

INTRODUCTION TO MICROSOFT COPILOT

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2024 TLT ARTIFICIAL INTELLIGENCE RETREAT

SESSION 1 – CLARK 301

tinyurl.com/24TLT-Session1

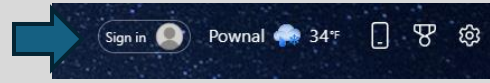
Accessing Microsoft Copilot Enterprise

This VSCS-wide “private” version of ChatGPT and Dall-E enables faculty and staff to experiment with generative AI text, image, and coding tools without storing the user’s login and chat or allowing it to be used to train the large language models.

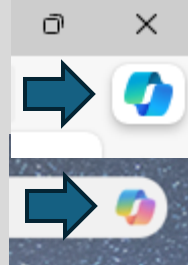
Step 1

Best Practice: Open Edge Browser

- Open Edge and sign in near top right with your collegeID@vsc.edu



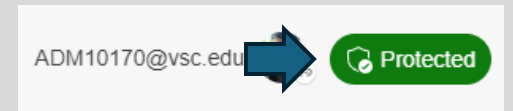
Note: If you use Edge personally, make sure in the top left you are in your work account



- Click on the Copilot icon in the very top right to open the Copilot panel in Edge OR click on the Copilot icon on the right of the search bar.

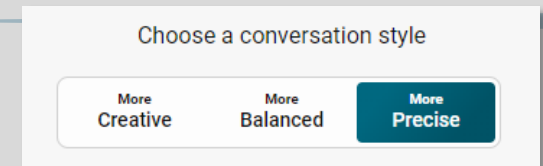
All other browsers:

- Enter **copilot.microsoft.com** in the address bar of your browser
- Sign in using your collegeID@vsc.edu
- In the top right you should have the Protected seal



Step 2

Pay close attention to this box above the prompt input. Try to use “Creative” or “Precise” based on the nature of your request to get the best work out of Copilot. Note: The panel in Edge allows you to work with the content of your browser window, not just what you put in the prompt box.



The background is a gradient of blue and purple, featuring bokeh effects and various geometric patterns. On the left side, there is a large circular scale with tick marks and numbers ranging from 140 to 260. Several smaller circular patterns, some with arrows, are scattered across the image.

EXPERIMENT & SHARE

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THANK YOU

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