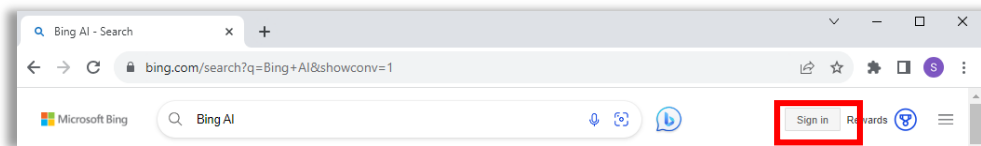# Microsoft Copilot

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**. If this happens:
      i. In the upper right-hand corner, click **Sign in**.

      ii. 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. You will see 3 important items:
   a. "Copilot" on the main page
   b. Your work email address and a green "Protected" icon in the upper right-hand corner
   c. "Your personal and company data are protected in this chat" above the Ask me anything… box.
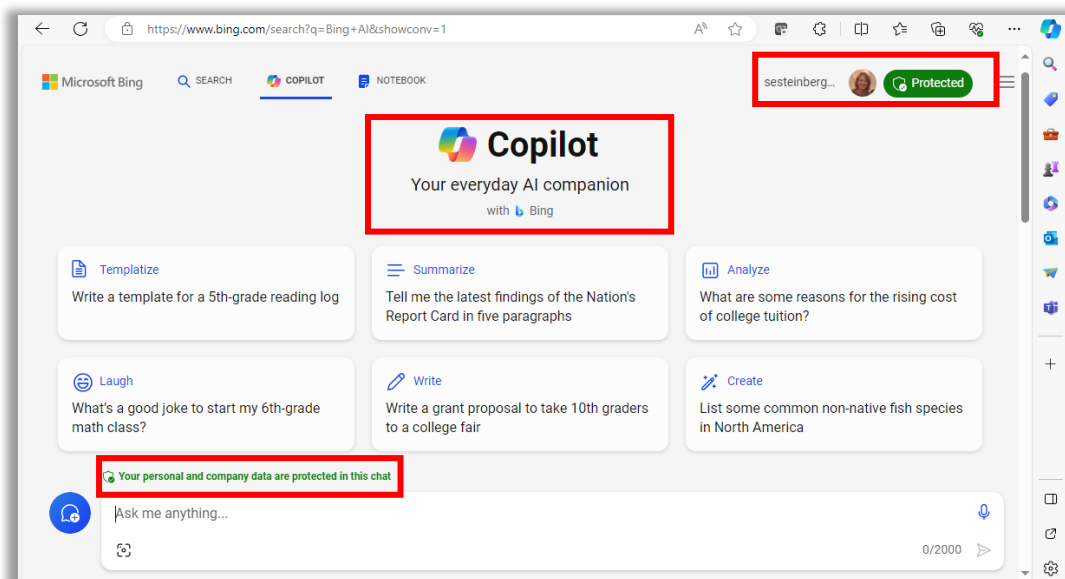
   d. If you do not see all of the above, you are NOT in Copilot. Review the steps above and revisit/reattempt to sign into the page again.

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Using Copilot

The following are a couple items to be aware of as you begin using Copilot.

- After you enter a question into Copilot the first time, a message similar to the following will appear. You will need to click **Continue** to continue using Copilot.
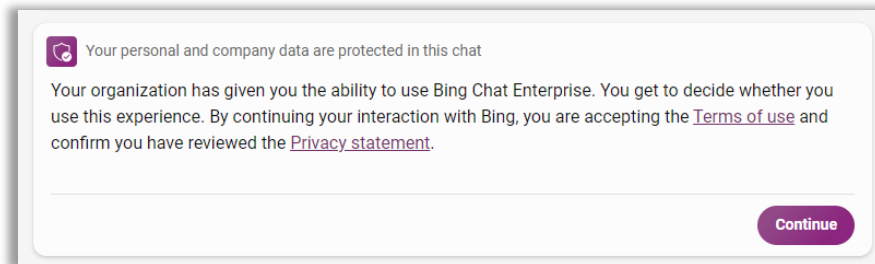
- Specific to using **Microsoft Edge** – *after* you've followed the steps to access Copilot through your UMB Microsoft account, you can select the icon in the upper right-hand corner and Copilot will open in a right-hand panel.
  - You can't sign into Copilot through the right-hand panel. You must sign-in first through https://www.bing.com/chat first, then Copilot will be accessible through the above icon.