

MEET **Beginner** 12 MIN · UPDATED 2026-09-30

Draft a post-call follow-up straight from the transcript.

Turn a Teams meeting transcript into a professional follow-up email with the key points and action items already extracted.

MICROSOFT 365

Teams

Outlook

WORKS WITH

Copilot Cowork

Business Outcome

Follow-up emails go out within minutes of a call ending instead of hours later once someone finds time to write one.

Workflow Steps

Step 1: Pull the call transcript

Teams

Once the client or internal call ends, grab the Teams transcript rather than relying on memory for what was discussed.

Step 2: Ask Cowork to draft the follow-up

Copilot Cowork

Hand Cowork the full transcript rather than your own quick recap of the call — the point of working from the source is catching an action item or commitment you might not have consciously registered while you were focused on the conversation itself.

PROMPT

Draft a follow-up email from this call transcript. Summarize the key points we discussed, list any action items with who owns them, and keep the tone professional but not overly formal.

Step 3: Check names, commitments and tone

Outlook

Read the draft against the transcript. Confirm every commitment attributed to your side is one you actually intend to keep, and that no client statement got turned into a promise you're now making.

Step 4: Send from Outlook

Outlook

Adjust the greeting and sign-off to match how you'd normally write to this client, then send.

✓ Check the work

- Confirm every action item traces back to something actually said on the call.
- Verify the email doesn't commit your team to something that was only floated as an idea.
- Check that recipient names and titles are correct before sending.

Expected Outcome

A ready-to-send follow-up email covering key discussion points and action items, drafted in Outlook.

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