Daily Cortana Briefing emails from Microsoft 365

The Briefing email helps you stay in control of your calendar and be intentional about your day. Within two hours of your workday (as set up in Outlook), you’ll get an email about any relevant items to help you better prepare for the day ahead, including:

- Outstanding commitments, requests, and follow-ups to and from other collaborators in email that might have fallen through the cracks.
- Documents related to today’s meetings that you might want to review beforehand.
- Suggested focus time you can schedule to help get independent work done.

Why am I getting this?

You are receiving the Briefing email because this email is currently enabled for Millersville email accounts. If you are not receiving the Briefing email, it might be because you previously unsubscribed. This email is not controlled with the Cortana app and is unrelated to any Cortana on Windows settings. To opt out, go to cortana.office.com.

How it works

The Briefing email looks for actionable tasks in Outlook and includes the top results in the email. If these tasks are related to any upcoming meetings, they’ll be listed in context with the meeting. Meetings will also have links to any attached or potentially related documents.

The Adaptive version of the Briefing email also includes any last-minute options to schedule time to focus on deep work or to work through any of the tasks included in the email. Any existing focus time that’s already scheduled is also referenced in this section.

For each task, you can select:
- **Not a task** to remove it from your current list of tasks. It will also be excluded from all future Briefing emails. This valuable feedback will improve future task identification.
- **Done** to indicate the task is complete.

For documents, select:
- **Done** to indicate you are finished reviewing the document.
- **Delete** (trashcan) icon to remove the suggestion.

For further information about the Cortana Daily Briefing email navigate to the following site: https://docs.microsoft.com/en-us/briefing/be-overview

If you have any further questions please contact the Helpdesk via email or call.