
MICROSOFT COPILOT

HOW-TO GUIDE

WHAT IS MICROSOFT COPILOT



OVERVIEW

Microsoft Copilot (formerly Bing Chat Enterprise) is UTSA's approved and protected AI-driven chat solution. With the power of GPT-4 (an advanced AI model), Copilot acts as a virtual assistant capable of doing things like:

- Summarizing long documents/pdfs
- Creating stunning images for social media, presentations, articles and more
- Drafting documents, presentations, itineraries, etc.

Using AI allows us to conduct searches in **conversational language** as opposed to searching the web for links. **You can ask for summaries, analyses, tables, content/drafts, images, and more.**

In other words, with Copilot, you can get answers, not links.

Currently, UTSA faculty and staff users can access Microsoft Copilot via web browser. Soon, it will also be available in Windows 10 and 11.



USING AI TOOLS SAFELY:


Microsoft Copilot is UTSA's only approved AI chat solution because it comes with stringent built-in data protection. Copilot does not save prompts or answers, nor use them to train AI models.

Note: using non-approved AI web services like free or paid versions of ChatGPT can put UTSA data at risk.

Every time you use Microsoft Copilot, **please ensure you are signed in with your UTSA credentials.** This ensures that UTSA-related information **will not be used to train AI tools.**

You can be certain you are protected when you see the green protected icon or the below message:



 Your personal and company data are protected in this chat

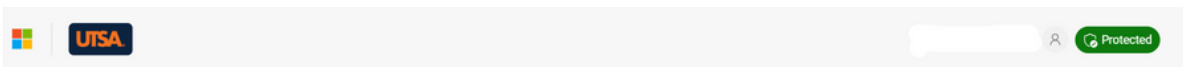
HOW TO ACCESS MICROSOFT COPILOT

HOW TO ACCESS

Note: While you can access Copilot with any web browser, for best results we recommend using Microsoft Edge

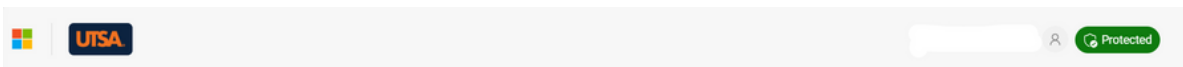
To access Microsoft Copilot on a UTSA-managed PC:

1. Open the Edge web browser by clicking the **Start** button and typing “**Edge**.” Click Microsoft Edge to open the browser. (You
2. Visit [Copilot.microsoft.com](https://copilot.microsoft.com)
3. Verify that you are signed in with your UTSA email address. You should see the UTSA logo in the top left corner of the screen and the **green protected icon** in the top right.



To access Microsoft Copilot on a personal PC with Edge:

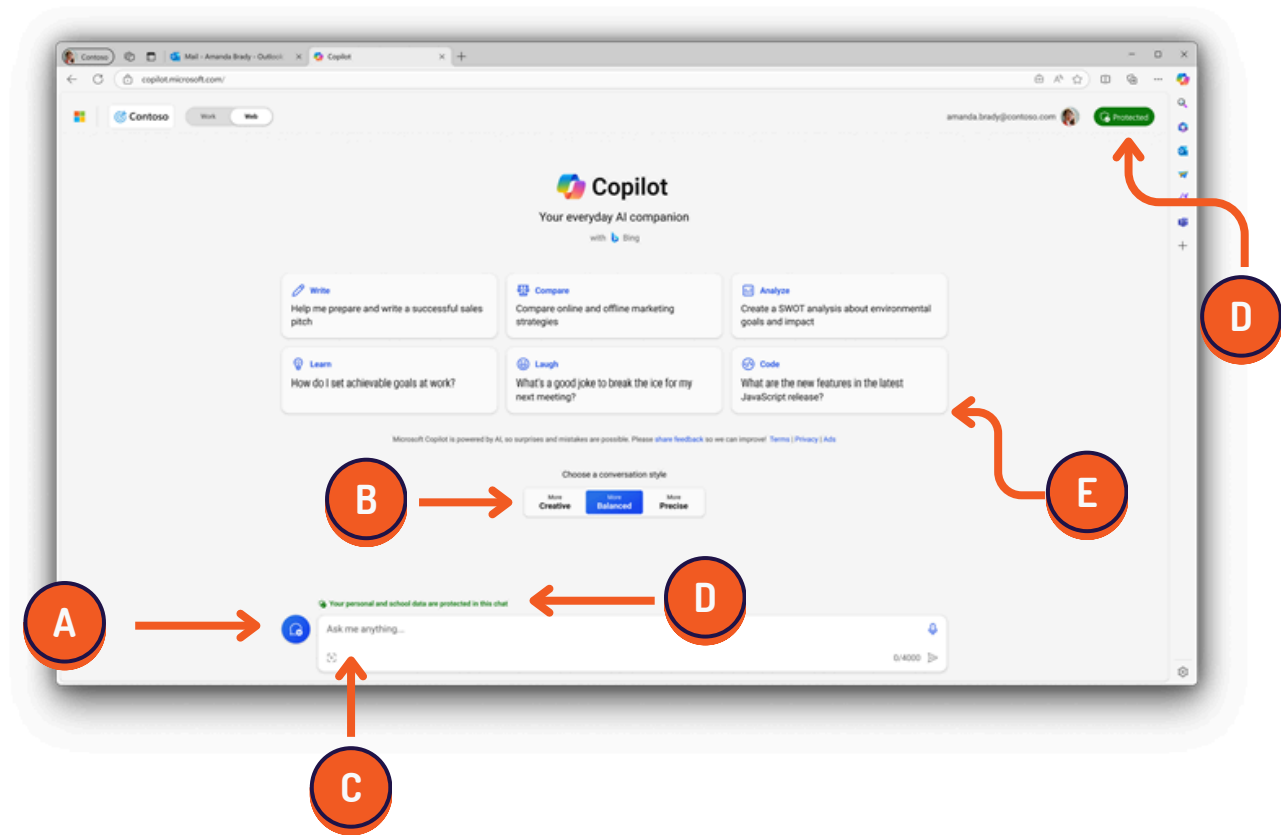
1. Open the Edge web browser by clicking the Start button and typing “Edge.” Click Microsoft Edge to open the browser.
2. Sign in to Edge with your UTSA email address and passphrase.
3. Visit [Copilot.microsoft.com](https://copilot.microsoft.com)
4. Verify that you are signed in with your UTSA email address. You should see the UTSA logo in the top left corner of the screen and the **green protected icon** in the top right.



