

Microsoft 365 Copilot



Here's what you'll learn in this deck:

- What Copilot Chat is and how it's different from other AI chat tools
- How to use Copilot Chat
- What agents are in Copilot Chat and how to use them



Introduction to **Copilot Chat and** agents

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Copilot is the UI for AI



The AI Adoption Curve



Access

provide broad access to AI within budget constraints

redesign business process to realize value of AI

Governance

deliver secure and compliant AI while managing agents

Introducing



Microsoft 365 Copilot Chat



Microsoft 365 Copilot Chat components







Microsoft 365 Copilot

Your personal AI assistant



Copilot Chat

Free, secure AI chat

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Chat Work scope

Copilot in M365 apps Teams, Outlook, Word, Excel, PowerPoint

Agents

Copilot Control System

Copilot Analytics

Scaling AI Transformation - pilot

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Scaling AI Transformation - adoption

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Scaling AI Transformation - complete

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Get started from the Microsoft 365 Copilot app

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	di chase and deployment options	Microsoft 365 Copilot Chat	Microsoft 365 Copilot
		Free + Consumption	\$30 pupm
Chat	Copilot Chat – Web grounded (powered by GPT 4o)	•	•
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)		•
	Copilot Pages	•	•
	File upload ¹	•	•
	Code Interpreter ¹	•	•
	Image generation ¹	•	•
Agents ²	Create agents using Copilot Studio ³ , including SharePoint agents	•	•
-	Discover and pin agents	•	•
	Use agents grounded on Web data	•	•
	Use agents grounded in work data (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)		•
	Use agents that act independently using autonomous actions		
Personal assistant	Copilot reasons over personal work data (e.g. Outlook, OneDrive, meeting transcripts)		•
	Copilot in Teams (Copilot in Meetings and Meeting Recap, insights from screen-shared content coming soon)		•
	Copilot in Outlook (Prioritize my inbox, schedule focus time and 1:1 meetings, draft agendas, summarize message threads)		•
	Copilot in Word (Suggestions for structure, flow, and tone, draft and summarize documents)		•
	Copilot in Excel (Python, getting started experience, create formulas and visualizations using natural language)		•
	Copilot in PowerPoint (Narrative builder, presentation translation, generate slides or images aligned to company branding)		•
	Copilot Actions		In preview
	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service)		In preview
Copilot Control	Enterprise Data Protection (EDP)	•	•
System	IT management controls	•	•
	Agent management	•	•
	SharePoint Advanced Management		•
	Copilot Analytics to measure usage and adoption ⁴		•

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1. Limits apply. 2. Applies to employee-facing agents only. 3. Learn more about the full capabilities of Copilot Studio: aka.ms/CopilotStudioCapabilities 4. Basic reporting in Microsoft Admin Center available for Copilot Chat.

What is Copilot Chat?

Your approved AI chat tool

Microsoft 365 Copilot Chat is an AI chat tool built

specifically for work. It uses the latest AI models and data from the web to answer your questions, generate content and ideas, and find information. It also protects your data so information from your chat conversation does not get exposed to the public.

In addition, with Copilot Chat you can:

- Upload files to get responses based on information from your work documents, presentations, etc¹.
- Generate images¹ and data visualizations.
- Refine and collaborate on chat responses.
- Connect Copilot Chat to your organization data like team documents and internal SharePoint sites².

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Get started by going to <u>M365Copilot.com</u>

¹Image generation and file upload limits apply.

²Connecting Copilot Chat to your organization data is only available if your organization admin has enabled this capability.

Access Copilot Chat from where you're working

M365Copilot.com

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Microsoft 365 Copilot app*

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Edge browser sidebar



Teams app (Coming soon)*

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Microsoft 365 Copilot mobile app



*Ensure Copilot is pinned to your left navigation across Teams, Outlook, and the Microsoft 365 app. Note : Teams App already available via the Teams Admin Center.

