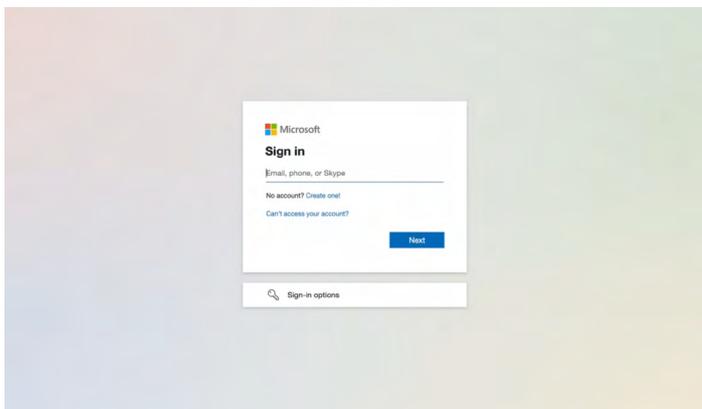
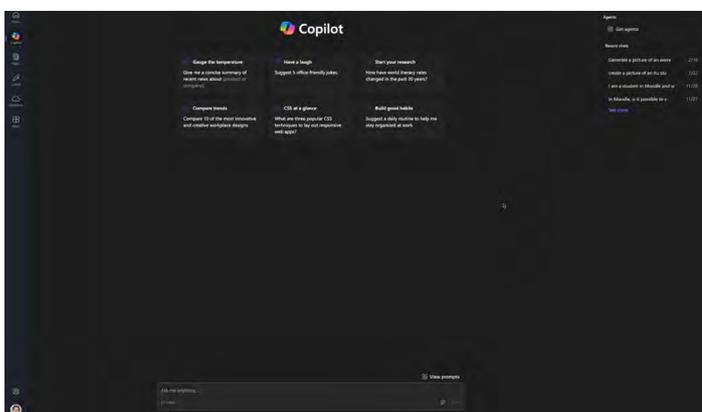


Introduction to copilot.itu.dk

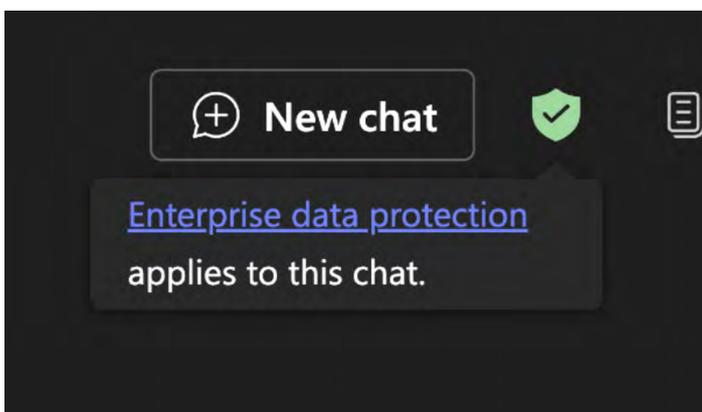


Go to **copilot.itu.dk** and sign in using your ITU credentials.



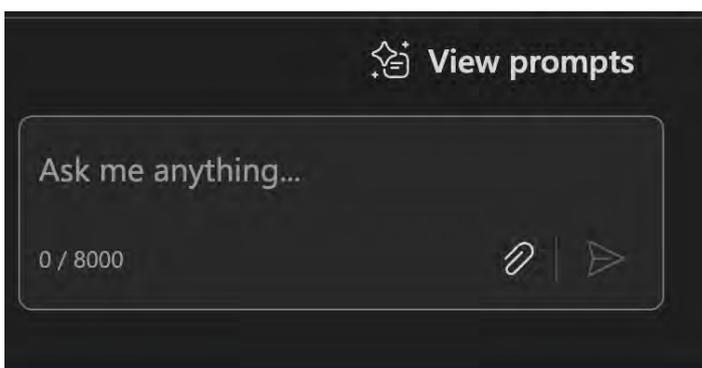
Then you can access Copilot Chat

This is a standard chat interface, as you know them from ChatGPT, Claude, or Le Chat.

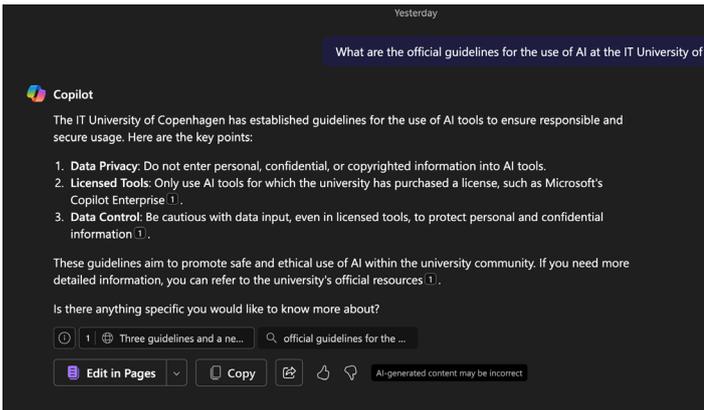


At the top right corner, there is a green shield with a check mark. That means that what you type into the chat is protected by the "[Enterprise data protection](#)", which you have through ITU. All data stays within our license for Office 365 and is more secure to use.

But of course, do **not** use it for personal, sensitive, or confidential information.

