

# Abe (A Bot Extender) – User Guide

*AI Reminders, Time Conversion & Copilot Agent for Microsoft Teams*

Abe (A Bot Extender) helps you manage time-based tasks directly inside Microsoft Teams. It allows you to create **message-based reminders**, convert time zones instantly, and interact with Abe as a **Copilot agent** for time-focused questions.

This guide explains how to use Abe in chats, message actions, and Copilot, with real examples and best practices.

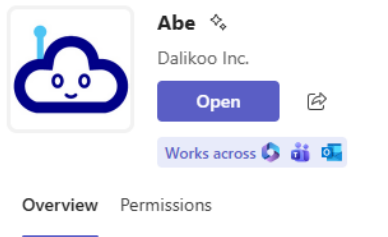
No admin configuration is required to use Abe once it is installed.

## Start by Saying Hello to Abe

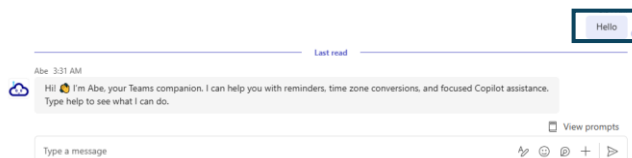
Before using Abe for reminders, time conversion, or Copilot assistance, you need to start a conversation with Abe.

### Steps:

1. Add Abe to a chat or channel



2. Type in Abe chat itself:
3. Hello
4. Abe will respond and is now ready to assist

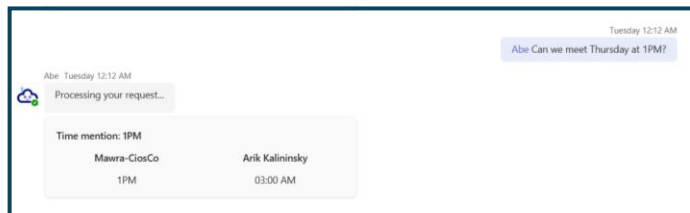
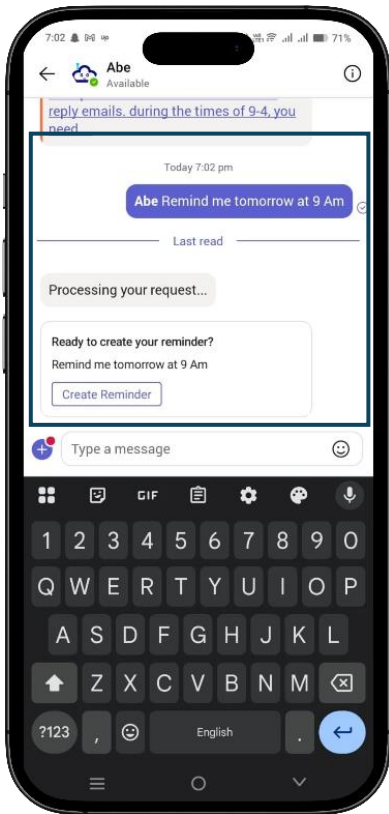


This step ensures Abe is active and available in your conversation.

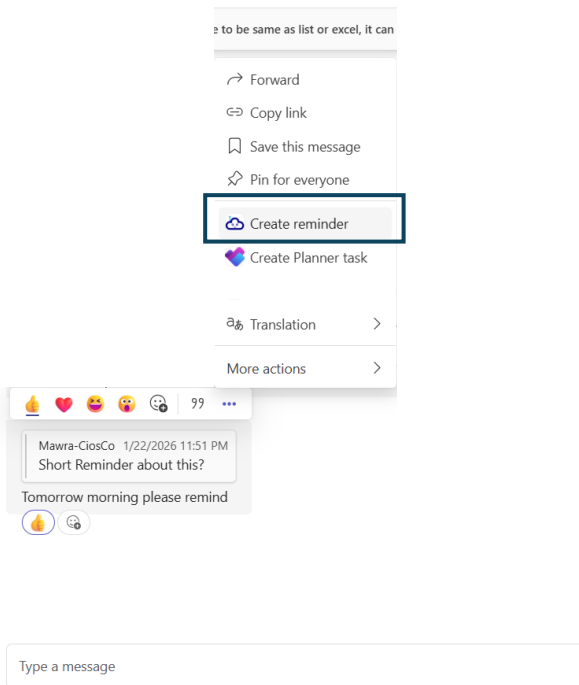
## Ways to Use Abe

You can interact with Abe in **three main ways**:

