

COMMUNICATE

Beginner

12 MIN

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Auto-prioritize your inbox by role-specific rules.

Have Copilot grade every incoming email as high, normal or low priority with a one-line reason, tuned to your role.

MICROSOFT 365

Outlook

WORKS WITH

Copilot

Business Outcome

Time-sensitive email gets seen first instead of getting buried under routine traffic in a shared inbox pattern.

Workflow Steps

Step 1: Tell Copilot what matters to your role

Outlook

Set up the priority rules in Outlook's Copilot settings, naming the senders, projects or keywords that should always rank as high priority for your specific role.

Step 2: Run the grading pass

Copilot

Run this against your actual unread backlog rather than a hypothetical "going forward" setting — seeing the grades applied to real messages right away is what lets you catch a bad rule in step 3 immediately instead of after a week of silent misgrading.

PROMPT

Grade my last 50 unread emails as high, normal or low priority based on sender importance, deadlines mentioned, and whether it's addressed directly to me. Give a one-line reason for each.

Step 3: Spot-check the high-priority picks

Outlook

Skim the emails graded high priority and confirm they're actually urgent — an email from a VIP sender that's just an FYI shouldn't outrank a real deadline from a peer.

Step 4: Adjust the rules based on what you see

Outlook

If something important got graded low, add that sender or keyword to your priority rules so future emails from them grade correctly without manual review.

✓ Check the work

- Verify a handful of "high" and "low" grades manually to confirm the reasoning holds up.
- Check that nothing with an explicit deadline landed in the low-priority group.
- Confirm the rules you set actually match what you tune out versus what you can't miss.

Expected Outcome

A priority-graded inbox view where every email carries a high/normal/low tag and a one-line reason.

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