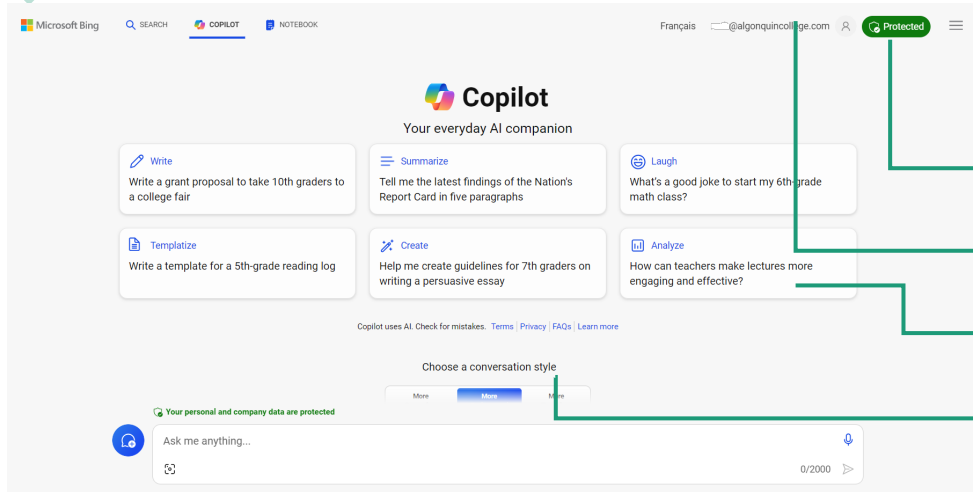


# Microsoft Copilot Cheat Sheet

## Access Copilot (Formerly Bing Chat Enterprise)

Copilot for the Web ([copilot.microsoft.com](https://copilot.microsoft.com), [bing.com/chat](https://bing.com/chat))



To ensure data protection, log in with your AC credentials

## Copilot in Microsoft Edge

Clicking on the Copilot icon in the upper right of the Edge browser (Ctrl+Shift+.)

Commercial Data Protection

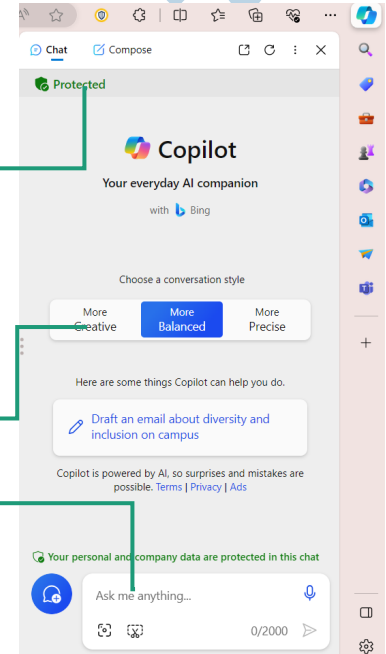
Log in with Algonquin Credentials

Suggested Actions

Different Conversation Styles

Enter Your Prompt to Start

Opening Copilot from the Windows taskbar



## Copilot in Windows



## Feature differences without data protection

Logging in with your AC credentials ensures data protection, which results in some feature differences when using Copilot without data protection.

**Chat history**  
Not currently supported. Copilot doesn't retain previous chats, nor does it make chat history available to users or the organization.

**3rd-party plugins/actions**  
Not currently supported to prevent commercial data from being sent to external providers.

**Bing mobile**  
Not currently supported on the Bing mobile app for iOS or Android. Copilot is accessible from mobile browsers, including Edge mobile.

# Microsoft Copilot Cheat Sheet

## Use Cases

Using AC credentials, Copilot can help staff and faculty members quickly generate content, analyze or compare data, summarize documents, learn new skills, write code, and much more.



**Learn new skills:** 'Create a workshop series for college administrative staff on using advanced features of Microsoft Teams to improve remote collaboration and productivity, focusing on practical, hands-on exercises.'



**Analyze data:** 'Analyze the trend in student enrollment over the past five years and identify any significant patterns or changes.'



**Summarize a work PDF open in Edge:** 'Recap the findings of this internal cybersecurity report and the top three concerns' or 'What are best practices for addressing these kinds of security issues?'



**Communicate:** 'Compose an announcement for college students about an upcoming guest lecture series on Artificial Intelligence in Business, highlighting the speakers and the topics to be covered.'

## FAQs

### 1. Can I use Copilot with any browser?

Copilot supports Microsoft Edge (desktop and mobile) and other major non-Microsoft browsers like Chrome, Firefox, and Safari.

### 2. Can IT admins monitor or audit Entra ID activity or usage in Copilot? Can they see my search history?

No, these actions aren't currently supported. Microsoft doesn't provide tools for IT admins to access chat history, nor do we retain chat history in Copilot when used with commercial data protection. However, Entra ID users of Copilot with commercial data protection may be subject to other methods of monitoring by IT admins on their company network or devices.

### 3. Since Copilot is built on OpenAI's ChatGPT model, does Copilot share any information with OpenAI?

No, all chat data is processed by Microsoft. Additionally, Copilot with commercial data protection doesn't retain your chat data and it isn't used to train the underlying large language models.

### 4. Does Copilot with commercial data protection work with Bing SafeSearch settings?

Yes, Copilot works with all Bing SafeSearch settings, including Strict.

## Resources

- [Overview of Copilot with commercial data protection](#)
- [Enhance teaching and learning with Microsoft Copilot](#)
- [Microsoft Copilot is now generally available](#)
- [Copilot with data protection](#)