MICROSOFT COPILOT

Guide for UBalt Community

Be safe with AI-powered chat

At the University of Baltimore, we use Copilot (formerly Bing Chat Enterprise) as our approved AI chat solution.

With the power of GPT-4, an advanced AI model, Copilot enables you to:
- Quickly summarize long PDFs and articles
- Effortlessly craft professional and customer-ready content
- Create stunning images for social media, articles, emails, and more

Using non-approved AI web services can expose our company's data to the public. So always use Copilot for AI chat to help keep our company data safe with built-in commercial data protection from Microsoft.

We'll help you learn how to use AI smartly and safely. Let's get started!

Copilot

Copilot – a new way to search
Get answers, not links

We're used to searching the internet with keywords and getting pages of links. Now, we can chat in **conversational language** to get detailed, customized answers from the internet:

We can ask for:

Summaries	Analyses	Tables	Content	Images

We can get answers that connect the dots across data points. We can get new answers that haven't been written before. This is why AI chat is often referred to as "generative AI"—it produces answers instead of links.

Chat is the new way to "internet." Simply put, AI-powered chat gives you custom answers.

Why Copilot?

It's powerful and protective

Powerful AI models

Copilot uses GPT-4 for text and DALL-E 3 for images, the advanced AI models

Transparent about sources

Copilot cites the data sources behind its answers

No knowledge cutoff

Copilot provides up-to-date answers. Answers are not limited by the date of the AI model

Commercial data protection

Copilot doesn't save prompts or answers, nor use them to train the AI model

Protect our data – Use Copilot for your AI Chat

Copilot is our official AI chat because it keeps our data safe

Copilot protects in this way:

School account

Bing treats your content appropriately through Copilot. Data Loss Prevention protections are respected by Copilot when using the Microsoft Edge browser

No human eyes

After signing in, data is encrypted and is not seen by humans
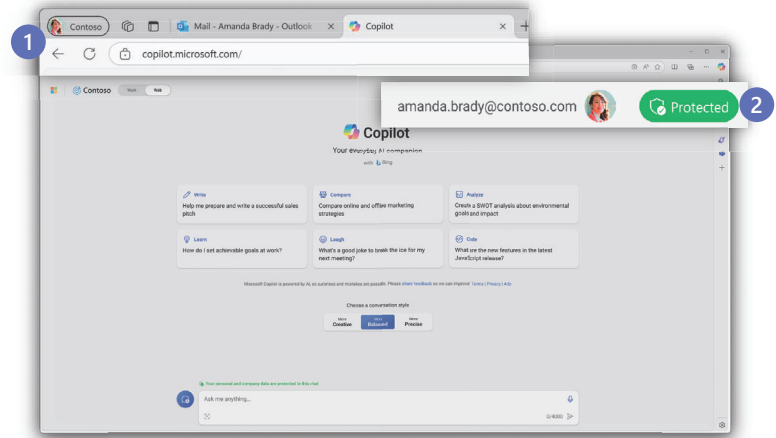
Discarded

Prompts and answers are discarded at the end of a session. Data is not used to train AI models

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Access Microsoft Copilot with your UBalt NetID

1 Navigate to copilot.microsoft.com on your preferred browser on your device. Copilot is compatible with Microsoft Edge, Google Chrome, Firefox and Safari.

2 Click the **Sign In** button in the top-right corner of the page. Use your UBalt NetID credentials (the same for MyUBalt and Canvas) to sign in.

You will know you are successfully signed in with your work account when you see 🛡Protected tag next to your credentials in the top right corner of your screen.

⚠️ If you are not signed in with your work account, your data is not protected while using AI chat.