To access Microsoft Copilot on a personal or UTSA-issued Mac:

1. Open your preferred browser and visit [Copilot.microsoft.com](https://copilot.microsoft.com)
2. Verify that you are signed in with your UTSA email address. If not, click the circle in the top right hand corner of the screen to log in.
3. Once you are logged in, verify that you see the **green protected icon** before proceeding with Copilot.

ANATOMY OF MICROSOFT COPILOT



Here is a list of Copilot's main features:

- A Start a new chat button:** Clear your past chat and start a new conversation.
Note: users are limited to 30 Copilot responses per login session.
- B Conversation styles:** For the most comprehensive answers, use Creative style.
For faster answers, try Balanced or Precise.
- C Text box:** Enter your question (or "prompt") here.
Note: there is a limit of 2000 characters per prompt.
- D Protected cues:** Ensure you're signed in with your work account and confirm that you're protected with these green cues. If the green tag is missing, sign in with your UTSA account.
- E Suggested prompts:** If you're not sure what to ask, try or modify a sample prompt.
Remember: AI does make mistakes. Be careful not to make assumptions based on information gathered from Copilot.

HOW TO CHAT WITH COPILOT

1 Enter your prompt

Enter your detailed prompt in the text box at the bottom. The box expands as you go, so you can write in sentences and paste in lots of content from a webpage, PDF, or document.



Effective prompts are specific, detailed, and use natural and conversational language. It's a good idea to write in complete sentences and to give specific instructions.

For example, it's better to write "Recap the findings of the article I copied below and include the top three concerns" than it is to write "recap article."

2 Check sources

Copilot is transparent about the sources of its information. See these sources listed underneath the answer. Vet these sources and validate your answers.

Learn more 1 microsoft.com 2 contoso.com



Copilot aims to base its responses on reliable sources, but **AI can make mistakes**, and third-party content on the internet may not always be accurate or reliable. Copilot will sometimes misrepresent the information it finds.

Always check the sources before making decisions or taking actions based on the responses. **Copilot does not replace human judgment.**

3 Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.

THINGS TO TRY

Microsoft's fun, guided walkthrough

This interactive walkthrough will show you how to create "prompts," which is the way to ask questions when using AI chat.

To use it, open Copilot in Edge, ensure you are signed in with your UTSA credentials, and then visit:

aka.ms/Copilot/try

Create an image from your imagination

In the text box, write "Create an image" followed by a description of the image you wish to create. You can also request additional edits as desired.

Try a visual search when words aren't enough

With visual search in Copilot, you can take a picture or use a picture in a prompt. Copilot can answer questions using the picture. For example, you could take a picture of a travel adapter to see if it will work in the country you plan to visit. **To insert a picture, click the camera icon under "Ask me anything"**

Learn new skills

If you're eager to learn new skills or hobbies, Copilot can help! Ask questions in natural language like, "How can I learn to give better presentations?" or "How can I learn to write more effectively?" Copilot will provide tips, tricks, and resources to help you learn!



Remember to save your results often!
To protect your data,
Microsoft Copilot does not save chat history.