

## Microsoft Copilot

Microsoft Copilot is an AI-powered assistant where users can ask questions, request reviews, summaries, product comparisons, and more, and receive comprehensive answers. Copilot protects UMBs user and business data, so it's important that all employees always sign into their UMB Microsoft account when going to <https://www.bing.com/chat>. Copilot used to be called Bing Chat Enterprise.

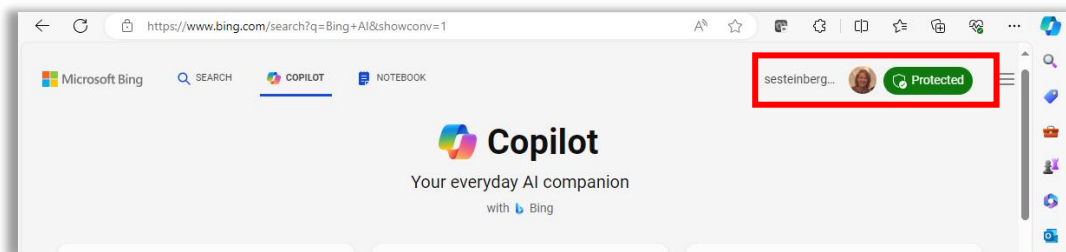
### Accessing Copilot

From any web browser:

1. Navigate to <https://www.bing.com/chat>.
  - a. A pop-up may appear stating "Bing Chat unavailable with your current SafeSearch setting". Click **Return to Bing**.
  - b. In the upper right-hand corner, click **Sign in**.




- c. Follow the Microsoft prompts to sign in with your *UMB Microsoft work account*. This will be your UMB email and password.
2. The Copilot page will appear. To ensure you are in the *protected* UMB version, in the upper right-hand corner, you should see your work email address and a green "Protected" icon.



- a. If you do not see this information, you are NOT in the UMB version of Copilot. Review the steps above and revisit/reattempt to sign into the page again.

### Microsoft Edge

Specific to using **Microsoft Edge** – *after* you've followed the steps to access Copilot through your UMB Microsoft account, you can select the Copilot icon  in the upper right-hand corner and Copilot will open in a right-hand panel.

- You can't sign into Copilot through the right-hand panel. You must sign-in first through <https://www.bing.com/chat> first, then Copilot will be accessible through the above icon.