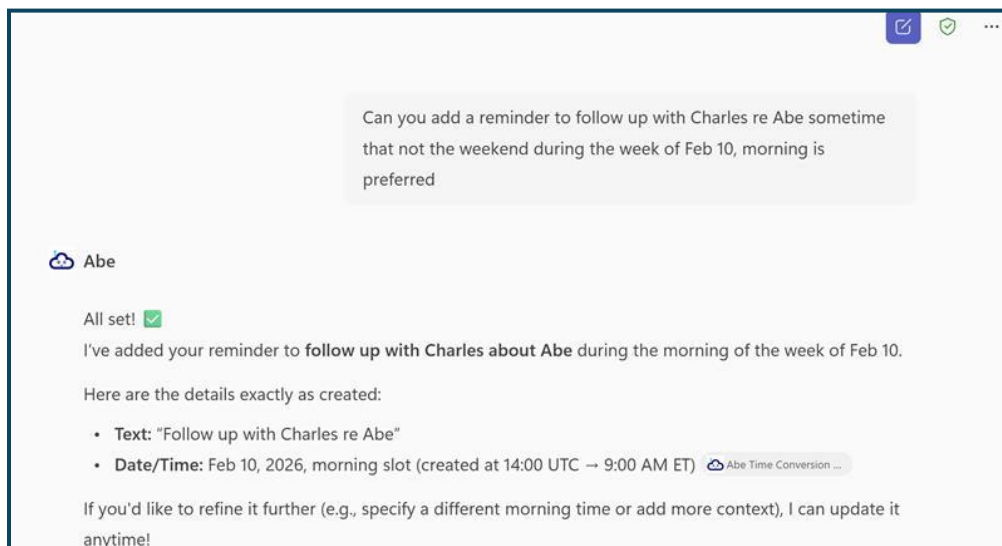
1. **Typing in Teams chats** (Desktop or Mobile)



## 2. Using Teams message actions (●●●)



## 3. Using Agent Abe through Microsoft Copilot



Each option is explained with examples.

## Creating Reminders with Abe

Abe allows you to create reminders linked to **specific Microsoft Teams messages**.  
When the reminder triggers, Abe brings you **back to the exact message**.

### Option 1: Create a Reminder from a Chat Message

To create a reminder, **add Abe to a business-related chat**.  
The **content of the message becomes the reminder**, not the command itself.

**Example:**

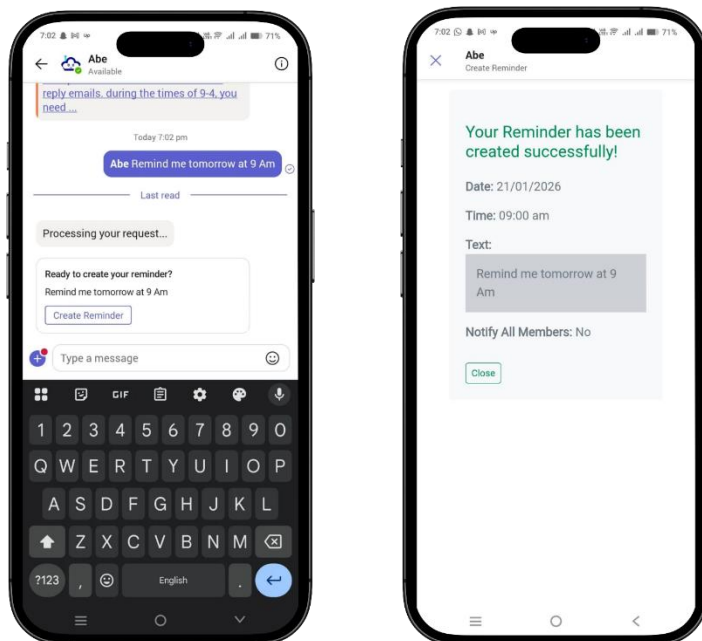
**User posts a message:**

Please review the updated security policy and confirm approval.

Then in the same thread, type:

@Abe, Remind us tomorrow at 9:00 AM

Abe will create a reminder **linked to the original message**.



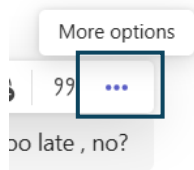
Abe confirms the reminder and links it to the message context.

