

COMMUNICATE

Beginner

5 MIN

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# Draft a mobile email just by describing it to Copilot Chat.

Describe the email you need on your phone and get a ready-to-send draft in Outlook mobile instead of typing it out one-handed.

MICROSOFT 365

Outlook

WORKS WITH

Copilot

## Business Outcome

Emails sent promptly from mobile instead of delayed until you're back at a keyboard.

## Workflow Steps

### Step 1: Describe the email's purpose and key points

Copilot

Open Copilot Chat and speak or type the gist in plain terms — who it's going to, the two or three things it needs to say, and roughly how formal it should be — rather than trying to dictate the email sentence by sentence, which is exactly the one-handed typing problem this workflow is meant to avoid.

### Step 2: Let it generate the draft

Copilot

It creates an embedded Outlook draft directly in the chat, ready to open rather than requiring you to copy text manually.

### Step 3: Open it in Outlook mobile and review before sending

Outlook

Read the full draft on the actual email screen — a quick glance in chat can miss a tone issue that's obvious once it's formatted as a real email.

### Step 4: Edit anything that doesn't sound like you

Outlook

Adjust phrasing that feels off before sending — this is a fast draft, not a guarantee it captured your exact voice.

### ✓ Check the work

- The draft accurately reflects the key points you described.
- Tone fits the recipient and context, not just grammatically correct.
- You reviewed the full draft in Outlook, not just the chat preview, before sending.

### Expected Outcome

A ready-to-send email draft in Outlook mobile, generated from a short spoken or typed description.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■