

AUTOMATE **Intermediate** 15 MIN · UPDATED 2026-10-01

Let Copilot run ongoing triage on your inbox and calendar.

Turn on Copilot's agentic inbox and calendar management so routine triage and rescheduling happen continuously instead of in occasional manual sweeps.

MICROSOFT 365

Outlook

WORKS WITH

Copilot

Business Outcome

Routine inbox triage and calendar upkeep happening continuously instead of in periodic manual catch-up sessions.

Workflow Steps

Step 1: Define what "routine" means for your role

Outlook

Write two short lists before turning anything on: email categories safe to auto-triage (newsletters, FYI threads, routine internal updates) and calendar conflicts safe to auto-reschedule (two internal syncs overlapping) versus what should always surface to you first (anything involving an external party, a deadline, or your manager).

Step 2: Turn on agentic triage and calendar management

Copilot in Outlook

Enable it to triage emails, reschedule routine conflicts, and surface what matters most, within the boundaries you set in step 1.

Step 3: Review what it's been doing after the first few days

Outlook

Check a sample of its triage decisions and any rescheduling it did – confirm it's correctly distinguishing routine from important rather than guessing wrong on things that mattered.

Step 4: Adjust the boundaries based on what you see

Outlook

Tighten or loosen what it's allowed to handle automatically based on where it got things right or wrong in the review.

✓ Check the work

- A sample of automated triage decisions holds up against what you'd have decided yourself.
- Nothing genuinely important got auto-handled as routine.
- Boundaries were adjusted based on actual review, not left on default settings indefinitely.

Expected Outcome

An inbox and calendar that stay organized day-to-day with minimal manual intervention.

Want help rolling this out across your team? **Go to Liminals.Tech** 📄