## Option 2: Create a Reminder Using Message Actions

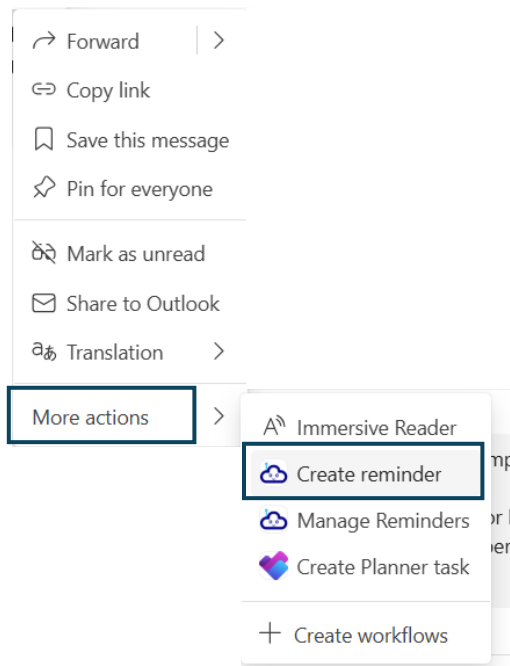
This method is ideal for **private reminders**.

### Steps:

1. Hover over a message
2. Select **More actions (•••)**



3. Choose **"Create Reminder"** (when enabled)



## Option 3: Creating Reminders for Everyone in the Chat

Abe can create reminders for **all participants** in a conversation.

## Example:

@Abe remind us next Monday to review the updated access permissions

The screenshot shows a chat interface. At the top, a message from 'Abe' is highlighted with a blue box: 'Abe remind us next Monday to review the updated access permissions'. Below this, a system message says 'Processing your request...'. A dialog box titled 'Ready to create your reminder?' is displayed, containing the text 'remind us next Monday to review the updated access permissions' and a 'Create Reminder' button.

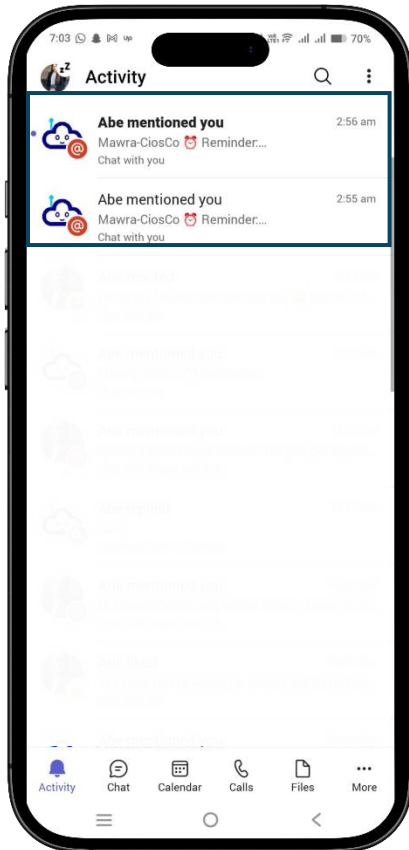
The 'Create Reminder' dialog box is shown. It has a title 'Create Reminder' and a 'Remind Me' section with three options: 'In 24 hours', 'In 48 hours', and 'Set custom date & time'. A 'Remind all' toggle switch is turned on. The 'Remind date' field is set to '02/02/2026' and the 'Remind time' field is set to '12:00 AM'. The 'Reminder Text' field contains the text 'remind us next Monday to review the updated access permissions'.

This creates a reminder for everyone in the chat.

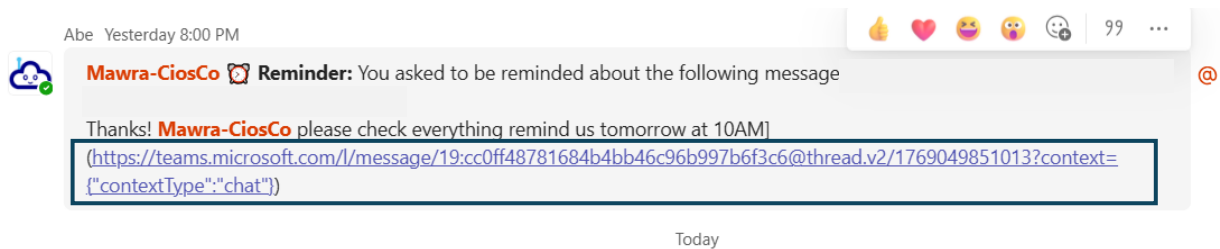
## What Happens When a Reminder Triggers

At the scheduled time:

- Abe sends a notification in the **Microsoft Teams Activity feed**



- Clicking the notification opens the **original message**



- No searching or scrolling is required

## Common Use Cases


- Following up on action items
- Reviewing sensitive information
- Revisiting temporary instructions
- Returning to a message before manually deleting it

# Using Agent Abe with Microsoft Copilot

Abe also works as a **Copilot agent**, allowing you to use natural language.

Today

What's the best time to coordinate a meeting between our US and Europe teams?

