Getting Started with Copilot
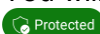
Frequently Asked Questions

1. **What is Copilot?**
   Copilot (formerly Bing Chat Enterprise) is a powerful and protective Microsoft powered AI chat available now for Humber staff to be used for work related tasks.

2. **How is Humber approaching responsible use of Copilot at the college?**
   To maintain your safety while asking queries to Copilot, consult our Best Practice Guide, aligning with the general statement on [Using Generative AI tools at work](#).

3. **How do I access Copilot?**
   - Navigate to [copilot.microsoft.com](#) or open the Microsoft Edge browser, via the Edge Sidebar and click on the Copilot icon on the top right.
   - Ensure you're signed in with your work account using [username@humber.ca](#).
   - You will know you are successfully signed in with your work account when you see 🛡️ Protected next to your credentials in the top right corner of your screen. This gives you access to the Copilot with commercial data protection.

4. **How do I ensure I am logged into the Copilot with commercial data protection?**
   You'll know you're using Copilot with commercial data protection when you see:
   - 🛡️ Protected tag next to your profile icon.
   - "Your personal and company data are protected in this chat" appears above the chat box.

5. **How is this different from ChatGPT and other non-approved AI web services?**
   Using non-approved AI web services can expose Humber's data to the public.
   - Copilot doesn't save prompts or answers.
   - Microsoft has no access to your data.
   - Your personal and company data are protected in every chat.
   - Copilot cites the data sources for its answers.
   - Copilot provides up-to-date answers.

6. **What is a prompt?**
   A prompt is the question or instruction you enter in the text box. This is what Copilot will respond to, i.e., 'Create a table comparing product A and product B'.

7. **Why do I see Bing Chat for Enterprise in some places and Copilot in some other places?**
   Currently, Microsoft is transitioning to Copilot. The names Copilot and Bing Chat Enterprise can be used interchangeably during the transition period.

8. **How is Copilot different from Copilot for Microsoft 365?**
    Copilot is a web-based chatbot available for free to anyone with a personal Microsoft account or a Microsoft ID (work or school account). Unlike Copilot for Microsoft 365, Copilot has no access to organizational data. More information from Microsoft can be viewed here: Copilot vs Copilot for Microsoft 365 *

9. **Copilot can read information from the website I'm on when I use it from the Microsoft Edge sidebar. How can I turn this off?**
    Navigate to edge://settings/sidebar and select "Copilot" under App and notification settings. From the Copilot settings page, turn off the "Allow access to any website or PDF" toggle.

10. **How do I get the most from Copilot?**
    - To get the most out of Copilot, ask effective questions.
    - Effective prompts are specific, detailed, and full sentences.
    - State the tone, purpose, and preferred format. For example: *Recap the findings of the article I've copied below and include the top 3 concerns. Provide the answer in two to three paragraphs and use a business tone.*
    - Ask for tips on how to interact with Copilot. Try things like: *What can you do? Can you help me with X? What are your limitations?*
    - Copilot will let you know when there's something it can't help with.

Additional Resources:

1. Microsoft [2023, December 01]. "Overview of Copilot with commercial data protection." *Microsoft Learn.*
    https://learn.microsoft.com/en-us/copilot/overview
2. Microsoft. [2023, December 01]. "Frequently asked questions about Copilot." *Microsoft Learn.*
    https://learn.microsoft.com/en-us/copilot/faq
3. Microsoft. [2023]. "Your AI-powered Copilot for the Web." *Microsoft Bing.*
    https://www.microsoft.com/en-us/bing?ep=0&es=31&form=MA13FV
4. * Microsoft [2023, December 01]. "Copilot vs Copilot for Microsoft 365." *Microsoft Learn.*
    https://learn.microsoft.com/en-us/copilot/faq#-vs-copilot-for-microsoft-365
5. Microsoft Mechanics. [2023, November 30]. "How Bing Chat Enterprise works with your data using GPT-4 (Microsoft Copilot) [Video]. *YouTube.*
    https://www.youtube.com/watch?v=CFE6eMdaMRA