9 - Tone Check Before Sending

Read this email I wrote. Does the tone sound [professional/friendly/direct]? Suggest one improvement.

Where to use: Draft with Copilot - Coaching by Copilot mode, or paste into Copilot Chat.

Prompt 10 - Flag for Follow-Up

Which emails in my inbox have not received a reply from me in the last 5 days?

Note: Works in Copilot Chat with full inbox access (Microsoft 365 Copilot license required for full inbox reasoning).

What You Need to Use These

- A Microsoft 365 Copilot license (included in Microsoft 365 Business Standard, Premium, or as an add-on)
 - New Outlook for Windows, Outlook on the web, or Outlook for Mac
 - Primary mailbox on Exchange Online (Copilot does not work on shared/delegate mailboxes or archive mailboxes)
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Want 40 More?

The **Inbox Mastery Pack** at go.keybuilds.ai gives you:

- 50 prompts total, organized by use case
- Role-specific versions (manager, sales rep, admin, consultant)
- Workflow chains (triage + draft + follow-up as a sequence)
- Troubleshooting guide for when Copilot gives weak output
- A "Copilot doesn't have my license" workaround section

Price: \$27. One-time. Instant download.

go.keybuilds.ai

