

empower[®] AI Assistant

The image shows the empower AI Assistant interface within a Microsoft Word document. The ribbon at the top includes various tools, with the AI Assistant icon highlighted by a blue circle with the number 2. Below the ribbon, the empower AI Assistant window is open, displaying a prompt "Shorten this text noticeably" and a list of actions: Check, Improve, Rephrase, Shorten, Text To Bullet, Translate to EN, and Translate To DE. The "Shorten" action is selected, and the resulting text is shown in a "Shorten" panel. A context menu is open on the right, showing the AI Assistant icon highlighted by a blue circle with the number 2. A list of steps is provided on the right side of the image, and a "Learn more" button is at the bottom.

Use the potential of AI

1. Firstly, place the cursor in your e-mail.
2. Click here in the **ribbon** or **context menu** to use empower[®] AI Assistant.
3. If you have **selected text**, it will be displayed here automatically – so you can optimize or check it by means of AI. If you haven't selected any text, AI will help you to create a new one.
4. Here you can type in your own **prompt**.
5. Click on **send** to execute the prompt.
6. Alternatively, you can click one of the default **company prompts** to execute it.
7. Click here, to add the prompt to **favorites** to use it again.
8. Here you can see and check the AI created **result**.
9. Click here to **accept** the result and use it in your e-mail.

[Learn more](#)