Use Copilot Chat on the go







Get started with Copilot Chat

Microsoft 365 Copilot Chat

Enterprise-ready web chat

organized by region.
Here's a table showing the ratio of electric vehicles (EV#) to EV chargers by region in the US for the part there part there is a start of the part of the part there is a start of the part of the part there is a start of the part of th
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Pinning Microsoft Copilot

Encourage your organization to use Copilot by pinning it to the navigation bar of the Microsoft 365 apps.

By default, Copilot is not pinned to the navigation bar. Users will be asked if they want to pin Copilot.

Administrators can change this behavior by selecting an option for pinning Microsoft Copilot to the navigation bar:

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Pin Microsoft Copilot to the navigation bar Changes saved. Users will begin to see them in mid-September 2024. Learn more \times about when Copilot will be pinned in each app Pin Copilot to the navigation bar to make it easier for people in your organization to access it in Teams, Outlook and the Microsoft 365 app on web, desktop, and mobile. Jsers with a license for Copilot for Microsoft 365 will have it pinned by default. Aicrosoft Copilot used with Entra ID is governed by your agreement for Online Services. earn more about how this setting works Pin Microsoft Copilot to the navigation bar (recommended) Do not pin Microsoft Copilot to the navigation bar Pin Microsoft Copilot to the navigation bar (recommended) Do not pin Microsoft Copilot to the navigation bar Allow users to be asked whether they want to pin it

Learn more about pinning Copilot

Sign in with your work account

- Navigate to <u>M365Copilot.com</u> on your preferred browser on your device to get to Copilot Chat.
- Ensure you're signed in with your work account.

You will know you are successfully signed in to Copilot Chat when you see the green shield icon in next to "New chat" and the Microsoft 365 Copilot icon at the top of the page.

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® (4)	Message Copilot		① Add content @ >		

If you are not signed in with your work account, Enterprise Data Protection does not apply.

Get to know Copilot Chat

Start at

M365Copilot.com



How to chat in 3 steps



Message Copilot

1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. If you would like Copilot to source information from any reference files, you can upload them in your prompt by selecting the "Add content" button.



2. Check sources

Copilot Chat is transparent about the sources of its information. See these sources listed underneath the answer.

Vet these sources and validate your answers.

2 contoso.com

Learn more V 1 microsoft.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.

⊕ Add content @ ≥

What is a "prompt?"

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Get started by entering your prompt in the text box

Prompts are how you have a conversation with Copilot

Use plain but clear language and provide context like you would with an assistant.

Enter your first prompt in the text box at the bottom of your screen, like "Draft a cold call email to a customer."

What makes an effective prompt?

Dess Effective

- × Vague
- × Just a few words
- × No context on preferred output

Example: *Summarize news about [company name].*

The recap may be more vague than desired, or in a format that you were not seeking.



- ✓ Specific and detailed
- ✓ In full sentences, with instructions
- ✓ States the tone, purpose, preferred format, etc.

Example: I work in marketing and focus on competitor research. Give me a concise summary of recent news about [company name]. Focus on announcements about new product lines. Provide the answer in two to three paragraphs and use a business tone.

But there are no 'wrong' prompts because natural, conversational language is welcome. Experiment away!

Upload a file to your prompt



Want Copilot to respond using information from a Word document, PowerPoint deck, or other file? Select the "Add content" button in the Copilot Chat prompt box to upload a file.

Example prompt: Summarize this document in 5 bullet points. <attach file>

Note: Copilot Chat supports uploads of Word documents, PowerPoint decks, Excel spreadsheets, images, and PDFs. The file is uploaded in your OneDrive

Use Copilot Chat to visualize data



Copilot Chat has built-in capabilities to graph and visualize data as it's relevant to your prompt.

For example, use the prompt: "Graph the first 20 numbers in Fibonacci sequence".

Discover and share Copilot prompts

Copilot Prompt Gallery (formerly known as Copilot Lab) helps you find prompting inspiration so you can take greater advantage of Copilot in your daily work.