 Abe

Coordinating between U.S. and European teams usually comes down to **overlapping working hours**, and there's a reliable sweet spot that works for most orgs.

Here's the quick breakdown:




**us U.S. vs eu Europe Time Overlap**

Assuming your U.S. colleagues are mostly in **Eastern or Central Time**, and your Europe colleagues are in **UK/Western Europe (GMT/WET) or Central Europe (CET)**:

- U.S. Eastern Time (ET) overlaps with UK/CET roughly:
  - 8:00 AM–12:00 PM ET → 1:00 PM–5:00 PM GMT/CET
- U.S. Central Time (CT) overlaps with UK/CET roughly:
  - 7:00 AM–11:00 AM CT → 1:00 PM–5:00 PM GMT/CET


★ **Best Practical Meeting Window**

For most US–Europe teams, the best universally workable slot is:






-  9:00–11:00 AM ET
-  8:00–10:00 AM CT
-  2:00–5:00 PM CET

This keeps:


Follow up with IT to disable access to the document library tomorrow

 Abe

Sure — what time tomorrow (Wednesday, January 28th) would you like me to remind you to follow up with IT to disable access to the document library?

     ...


Set reminder for 9 AM

 Abe

I'll connect to Abe to process your query. Do you want to create this reminder with the provided details?

**ReminderText** Follow up with IT to disable access to the document library  
**ReminderDateTime** 2026-01-28T09:00:00

Message Copilot



AI-generated content may be incorrect

## Example Questions

- “What’s the best time to coordinate a meeting between our US and Europe teams?”
- “Remind me to review the HR vacation policy next Friday.”
- “Follow up with IT to disable access to the document library tomorrow.”
- “Schedule a reminder to review the compliance report next week.”

Abe focuses specifically on **time conversion and reminders**, making it faster and more precise than general-purpose AI responses.

## Example: Incomplete Reminder Request (How Abe Responds)

Abe can guide you when your request is missing details.

**User:**

Remind me next week to follow up with Jake

**Agent Abe:**

Sure – what day next week would you like the reminder?

**User:**

Tuesday

**Agent Abe:**

What time should I set the reminder for?

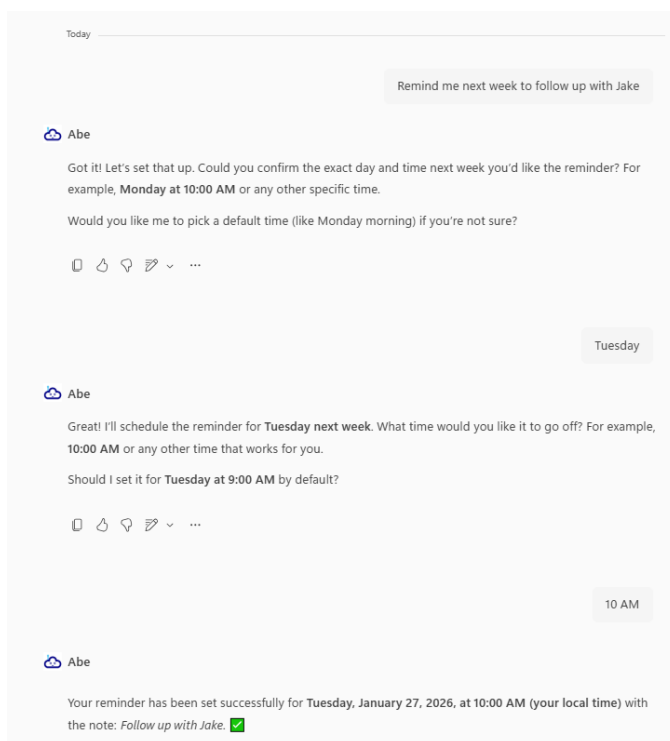
**User:**

10 AM

**Agent Abe:**

Got it. I'll remind you on Tuesday at 10 AM.

This conversational flow works on **desktop and mobile**.

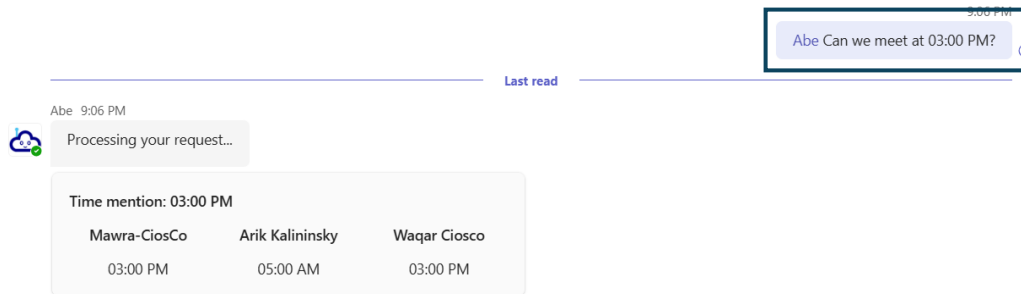


## Instant Time Zone Conversion

In any Teams chat, mention a time with Abe.

