Step one: Sign in with your work account

1. Navigate to [www.Bing.com/chat](http://www.Bing.com/chat) using the Edge browser on your laptop/PC.

2. Ensure you’re signed in with your work account.

You will know you are successfully signed in with your work account when you see the "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 [www.Bing.com/chat](http://www.Bing.com/chat)

Here is a visual tour of Copilot:

**Additional “Protected” cues**

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!

Enter your question (your “prompt”) here.
Get to know Copilot in Windows
With Copilot in Windows, answers are always within reach

Use the Windows taskbar to access Copilot
Select the Copilot icon

Protected badge
Check that you’re protected. If you don’t find this badge, ensure you’re signed in with your work account.

Suggested prompts
If you’re not sure what to ask, try or modify a sample prompt!

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

Text box
Enter your question (your “prompt”) here. You can also use Copilot to change Windows settings and more. Ex. “Turn on do not disturb”
What is a “prompt?”

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**

- 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.*

**Less Effective**

- 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)
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.

Learn more: 1. microsoft.com  2. contoso.com

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.
Copilot aims to base its responses on reliable sources, but AI can make mistakes, and third-party content on the internet may not always be accurate or reliable. Copilot will sometimes misrepresent the information it finds.

This is why Copilot is transparent and shows the sources of information behind its answers. Always check the sources before making decisions or taking actions based on the responses. Copilot does not replace human judgment.
Save your output—Copilot has a short-term memory

To keep your company data private, Copilot does not save chat history.

You will lose the chat if you:
- Select the “new topic” button
- Close the browser window
- Leave the chat open for hours

Copilot will also forget any PDFs or webpages that you open in the Edge browser.

Please save your chat content as needed.

Note: Your answers may vary from session to session.
Get the most out of Copilot
<table>
<thead>
<tr>
<th>When your day looks like this...</th>
<th>Try this</th>
</tr>
</thead>
<tbody>
<tr>
<td>You searched and found some great articles, and you want to quickly make sense of them</td>
<td>&quot;Summarize this content...&quot;</td>
</tr>
<tr>
<td>You collected ideas from different web pages and you're ready to write them up as an email or report</td>
<td>&quot;Write an email based on these bullet points...&quot;</td>
</tr>
<tr>
<td>You can't find stock images that match your presentation, or your document has no images</td>
<td>&quot;Create an image like this...&quot;</td>
</tr>
<tr>
<td>You pulled up blog posts and videos to learn something new, but you learn best by asking questions</td>
<td>&quot;Explain this...&quot; Or &quot;How come...&quot;</td>
</tr>
<tr>
<td>You've got multiple articles with different perspectives on a topic, so you still can't make a decision</td>
<td>&quot;Compare this option and another option in a table&quot; or &quot;Give me the pros and cons of...&quot;</td>
</tr>
</tbody>
</table>
Try creating an image from your imagination

Generate original images to use in social media, presentations, reports, and more! To create an image:

1. In the text box, write “Create an image” followed by a description of the image you wish to create

   Examples:
   - Create an image for my slide deck explaining cloud storage that I will present to a customer
   - Create an image that I can use for my next marketing campaign for a clean beauty brand

2. Request additional edits as desired

   Examples:
   - Add some icons to the image
   - Can you create the images in a cartoon style?
   - Change the dimensions

“Create an image of a shark jumping out of a coffee mug”
Try a visual search when words are not enough

With visual search in Copilot, you can take a picture or use a picture in a prompt. Copilot can answer questions using the picture.

Try using visual search to:
- Take a picture of a chart you drew on a whiteboard and ask Copilot to write a few sentences analyzing the data in the chart.
- Take a picture of a travel adapter to see if it’ll work in the country you plan to visit.
- Snap an image of a product and ask visual search to find the instruction manual for it.
Workday efficiencies with Copilot

Copilot is the new way to search...and more

- **Summarize a long PDF**
  - Turn a 20-page, jargon-filled PDF into 5 bullets using Copilot in Edge

- **Draft emails and social content**
  - Use **Copilot** as your professional writer on call to draft emails, captions, and more

- **Generate images**
  - Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social, and more

- **Learn new skills**
  - Ask questions tailored to your needs and interests to get consolidated key points from the internet for you

- **Get answers for specific and complex questions**
  - Elegantly handle questions that require multiple data points or a degree of analysis