

# Briefing Email from Cortana

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2020

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## What you can do with the Briefing Email from Cortana

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<https://support.microsoft.com/en-us/help/4558259/cortana-what-can-you-do-with-the-briefing-email>

**Not sure if you are receiving the Briefing email? Check to see if you have subscribed, or unsubscribed for Briefing emails go to this link:**

<https://cortana.office.com/>

### Briefing Email overview

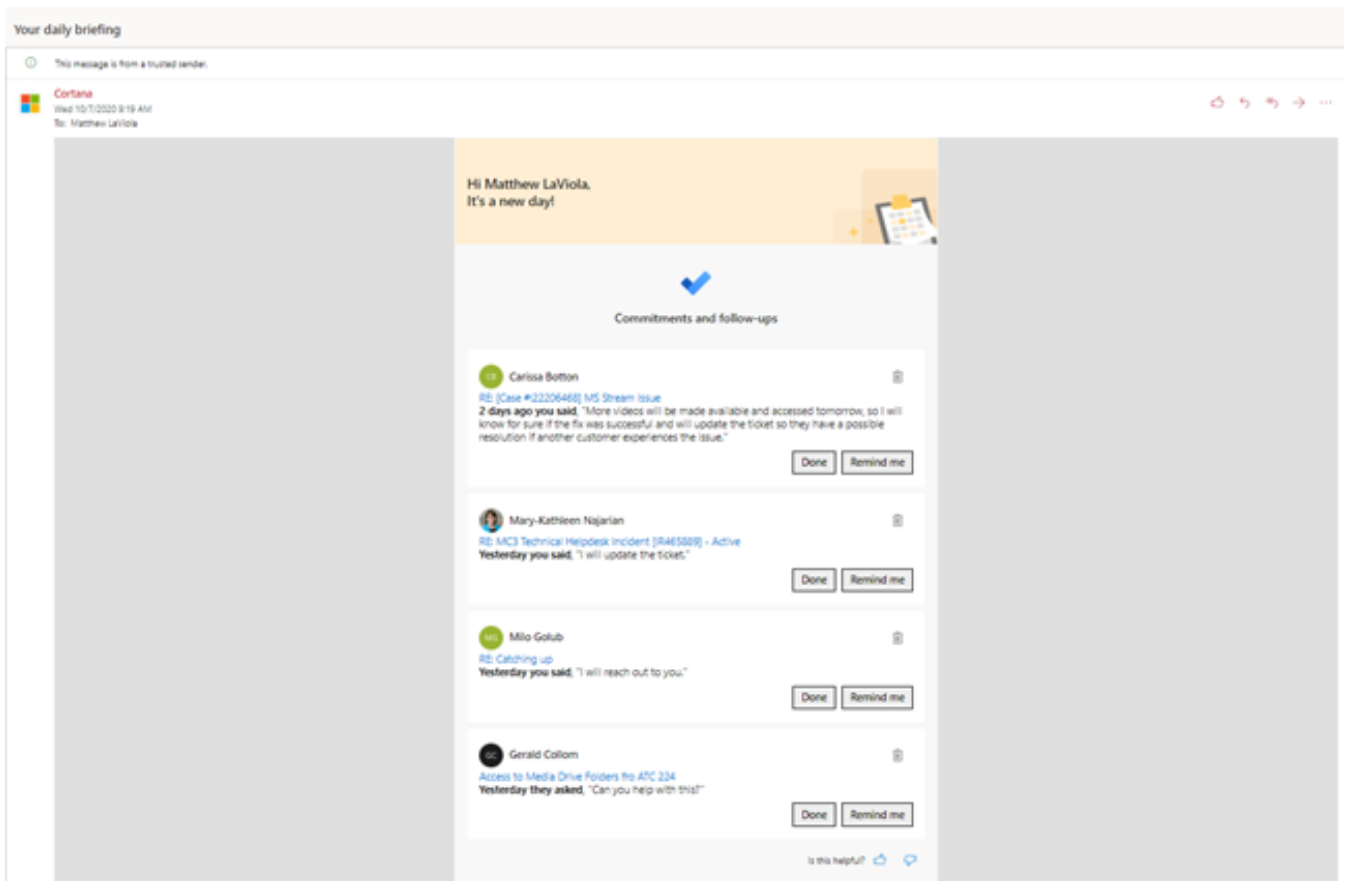
<https://docs.microsoft.com/en-us/briefing/be-overview>

### FAQ's

<https://docs.microsoft.com/en-us/briefing/be-faqs#for-briefing-users>

**The biggest notable difference in what is displayed in the Briefing email, will depend on your version of Outlook:**

Adaptive versions display 'actionable' buttons next to the task. This is available in Outlook on the Web, and in newer versions of Office 365 desktop version of Outlook.



HTML Version is what appears if you are using Outlook in Office 2016

Microsoft Office 365 interface showing an email from Cortana. The email subject is "Your daily briefing" and is dated Wednesday, October 7, 2020, at 9:19 AM. The sender is Cortana <cortana@microsoft.com>.

The email content includes a greeting: "Hi Matthew LaViola, It's a new day!" followed by a section titled "Commitments and follow-ups" with a blue checkmark icon. This section lists four items:

- Carissa Botton**  
RE: [Case #:22206468] MS Stream Issue  
2 days ago you said, "More videos will be made available and accessed tomorrow, so I will know for sure if the fix was successful and will update the ticket so they have a possible resolution if another customer experiences the issue."
- Mary-Kathleen Najarian**  
RE: MC3 Technical Helpdesk Incident [IR465889] - Active  
Yesterday you said, "I will update the ticket."
- Milo Golub**  
RE: Catching up  
Yesterday you said, "I will reach out to you."
- Gerald Collom**  
Access to Media Drive Folders fro ATC 224  
Yesterday they asked, "Can you help with this?"

At the bottom of the email, there is a feedback link: "Did you find this email helpful? Send feedback". The footer includes the Microsoft logo, "Microsoft Corporation", address "One Microsoft Way, Redmond, WA 98052, USA", links for "Privacy Statement" and "Unsubscribe", and a note: "This email is intended for MLavola@mc3.edu".

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Online URL: <https://kb.mc3.edu/article/briefing-email-from-cortana-10307.html>