Get to know Copilot

Start at copilot.microsoft.com

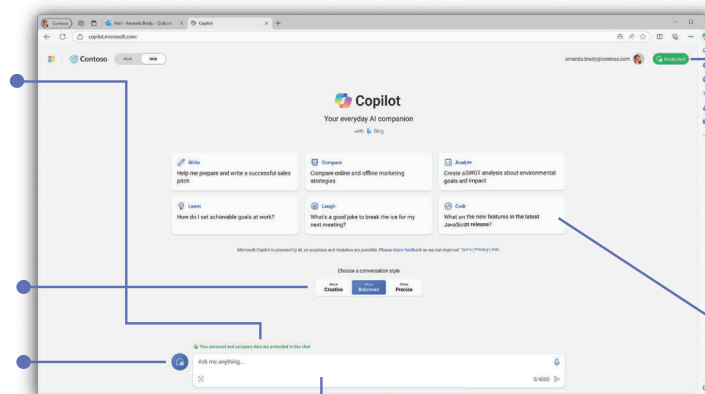Here is a visual tour of Copilot:

Additional "Protected" cue
The word "Protected" indicates that you are using Copilot with commercial data protection.

Conversation styles
For the most comprehensive answers, use Creative style with the power of GPT-4. For faster answers, try Balanced or Precise.

Start a new chat button
Clear your past chat and start a new conversation.

Protected badge
Ensure you're signed in with your work account and confirm that you're 🛡Protected. If the green tag is missing, sign in with your work account.
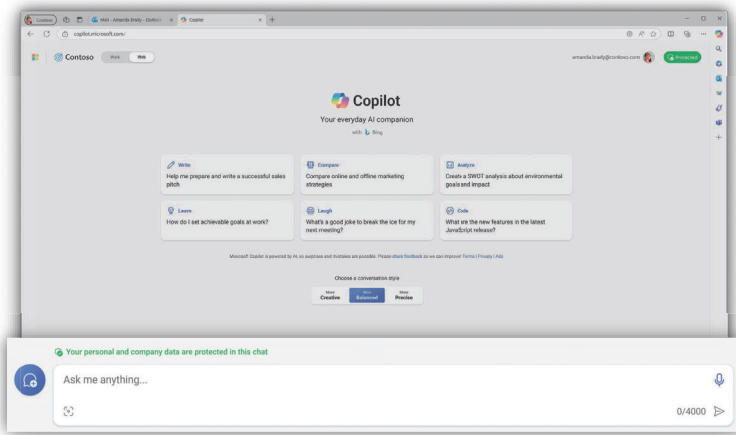
Suggested prompts
If you're not sure what to ask, try or modify a sample prompt!

Text box
Enter your question (your "*prompt*") here.

What is a "prompt?"

Get started by entering your question in the text box

A **prompt** is the question or instruction you enter in the text box. This is what Copilot will respond to.

Use natural language. Don't feel like you need to break your idea or question down into keywords.

Classic search is about keywords to get a list of sources. **Chat is about using detailed questions or statements to generate a custom response for you.**

Enter your first prompt in the text box at the bottom of your screen.

What makes an effective prompt?

⚙️ Effective	⚙️ Less Effective

✓ Specific and detailed

✓ In full sentences, with instructions

✓ States the tone, purpose, preferred format, etc.

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.*

✗ Vague

✗ Just a few words

✗ No context on preferred output

Example: *Recap article.*

The recap may be more vague than desired, or in a format that you were not seeking.
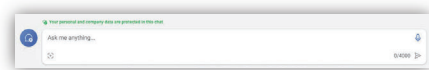
But there are no 'wrong' prompts because **natural, conversational language is welcome.** Experiment away!

Source: [The art of the prompt: How to get the best out of generative AI](#) (Microsoft)

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How to chat in 3 steps
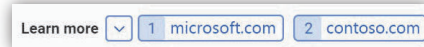
1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. The box expands as you go, so you can write in sentences and paste in lots of content from a webpage, PDF, or document.

2. Check sources

Copilot is transparent about the sources of its information. See these sources listed underneath the answer.
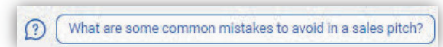
Vet these sources and validate your answers.

3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.

When to chat

When your day looks like this...		Try this
You searched and found some great articles, and you want to quickly make sense of them		*"Summarize this content..."*
You collected ideas from different web pages and you're ready to write them up as an email or report		*"Write an email based on these bullet points..."*
You can't find stock images that match your presentation, or your document has no images		*"Create an image like this...."*
You pulled up blog posts and videos to learn something new, but you learn best by asking questions		*"Explain this..." Or "How come..."*
You've got multiple articles with different perspectives on a topic, so you still can't make a decision		*"Compare this option and another option in a table" or "Give me the pros and cons of..."*

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