A day in the life of an Internal Communications Manager at Microsoft

Benefits | 🕐 ~ 1 – 2 hours daily | 🔄 Strategic planning | ⭐ Simplified, efficient communication

Josh is an Internal Communications Manager

9:00 am

Josh manages the comms community at his organization and needs to share an awareness post for a new internal tool. He summarizes an email he received about the tool using Copilot in Outlook.

📧 **Copilot in Outlook**

Sample prompt: **Summarize** the announcement email and extract the most important bullet points to understand the value-add of the new tool.

9:30 am

Josh asks Copilot to research more about this tool and surface similar announcements to ensure his post is aligned with organization messaging.

🔵 **Business Chat**[2]

Sample prompt: **Search** for announcements of new tools and review their tone and sentiment.

10:00 am

Leveraging the research, Josh prompts Copilot to generate a first draft of the awareness post, pulling data from relevant emails about the tool.

🔵 **Business Chat**[2]

Sample prompt: **Draft** an awareness post about the new internal tool based on emails about the tool from the past few weeks.

2:00 pm

Josh uses Copilot in Word to help him draft the intro and outro of his awareness post.

📄 **Copilot in Word**

Sample prompt: Based on the content of the awareness post, **draft a fun and engaging intro and outro** for the comm that will get communicators excited about the new tool

1:00 pm

Josh then asks Copilot to review the post and look for any gaps or sections that may be difficult for his audience to understand. He's then able to refine the post to make it as clear and concise as possible.

🔵 **Business Chat**[2]

Sample prompt: **Review** this awareness post and look for gaps or sections that may be confusing for my audience. Then suggest updated copy.

11:00 am

Josh asks Copilot in Word to compare the announcement email and the first draft of the awareness post against previous post made by him to match his writing style and format.

📄 **Copilot in Word**

Sample prompt: **Rewrite** this awareness post using one of my previous communications to match tone, writing style, and format.