- Explore the curated selection of Copilot prompts
- Save your favorite prompts
- Share your favorite prompts with colleagues
- Find prompting inspiration from others



Navigating to the Copilot Prompt Gallery

In-product experience

Select "View prompts" next to the Copilot prompt box. Here, you'll see suggested Copilot prompts and your saved prompts.

Generate ideas List ideas for a fun remote team building	Check Teams mentions Summarize Teams messages where I
event	have been @mentioned this week
	. 영 View prompts
	Generate ideas List ideas for a fun remote team building event

Prompt Gallery website

Go to **aka.ms/Prompts** to access the full Prompt Gallery experience. Here, you can find relevant Copilot prompt examples using the filters, view prompts that you and your team saved, and share useful prompts.

Copilot Lab					© PP ?
Explore in products ~	Prompts to try Getting started - V	What's new			13 Manage Access
	Prompts to try				
	Suggested Saved Team prompts	V Job type	✓ Extension	~	
	Catch up on a meeting	Stay informed	Vame a product	Generate ideas	
	Recap meeting	What's the latest from person , organized by emails, chats, and files?	Suggest a list of product names for a state-of-the-art toaster that is energy efficient and stylish.	Suggest inexpensive ways to optimize our website for organic search.	
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Edit and collaborate on Copilot responses with Copilot Pages

Did you know that you can format, fine-tune, and collaborate on Copilot responses directly in Copilot Chat?

With Copilot Pages, Copilot Chat becomes your workspace – so you don't have to jump between surfaces to get a project done. Watch the video to see it in action!



Microsoft 365 Copilot Chat usage and adoption for IT

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Deliver impact: Analyze usage reports

Interpret the Microsoft Copilot Dashboard data

The Microsoft 365 Copilot Chat usage dashboard provides insights into active usage of Microsoft 365 Copilot Chat.

The report includes total active users, average daily active users, and active users per app (for example, Microsoft 365 Copilot (app) and Microsoft Edge).

Usage insights can be viewed as totals and trends for the past 7, 30, 90, or 180-day periods. The report also shows the last activity date per user, anonymized by default.

To view all reports, check out Microsoft 365 Reports in the admin center overview.

You can view a table list to show each active user who accessed Microsoft 365 Copilot Chat from Microsoft Edge or the Microsoft 365 Copilot (app) over the past 180 days.

You can also export the report data into an Excel .csv file by selecting the **Export** link. This exports the Microsoft 365 Copilot Chat usage data of all users and enables you to do simple sorting, filtering, and searching for further analysis.

	Microsoft 365 Copilot Chat
	This report applies to Microsoft 365 Copilot Chat users who don't have a Microsoft 365 Copilot license assigned to them. Learn more about Microsoft 365 Copilot Chat
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Microsoft 365 Copilot Chat usage report

Microsoft 365 Copilot Chat usage report is scoped to users who do not have a Microsoft 365 Copilot license

- Total active users
- Average daily active users
- Active users by app Summary and trend views
- User-level last activity date with .csv download, anonymized by default

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		Information is concealed for privacy. To see identifiable information, learn about showing these details in reports.	×

Microsoft 365 Copilot Chat usage report

Microsoft 365 Copilot Chat usage report is scoped to users who do not have a Microsoft 365 Copilot license

- Total active users
- Average daily active users
- Active users by app Summary and trend views
- User-level last activity date with .csv download, anonymized by default

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	_	The number of active users of Microsoft 365 Copilot Chat for the selected period. See metric define Microsoft 365 Copilot Chat for the selected period. See metric define Microsoft 365 Copilot (app) 86	
		120 Any app 119	
		20	
		60	
			Each 2
		Anny App Microsoft 365 Copilot (App) Edge	reve
		Usage details	0
		U Inis table applies to users who accessed Microsoft stos Copilot Chat from Edge or the Microsoft 365 Copilot (app) over the past 180 days.	
		Information is concealed for privacy. To see identifiable information, learn about showing these details in reports.	×

