Microsoft Copilot

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Copilot is the branding that Microsoft uses for all of its AI tools. This suite of generative AI (built upon the foundations of ChatGPT) is spread across all of Microsoft's platforms, which can make things slightly confusing since this means there are multiple tools that do different things, all known as "Copilot."

To add to the confusion, some, but not all, of the Copilot variants offer usage protected by University contracts.

This article highlights 3 Copilot products that you can use with your PennO365 account and benefit from the University's data protection agreements with Microsoft:

Copilot

Copilot, formerly Bing Chat Enterprise, is a chat interface for Microsoft's integration with OpenAI's ChatGPT. You can ask it to do a variety of things.

If you intend to use University data with Copilot you **must** log in with your PennO365 account.

Microsoft 365 Copilot

Microsoft 365 Copilot integrates Copilot into the Office suite of applications, as well as into your PennO365 account. Using a feature called "Business Chat" you can ask Microsoft 365 Copilot questions about your calendar, files, and email.

Reach out to your Wharton Computing representative for licensing information.

> ⓘ **Microsoft365 Copilot is only available to Faculty and Staff.**

Copilot Studio

Copilot Studio is a tool that allows you to create customized versions of Copilot that can be embedded in websites and other places. You can tailor responses, limit the sources of information your copilot will use, and much more.

Reach out to your Wharton Computing representative for licensing information.

> ℹ️ **Copilot Studio is only available to Faculty and Staff.**

Security and Data

The Microsoft Copilot contract with the University includes data protections that enable Microsoft Copilot to be used with some kinds of data the University defines as confidential.

> **REMINDER: Submission of University Confidential Data requires the use of a Penn/Wharton-approved enterprise generative AI tool, like Microsoft Copilot.** Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

The following table lists university data classifications and data types and if they can be used within the University's Microsoft CoPilot:

Data Type	Allowed in University's Microsoft CoPilot

Data Type	Allowed in University's Microsoft CoPilot
Low	
Yes.	
Moderate - Not Involving PII or FERPA data	
Yes - We recommend connecting with the Wharton Information Security Office on these usages of Microsoft CoPilot.	
Moderate - Involving PII or FERPA data	
Yes, though you must engage with Wharton Information Security Office (ISO) for a risk review of the overall initiative's data architecture and flow outside of the AI solution.	
High*	
No. Data with this classification should not be uploaded to Microsoft CoPilot. Contact the Wharton Information Security Office if you require using data that falls into this category.	
HIPAA/Protected Health Information	
No. HIPAA data should not be uploaded to the University's Microsoft CoPilot. Contact the Wharton Information Security Office if you require using HIPAA data.	

See: Generative AI -- Best Practices and Resources for additional resources about using Generative AI tools at Penn.

Questions?

General Copilot questions: Contact your Wharton Computing Representative.

Security-related questions: Contact the Wharton Information Security Office at security@wharton.upenn.edu.