

# Using Briefing Email & Unsubscribe Briefing email

Briefing email alerts you by sending the notification email to focus on your work responsibilities and schedule follow-up tasks.

Briefing email may include following features depending on the version you have:

- Prepare for today's meetings
- Tasks you need to follow up on
- Book focus time
- Plan your week

If you want to unsubscribe from the Cortana briefing mail,

- Open up your daily briefing email that was sent by [cortana@microsoft.com](mailto:cortana@microsoft.com).
- Scroll to the bottom of the email and select Unsubscribe.
- In the page that opens, bubble in the answer you agree with most and click Submit.