Microsoft 365 Copilot Chat usage report

Microsoft 365 Copilot Chat usage report is scoped to users who do not have a Microsoft 365 Copilot license

- Total active users
- Average daily active users
- Active users by app Summary and trend views
- User-level last activity date with .csv download, anonymized by default

١	Microsoft 365 admin center			P Search			🖬 🕼 🗳 🍘 ? (se
	Overview Reports D Microsoft 365 Copilot Ch Microsoft 365 Copilot Ch C Microsoft 365 Copilot	60 30 Jan 4 Any App Microsoft	365 Copilot (App) 📕 Edge	Jan 13		Jan 24	Feb 2
	Forms	Usage details					
	 Microsoft 365 apps Microsoft Browser 	① This table applies to users	who accessed Microsoft 365 Co	pilot Chat from Edge or the M	icrosoft 365 Copilot (app) over the past 180 days.		
	Microsoft Teams	 Information is concealed f 	lor privacy. To see identifiable inf	formation, learn about showing	g these details in reports.		×
	Microsoft Teams apps						100 items 🛛 🚍
	OneDrive	0	0				i
	Project	Username 🙂	Display name 🙂	Last activity date (UTC)	Choose columns		
	SharePoint	1798EA204D2A058AE132BF A48C6E932F	2A1D9E695C54F12A6F24BA 7FF4CB6CDB	Tuesday, Jan 14, 2025			
	😰 Visio	353548A2542B0AFF620F9F E866527F9B	F76EF2EC6128AB601F3BE2F BFD70BEE4	Wednesday, Nov 27, 2024			
	Viva Engage	C23BFAAE0754FFF27460E2 23CD0DC4A1	D8671E08218C895755F4C5 12FF579391	Tuesday, Jan 14, 2025			
	H the coning	31074492801181156C5D162 FEAF40828	158DD7865E67549B0C62C1 DD7887E0E5	Monday, Jan 13, 2025			
		57B70E926175988E24F36B 3E23D22DF2	10C8CD3B13377E765BDD1 7E0FBFA02A4	Tuesday, Nov 26, 2024			
		A423FB3B41F25A199D76E1 9471748A04	9B45B8F2B18678A15A6FCC D4F02D3903	Wednesday, Jan 15, 2025			
		A4C3A7F2AD43F78A7C7B6 7F26C4A104B	10D4B831B346E04F5A8AA4 B410CD376F	Wednesday, Jan 15, 2025			
		1F8E0327425755FDA49992 8649649DEA	94162307356082478F6603 D4C9121F7C	Friday, Nov 15, 2024			
		50FBA2666ABF2764E6B646 D80B2E4E71	4E578270699A8BC96AE813 ECBD96D7A6	Monday, Dec 2, 2024			
		0A82B23886AFC75AC9F60 0AE488ACF9B	CBFFE5CE9E5818EA51762C DE66AD0DCA	Monday, Nov 18, 2024			
		70BB1258EB27D695BB45D 58E571E5AB9	EAD78954979425219C42ED 38783410AD	Wednesday, Jan 29, 2025			
		1006EC0F920E838E20910CC 30858930A	880E74E5968DEE0609AF09 802F3E31E2	Wednesday, Jan 29, 2025			
		348EDE11E6A61C9C2C479E CCC2648790	063552A1D35DB00D775F2 D60AACECD26	Thursday, Dec 5, 2024			
		66DC619707FB575C60A0D 418BA107E66	351A123AE023765076DEB0 575D44158B	Monday, Oct 21, 2024			0
		9F6D2DD6FF53BCE868B12 5548E309DB0	34728E9C28BC8926755E31 4D1BB70647	Thursday, Jan 16, 2025			
		APD 40 A 1777 C 26 A 70 A 316	****************	T			

Control Web Grounding

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Improving web search query controls

Recent enhancements

Web Search Control

Enhanced granularity of web search control.

