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
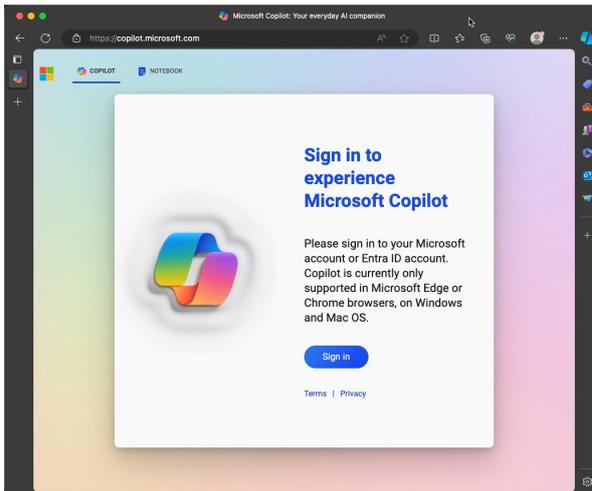- A valid PennKey Username and Password

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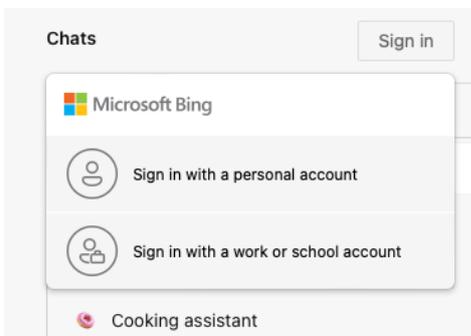
Logging in with your PennO365 Account

Follow the instructions below to sign in to Copilot for the Web with your PennO365 account:
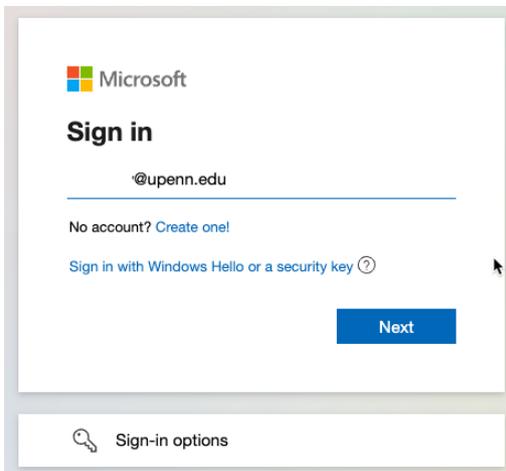
1. **Open** your preferred web browser and enter copilot.microsoft.com.
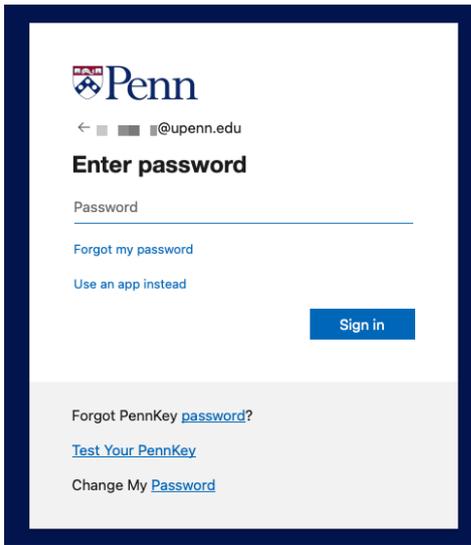2. You should see the Copilot home page.

3. Click the **Sign In** button.

4. 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.**
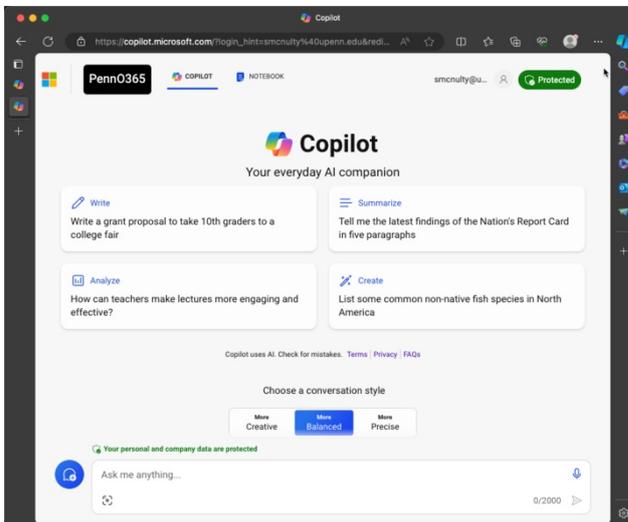

5. Enter your PennO365 email address and click **Next**.

6. Enter your password when prompted and click**Sign in.**

7. 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.
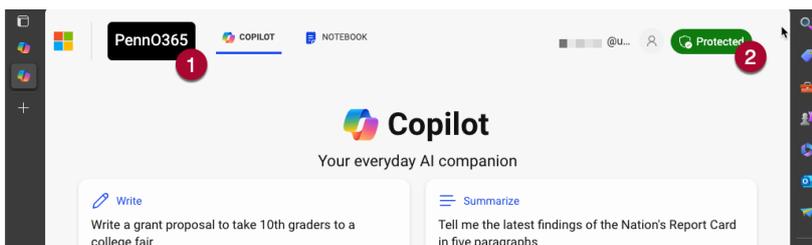

For more information about launching and using Copilot, please be sure to visit
https://support.microsoft.com/copilot

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.

There are two easy ways to confirm this on the Copilot for the Web homepage:

1. The black PennO365 logo will appear on the left-hand side of the screen.
2. A green Protected shield icon will be displayed on the right-hand side of the screen.

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

Questions?

For more information, contact your Wharton IT representative.