

AUTOMATE **Intermediate** 15 MIN · UPDATED 2026-09-30

# Turn a project notebook's weekly updates into an audio briefing.

Have Copilot convert a OneNote project notebook's weekly updates into an audio briefing saved to OneDrive for listening on the go.

MICROSOFT 365

OneNote

OneDrive

WORKS WITH

Copilot

## Business Outcome

Project updates that actually get consumed during a commute or between meetings, instead of sitting unread in a notebook.

## Workflow Steps

### Step 1: Make sure the week's notes are actually complete

OneNote

Check that this week's meeting notes, decisions, and updates are captured in the notebook before generating the briefing — an audio summary is only as complete as what's written down.

## Step 2: Ask Copilot to summarize the week into a briefing script

Copilot

Have it pull this week's section of the notebook and condense it into a short spoken-style script – decisions made, open items, what's coming next – rather than reading the raw notes verbatim.

### PROMPT

Summarize this week's updates from the Project Atlas notebook into a 3-minute spoken briefing covering decisions made, open items, and what's planned for next week. Keep the language conversational since this will be converted to audio.

## Step 3: Generate and save the audio file

OneDrive

Once the script reads the way you want, use the notebook's audio-generation option to render it and save the resulting file to the project's OneDrive folder – name it with the week's date (e.g. "Atlas-Briefing-2026-10-05.mp3") so a growing archive of briefings stays sorted and findable.

## Step 4: Spot-check the audio before relying on it

OneDrive

Listen to the first briefing in full to confirm the pacing and content are accurate before making this a routine weekly habit.

## ✓ Check the work

- Compare the briefing script against the actual notebook content to confirm nothing was misstated or left out.
- Confirm names, dates, and decisions in the audio match the source notes exactly.
- Check the file actually saved to the expected OneDrive location and plays correctly before telling the team it's available.

## Expected Outcome

An MP3 audio briefing of the week's notebook updates saved to OneDrive, ready to play back.



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