 Will override the optional connected experiences setting. Will also enable admins to manage web search discreetly within the Work and Web modes in Microsoft 365 Copilot and in Microsoft 365 Copilot Chat.
 Available now

User Transparency

Copilot web search query citations for users displays to users:

- The exact keywords being emitted
 Available now
- Pairs with the sites that are being searched with clear citations/annotations (already available)

Admin Transparency

Copilot web search query logging:

- Enable admins to see and audit emitted queries
- Associate with the prompt

 / interaction that
 generated the query,
 available in the Purview
 Audit tool and eDiscovery
 tool used to search
 prompts/ responses

 Available now

Data, privacy, and security for web search in Microsoft 365 Copilot and Microsoft 365 Copilot Chat | Microsoft Learn

Copilot web search query citations for users

Includes the exact web search queries derived from the user's prompt in the linked citation section of the Copilot response.

Helps users understand what search queries, along with the sites searched (available today), were used to enhance the response.

(Applies to Microsoft 365 Copilot Chat, Microsoft 365 Copilot)

Data, privacy, and security for web search in Microsoft 365 Copilot and Microsoft 365 Copilot Chat | Microsoft Learn

Summarize all of Marty Cagan's books for me including the latest ones please. Go through social media reviews and synthesize how the PM community has responded. Were there any contrarian viewpoints shared?

Copilot Al-generated content may be incorrect

Sure! Here's a summary of Marty Cagan's key books and how the product management (PM) community has responded to them:

1. Inspired: How to Create Tech Products Customers Love

Summary: This book is a foundational text for product managers, focusing on how the best tech companies create products. It covers techniques for product discovery, team alignment, and delivering value to customers^[1]. The second edition includes updated insights and examples.

Community Response: Widely praised for its practical advice and real-world examples, "Inspired" is considered a must-read in the PM community. Many reviews highlight its usefulness for both new and experienced product managers²⁰. Some contraina viewpoints suggest that while the book is insightful, it may be overly idealistic and not always applicable to smaller companies or non-tech industries²⁰.

2. Empowered: Ordinary People, Extraordinary Products

Summary: This book focuses on empowering product teams and leaders to create an environment where innovation can thrive. It emphasizes the importance of leadership in enabling teams to solve hard problems and create extraordinary products 1.

Community Response: "Empowered" has been well-received for its focus on leadership and team dynamics. Reviewers appreciate its actionable advice and case studies from top tech companies[]]. However, some critics argue that the book's concepts are challenging to implement in traditional, hierarchical organizations []].

Transformed: Moving to the Product Operating Model

Summary: Cagan's latest book addresses the transformation needed for companies to adopt a product operating model. It provides a deep understanding of this model, case studies of successful transformations, and inspiration for what companies can achieve once they adopt this approach.⁽³⁾.

Community Response: Early reviews are positive, with readers appreciating the detailed case studies and practical advice for transforming their organizations⁽³⁾. Some contrarian viewpoints suggest that the book may be too focused on large tech companies and less applicable to smaller firms or those outside the tech industry⁽³⁾.

Social Media Reviews and Contrarian Viewpoints

On social media, Cagan's books are frequently discussed and recommended within the PM community. Common themes in positive reviews include the practical, actionable advice and the real-world examples that resonate with readers. However, some contrarian viewpoints highlight challenges in applying Cagan's ndustries or smaller companies. Critics also mention that while the books are

References used to generate the response. Copilot protects data by encrypting and respecting access controls for enterprise searches, while securely anonymizing web search queries separately. Web search queries are removed from responses after 24 hours. Learn more

s (3) (2) (4), books are highly regarded in the product management community, with a few re applicability of his advice to different types of organizations. If you have any specific books or need more details, feel free to ask!

ometimes feel idealistic and difficult to implement in less agile or more traditional

🕕 1 🕀 Inspired: How to Create Te... 2 🕀 How applicable are Marty ... 3 🕀 Book Review: Inspired by ...

