

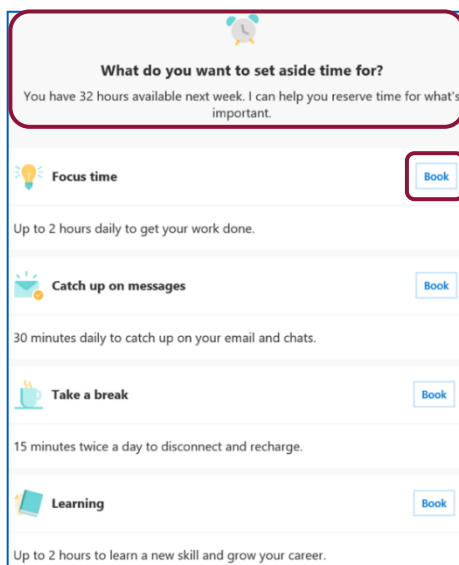
Cortana Daily Briefings

Cortana Daily Briefings are personalised emails sent from cortana@microsoft.com which are based on a user's recent actions within Microsoft Office 365. It will contain tips and reminders to prepare and manage the day ahead. The email is not sent if there are no actionable items that day.

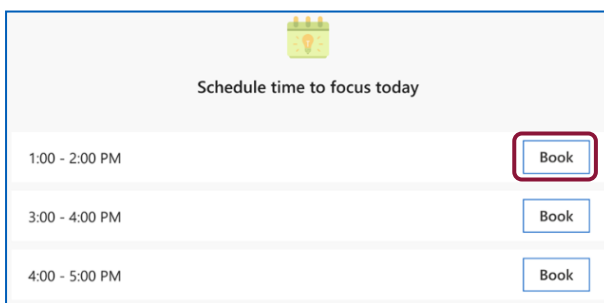
Quick Reference Guide

Plan your week

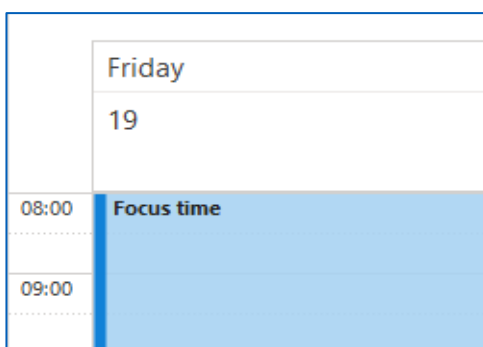
This briefing email example, sent at the end of each week, plans ahead for important activities around available time in your calendar.



- Select **Book** next to one or more of the options to schedule for each day during the work week.



- Select **Book** next to a suggested time to schedule uninterrupted focused work.



This will be added to the calendar as **Focus time**.

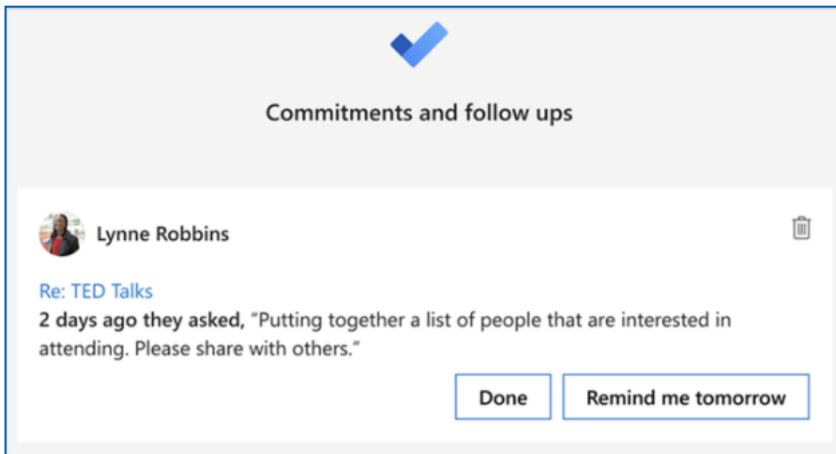
Commitments and follow ups



- **Cortana** highlights related documents that can save time and help be more prepared for the day ahead.

Cortana will also provide information for outstanding commitments, requests and follow ups that could potentially be missed.

Here is an example:

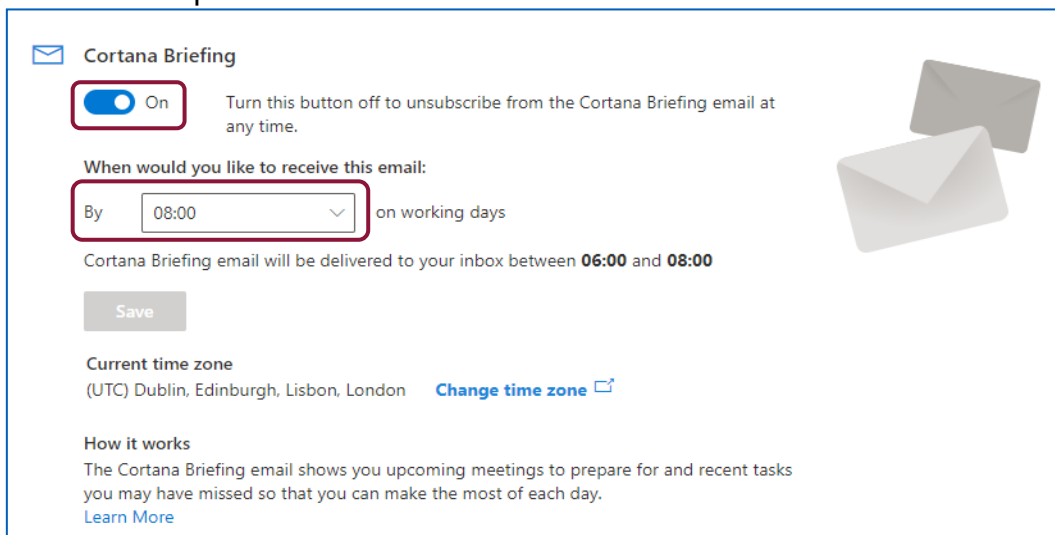


Settings

The **Cortana** Daily Briefings can be managed from cortana.office.com.

From here it is possible to:

- **Unsubscribe** from the emails by toggling the **on/off** button.
- **Adjust the time that emails are received** by selecting a different time from the drop down.



To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk