

Microsoft Copilot in Windows 11 Cheat Sheet

Copilot in Windows 11 is your integrated AI companion, **directly accessible from your operating system**. It assists with tasks both online and **within Windows apps**, providing relevant answers, ideas, and summaries.

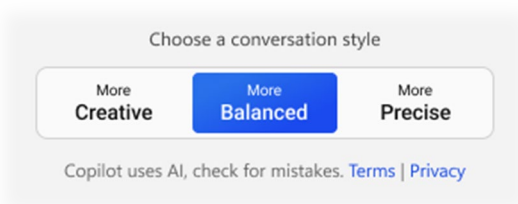
Access Copilot in Windows 11

To get started, just press **Windows + C**, or use the **Copilot in Windows icon** located on the taskbar.



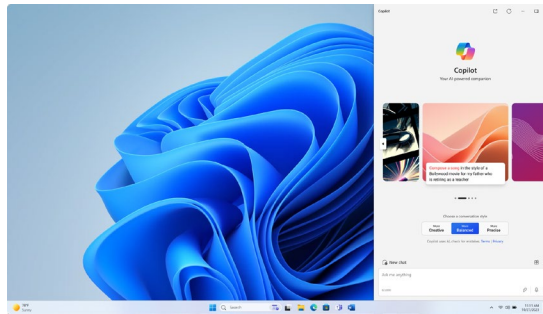
Chatting with Copilot in Windows


- **Tab** to accept the suggested text
- Use the **New topic** button to start a new chat thread
- **Drag and drop** images to Copilot
- Toggle the tone of chat to
 - **Precise** (shorter, more search-focused answers)
 - **Creative** (longer and more descriptive responses)
 - **Balanced**



Interact with Copilot in Windows

By default, Copilot appears as a **sidebar overlay** on the right side of your screen.



To use Copilot alongside your apps without overlapping, click "**Show side by side**"  in the top right corner.

Copilot with work and school accounts

- Always **sign in with your AC credentials** to have your data protected and to have access to more Copilot features
- When protected, chat history isn't available



Protected Your personal and company data are protected

Be Efficient with Copilot in Windows

In the chat pane try any of these:

Change Windows settings

- Turn on dark mode
- Mute volume
- Change wallpaper
- Mute my notifications

Perform common tasks

- Take a screenshot
- Set a focus timer for 30 minutes
- Open File Explorer
- Add a keyboard
- Launch an app

Launch troubleshooters

- “Why isn't my audio working?”
- “My camera isn't working.”
- “I can't update my device.”
- “My Bluetooth device won't connect.”
- “I can't connect to Wi-Fi.”