**Example:**

@Abe Can we meet at 3 PM



Abe automatically:

- Detects your local time
- Detects other participants' locations
- Responds with a clear time conversion for everyone

Works in:

- One-on-one chats
- Group chats
- Channels
- Global teams

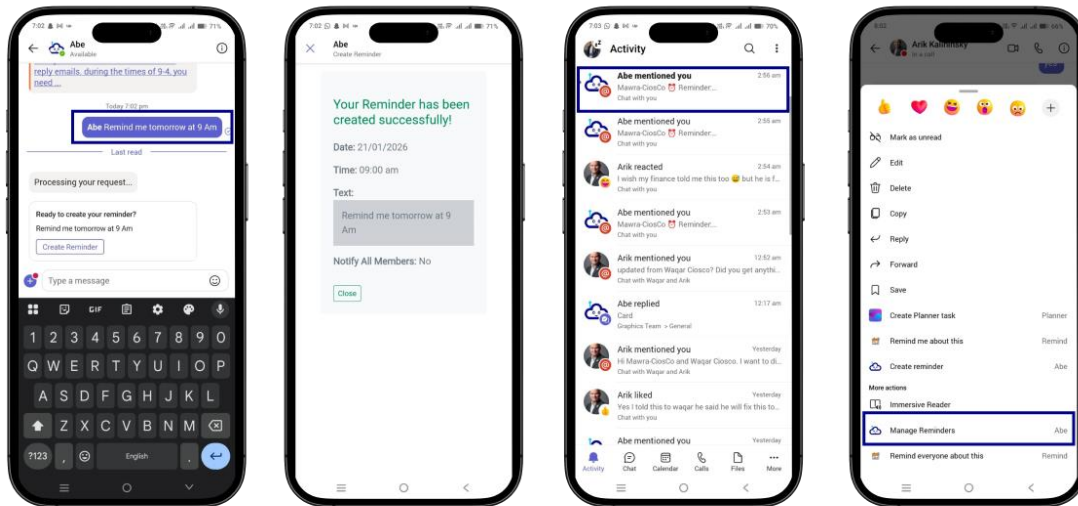
No setup required.

## Using Abe on Mobile vs Desktop

Abe works the same on:

- Microsoft Teams Desktop
- Microsoft Teams Mobile

Typing, mentions, reminders, and notifications behave consistently across devices.



## Important Notes & Best Practices

### Copilot Session Timing

When working with **Agent Abe through Copilot**, always start a **new Copilot session** before setting reminders.

Abe captures the current time at the **start of the session**.

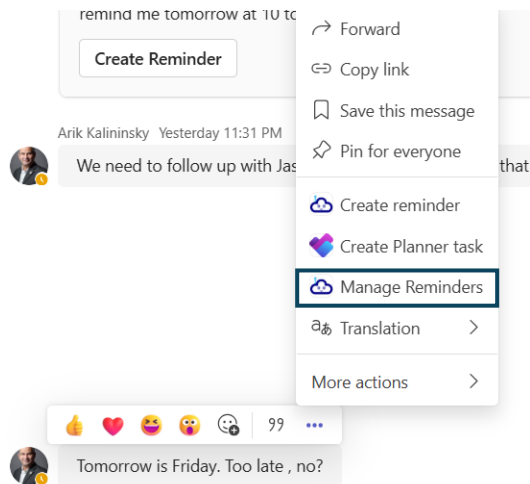
If a session has already been running, time-based requests (for example, “Remind me in 5 minutes”) may trigger immediately.

### Updating or Deleting Reminders with Copilot

To update or delete an existing reminder, we recommend using the **message extension option (•••)**.

To edit or delete a reminder:

1. Open the original message
2. Select **More actions (•••)**
3. Choose **Manage Reminders**
4. Update or delete the reminder as needed



## For the Best Experience

- Start a new Copilot session before creating reminders
- Use Abe to **create** reminders
- Use **Manage Reminders** to edit or delete them

## ✓ Summary

Abe helps you:

- Remember important messages
- Return to conversations at the right time
- Coordinate across time zones
- Use Copilot more effectively for time-based tasks

By keeping reminders connected to real conversations, Abe helps Teams users stay organized without extra tools or dashboards.