## Logging into Copilot for the Web

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Copilot for the Web is Microsoft's generative AI tool that allows you to interact with it via a text interface. This tool can assist you with summarizing content, analyzing data, and so much more. Best of all, it allows you to leverage ChatGPT while being protected by the University's data security agreements with Microsoft, as long as you're logged in with your PennO365 account.

The article details how to log into Copilot for the Web with your PennO365 account and how to check that your Copilot for the Web session is protected.

#### **Before You Start**

You will need the following before you can complete this task:

- A PennO365 account
- A valid PennKey Username and Password

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You must be logged in with your PennO365 account to take advantage of the data security protections.

## Logging in with your PennO365 Account

Follow the instructions below to sign in to Copilot for the Web with your PennO365 account:

- 1. Open your preferred web browser and enter copilot.microsoft.com.
- 2. You should see the Copilot home page.



3. Click the Sign In button. You may need to click it a second time:

| ks 🧑   | . **     |
|--|----------|
| keep all your conversations a<br>generate images | nd to    |
| Sign in  |          |
| Name   |          |
| Voice  |          |
| Language   | EN       |
| Theme  | DAY      |
| About  |          |
| Download Copilot App                             | 00<br>0X |
| Privacy Terms FAQ                                |          |

You may see this set of sign-in choices; choose Continue with Microsoft.

| Meet your Al<br>companion   |
|---|
| Create an account or sign in to keep all your<br>conversations and to generate images |
| Continue with Microsoft   |
| Continue with Apple   |
| G Continue with Google  |

4. Enter (or choose) your PennO365 email address and click Next.

| Cian in                    |                     |
|----------------------------|---------------------|
| Sign in                    |                     |
| '@upenn.edu                |                     |
| No account? Create one!    |                     |
| Sign in with Windows Hello | or a security key 🕐 |
|                            | Next                |
|                            |                     |

5. If you were in a session and it expired, you may get this message:

| lf yo | Session expired<br>u want to keep going, just sign back in. |
|-------|---|
|       | Continue as @upenn.edu                                      |
|       | Continue with Microsoft                                     |
|       | Continue with Apple   |
|       | G Continue with Google                                      |
|       | Continue without signing in                                 |

Choose your pennkey@upenn.edu account to continue.

6. You may be asked if you want to sign in with a personal account or a work or school account. Select**Sign in** with a work or school account.

| Which Copilot (                                     | experience are you               |
|---|----------------------------------|
| look  | ing for?                         |
| Work  | Personal                         |
| A secure and compliant Copilot                      | A helpful Al companion for your  |
| integrated with your enterprise account.            | everyday life outside of work.   |
| Go to copilot.cloud.microsoft<br>@wharton.upenn.edu | Switch to a personal account     |
| or <u>sign out</u> to preview per                   | sonal Copilot without an account |

7. Enter your Pennkey password when prompted and click **Sign in**. If you are already signed in to an app on another browser using your PennKey, you may be automatically signed in.

| <b>≫</b> Penn            |         |  |
|--------------------------|---------|--|
| ←@upenn.edu              |         |  |
| Enter password           |         |  |
| Password                 |         |  |
| Forgot my password       |         |  |
| Use an app instead       |         |  |
|                          | Sign in |  |
|                          |         |  |
| Forgot PennKey password? |         |  |
| Test Your PennKey        |         |  |
|                          |         |  |

8. You can now use Copilot for the Web and have your data protected, as noted by the green **Protected** shield icon on the upper right side of the screen.



For more information about launching and using Copilot, please be sure to visit https://support.microsoft.com/copilot

Make sure you have logged in with your **pennkey@upenn.edu** account. If you don't click the "Work" button, you aren't logged in to Penn's protected account. If you are logged in with a personal account, you may not see an option to switch, and you'll have to log all the way out, and log back in.

See the next section for more information.

# Confirming your Copilot for the Web session is protected

To use the protected version of Copilot for the Web, which ensures your data is covered by the University's data protection agreements with Microsoft, you must be logged in to Copilot for the Web with your PennO365 account.

To confirm this on the Copilot for the Web homepage look for the small green shield icon:



When you hover your mouse over it, you'll see a notification confirming your chat is covered by enterprise data

protections.

If you don't see the shield, please follow the instructions above to log in with your PennO365 account.

## Questions?

For more information, contact your Wharton IT representative.

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