



An AI colleague in your Outlook reading pane.

Triage, reply to and act on your emails without leaving Outlook — a verdict on open, a draft you steer.

WHAT YOU CAN DO

- ✓ **An instant triage verdict.** Urgency, category, whether a reply is expected, and two lines citing the clues.
- ✓ **A draft you steer.** Shorter, warmer, more formal — each pass revises the existing draft.
- ✓ **The whole thread.** Earlier messages in the conversation and the attachments, not just the last email.
- ✓ **Your whole mailbox, by chat.** Mail, calendar, files and tasks in Microsoft 365 — every change confirmed by you.
- ✓ **Right in the reading pane.** No new tool — the AI works where you already read.
- ✓ **Microsoft 365 SSO.** Native sign-in, no key to manage.

HOW IT WORKS

- 1 Open an email**
The add-in appears directly in the reading pane.
- 2 Read the verdict**
Urgency, category and whether a reply is expected, in the language of the email.
- 3 AI drafts from the thread**
From the conversation and your instructions; adjust it with the refine chips.
- 4 You send it**
The draft inserts into Outlook; the add-in has no send tool of its own.

- Zero tool switching
- A verdict before you read
- Native Microsoft 365 SSO
- Deployed and managed by Hilo Tech

✓ Sign-in via Microsoft Entra (SSO) and admin consent — governed like the rest of your organization.

Try the Outlook add-in.

hilointelligence.ca

Installed and operated by Hilo
Tech.