

# Microsoft Copilot

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Tags: [Microsoft 365](#) [AI](#)

This article outlines how to **access and use** Microsoft Copilot.

**Before you start**, you will need the following:

- a [College-provided Microsoft 365 account](#)

## What is Microsoft Copilot?

Microsoft Copilot is a chat-based generative AI assistant built on OpenAI's ChatGPT model. It is a general-purpose generative AI tool and, when used with a College account, provides better data protections than similar free tools.

## Appropriate use

Your use of Microsoft Copilot is governed by [College policies](#) and Microsoft's terms of service.

**Attention:** Be sure you understand how Copilot [handles the content you upload and generates](#).

- Files, data, and content that is input to, or generated from, Copilot are encrypted and remain siloed within your account in our Microsoft tenant. They are **not used to train Copilot** or for queries by other people.
- Do not use Copilot Chat with [Level 1 data](#).

## Accessing Copilot

1. Open **Google Chrome**
2. Navigate to [Webmail](#)
3. In the top-left, click the **square array of dots** ■■■

#### 4. Click Microsoft 365 Copilot

- If this option is not available, click **More apps**

**Note:** You may see **Copilot buttons** in other Microsoft 365 applications such as Teams or Outlook. **Click one** to start a Copilot chat session!



## Using Copilot

**Attention:** Microsoft is actively experimenting with Copilot business models. Not all options are currently available through our license, and features are subject to change.

1. Type your instructions or questions into the text box
2. Copilot will "reply" with results!
  - You can refine these results by typing additional instructions or questions.

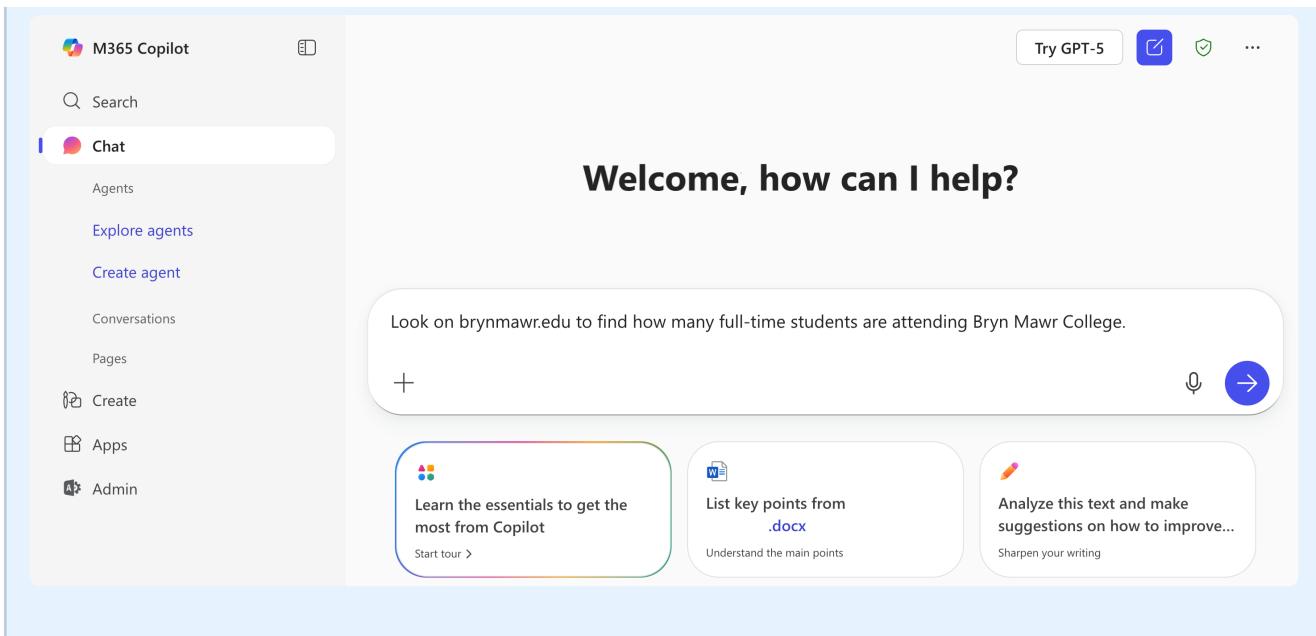
**Note:** Watch [Microsoft's demo video](#) to see Copilot in-action.

## Specifying sources

If you do not specify a source, Copilot will formulate a response using information that is **publicly available on the internet** - citing sources that you should use to verify its conclusions.

To narrow Copilot to a specific website, include it in your prompt!

**Example:** The following prompt would limit Copilot's search to brynmawr.edu.



## Analyzing files

**Attention:** Copilot only supports [some file formats](#).

1. Type **your instructions** into the text box
  - For example: "Remove all the empty rows from this Excel Document."
2. Click **Add content and agents** +
3. Click **Upload from this device** or **Attach Cloud Files**
4. Find and select **your file**
5. Press **Enter**

## Tips and tricks

- Provide details about your goals and context for better results.
- Turn on **Think Deeper** or **Smart** conversation mode to require Copilot to explain its intermediate reasoning steps as it develops a response to your prompt. This can help you assess the accuracy, validity and thoroughness of the results. See [Conversation Modes in Microsoft Copilot](#).
- Export your response by clicking **Copy response**

# Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

**Phone:** [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

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