

QSF-Outlook: Clarity, Tone, and Bias Check with Copilot

This Quick Start Guide shows how to use Outlook and Microsoft 365 Copilot to quickly strengthen clarity, tone confidence, and bias awareness when drafting or revising important messages.

Step 1 — Select a Real Email

Choose a message you sent today where clarity, tone, or emotional weight may have been a concern. Working from real communication strengthens the value of Copilot's analysis.

Step 2 — Paste the Email into a New Draft

Open a new email in Outlook and paste your original message. This gives Copilot a clean, focused surface to work from.

Step 3 — Use the Copilot Side Panel for Full Analysis

Open the Copilot panel on the right and use this prompt:

"Rewrite this email to be clear, concise, and calm. Remove unnecessary hedging. Strengthen my point of view without sounding aggressive. Then summarize what the recipient needs to do in one short bullet list. Finally, scan for accidental tone bias or assumptions and explain them to me."

Step 4 — Compare Versions for Insight

Review Copilot's rewrite. Look closely at where clarity improved, where your tone shifted, and what assumptions Copilot surfaced. These patterns are often more important than the rewrite itself.

Takeaways

After completing this exercise, reflect on where Copilot improved clarity, where your natural tone shifted, and what assumptions or biases were uncovered. Note how much time was saved and where human judgment remained essential.