4 🕀 Inspired Summary of Key I... 🔍 Marty Cagan books summ... 🔍 Marty Cagan books social ... Show less

🚦 Edit in Pages 🛛 🗍 Copy 🖒 🖓

Tell me more about the case studies in 'Transformed'.

What are some practical takeaways from 'Inspired'?

Are there any other influential PM authors I should explore?

🔅 View prompts

Ask me anything...

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Copilot web search query logging

Enables admins to perform audit, search, and eDiscovery on the exact web search queries Copilot derived from the user's prompt when enhancing responses with the latest data from the web.

Admins can use the same tools they use today for audit, search, and eDiscovery of prompts and responses in Microsoft 365 Copilot.

(Applies to both Microsoft 365 Copilot Chat, Microsoft 365 Copilot)

For more information, see <u>Audit log</u> activities, <u>Copilot interaction events</u> overview, and <u>Search for and delete</u> <u>Copilot data in eDiscovery (preview)</u>.

Audit							
New Search Audit retention policies							
Searches completed Active searches Active unfiltered searches 7 0 0							
Date and time range (UTC) *		Activiti	es - friendly names				Users
Start May 08 2024	~	Choos	se which activities to	search for		~	Add the users whose audit logs you want to search
		Activiti	es - operation name	es ()			File, folder, or site 🕕
End May 09 2024	~	Enter	operation values, se	parated by commas			Enter all or a part of the name of a file, website, or folder
Keyword Search		Record	types				Workloads
Enter the keyword to search for		Select	the record types to	search for		~	Enter the workloads to search for
Admin Units		Search	name				
Choose which Admin Units to search for		Give t	he search a name				
Copy this search	Job status 🗸	Progress (%) 🗸	Search time \checkmark	Total results \vee	Creation time (UTC-07:00) $\downarrow \lor$	Search performed by 🗸	
May 8 - May 9 CopilotInteraction weather	Completed	100%	9m, 20s	0	May 9, 2024 10:44 AM	corat@m365cp40766653	onmicrosoft.com
May 8 - May 9 CopilotInteraction weather	Completed	100%	2m, 7s	0	May 9, 2024 9:47 AM	corat@m365cp40766653	onmicrosoft.com
May 8 - May 9 CopilotInteraction sports	Completed	100%	2m, 28s	0	May 9, 2024 9:47 AM	corat@m365cp40766653	onmicrosoft.com
May 8 - May 9 BillieV CopilotInteraction	Completed	100%	8m, 36s	0	May 9, 2024 9:33 AM	corat@m365cp40766653	onmicrosoft.com
May 8 - May 9 CopilotInteraction weather	Completed	100%	2m, 29s	0	May 9, 2024 9:27 AM	corat@m365cp40766653	onmicrosoft.com
May 8 - May 9 CopilotInteraction Copilot sports	Completed	100%	2m, 27s	0	May 9, 2024 9:11 AM	corat@m365cp40766653	onmicrosoft.com
		1009/	2m Sr	0	May 9, 2024 9-11 AM	corat@m265cp40766652	onmicrosoft com
May 8 - May 9 BillieV CopilotInteraction Copilot weather	Completed	100%	511, 55	0	may 9, 2024 5.11 Am	colargenisosciptor ocoss	on merelan denn
May 8 - May 9 BillieV CopilotInteraction Copilot weather	Completed	10078	3111, 23	U	ing 9, 2029 511 Am	Contemport	

'Allow web search in Copilot' policy

Enables admins to manage web search separately from other optional connected experiences for Microsoft 365 Copilot.

This policy also supports turning off web search in the work tab while keeping web search on in the web tab.

Both the Allow web search in Copilot policy feature and the optional connected experiences policy can be managed at the user and group levels from the Microsoft 365 Apps admin center.

Allow web search in Copilot	
	Configuration setting
Platforms Applications Windows, Mac, iOS, Android, Office on the web Office	Enabled
This policy setting allows you to control whether web search is available to your users when they are using Microsoft 365 Copilot or Microsoft Copilot.	Additional setting
You have three options:	Options
Enable web search for both Microsoft 365 Copilot and Microsoft Copilot	Enabled in Microsoft 365 Copilot and Microsoft 365 Copilot Chat
Disable web search for both Microsoft 365 Copilot and Microsoft Copilot	
Disable web search in Microsoft 365 Copilot Work tab and enable for both	Enabled in Microsoft 365 Copilot and Microsoft 365 Copilot Chat
Microsoft 365 Copilot Web tab and Microsoft Copilot.	Disabled in Microsoft 365 Copilot and Microsoft 365 Copilot Chat
Note: If you choose to make web search available to your users in Microsoft 365 Copilot, your users will still have the option to turn it off by disabling the web plugin toggle in Microsoft 365 Copilot.	Disabled in Microsoft 365 Copilot Work tab, Enabled in Microsoft 365 Copi
If some of the users in the selected scope don't have access to Microsoft 365 Copilot, your setting selection will apply only to Microsoft Copilot for those users.	
If you don't configure this policy setting, web search will be available to your users in both Microsoft 365 Copilot and Microsoft Copilot, unless you have disabled	
access to additional optional connected experiences in Office. Refer to the policy "Allow the use of additional optional connected experiences in Office" to confirm your settings.	
For more information, see Data, privacy, and security for web queries in Microsoft 365 Copilot and Microsoft Copilot (https://learn.microsoft.com/en-	
us/copilot/microsoft-sos/manage-public-web-access) 🖆 and Manage Copilot (https://learn.microsoft.com/en-us/copilot/manage#managing-web-search-queries- in-microsoft-)	

Copilot Chat prompt examples

Get the answers you need to move forward

Get hiring tips

How can I evaluate an interview candidate's soft skills?

Summarize a file

Summarize this document in 5 bullet points. <attach file>

Start your research

How have world literacy rates changed in the past 30 years?

Calculate the answer quickly

At \$X per unit, how many units to break even if costs are \$Y

Reach a broader audience

How do you say [thank you for your time] in Japanese?

Discover synonyms

What are some other words for [exciting]?

Understand trends

Share some trends in remote work and hybrid offices

Retrieve buried info

What are the deadlines mentioned in this file? <attach file>?

Boost your knowledge

Help me learn about [topic]. Provide 2 analogies & files to dig in.

Highlight the differences

Compare these two paragraphs grouped by differences in formatting, structure, and content: [paste content]

Monitor your PR

Give me a concise summary of recent news about [company]

Stay on top of tech advances

Summarize the main points of the latest research on AI

Make informed decisions

Create a table that compares top-selling office printers

Make your code better

Optimize and fix this code: [insert code]

Brainstorm and draft content quickly

Co-create with Copilot

Ask me 3 questions to help me draft an email about [OKRs]

Going on holiday?

Write some funny Out of Office email responses.

Make it stand out

Suggest a few email subjects for the following email: [body]

Generate ideas

List ideas for a fun remote team building event

Put info in a table

Organize the world's most valuable companies into a table

Visualize the data

Create an image of a bar chart demonstrating growth

Track changes over time

Create a line chart showing the relationship between...

Start a conversation

Suggest ways to break the ice with my new colleague.

Jump-start a draft

Create an FAQ based on this file <attach file>

Draft an introduction

Write a compelling intro paragraph for this speech <attach file>

Make it better

Improve my writing in: <attach file>

Disagree gracefully

Provide a convincing counterargument to the following: [paste content]

Rally the team

Draft an exciting email ... using <attach files>

Get started on a plan

Draft a business plan based on [idea]