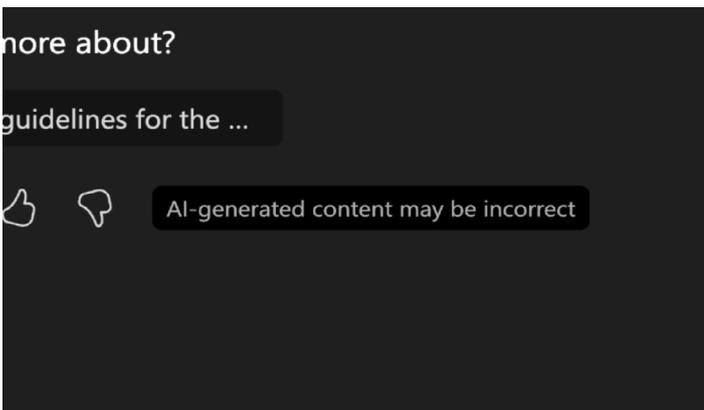


In the input field, you can ask questions or upload files to use in the input. There's also a "View prompts" option, where you can explore various ways of phrasing prompts.

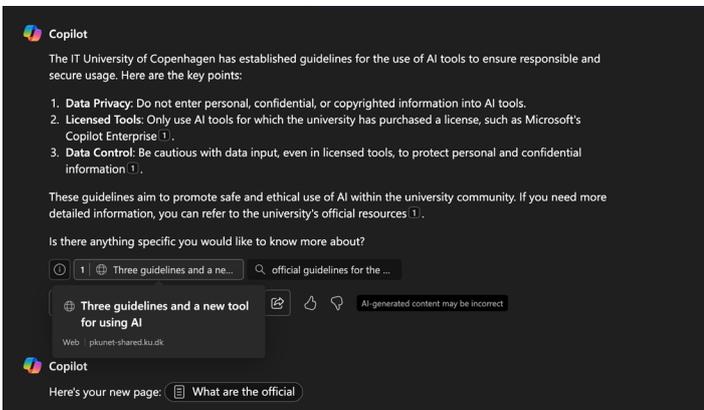


When asking Copilot a question, you will get an answer with source indications (if relevant), links to the source, and a way to simply search Bing for the correct answer.

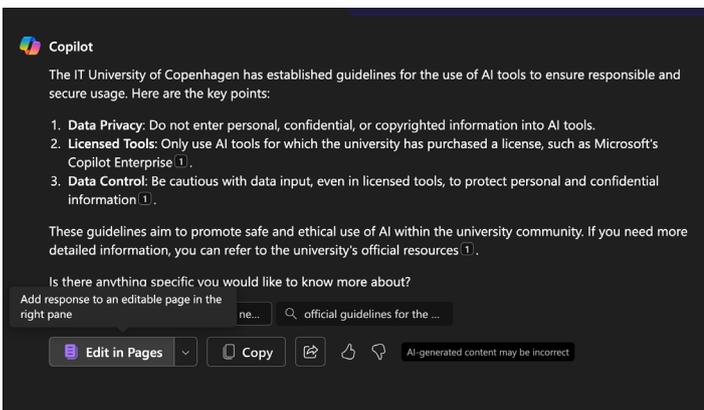
This is crucial, as shown in this picture: when asking about the AI guidelines for ITU, Copilot is sourcing information from ku.dk, not itu.dk.



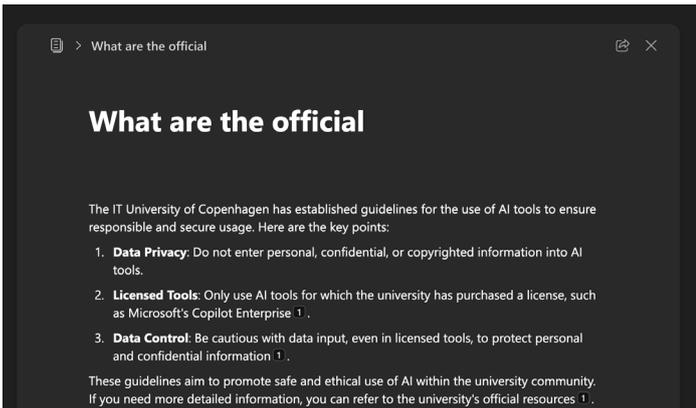
Remember that these answers are AI-generated and might be incorrect. To remind you, there is always a note underneath each answer point this out.



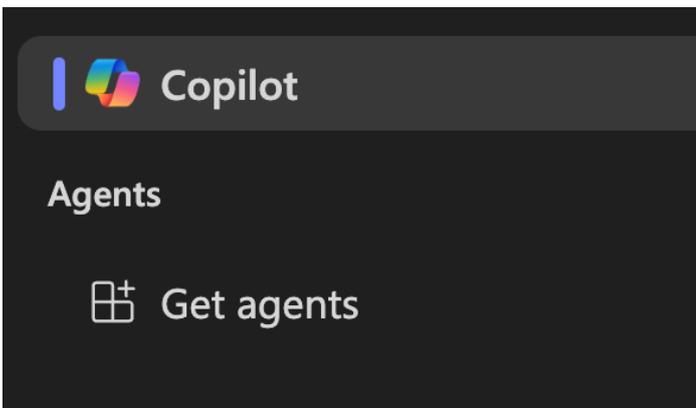
Sources are displayed underneath the answer and within the text with footnote numbers.



It is possible to add the current answer to an editable page. This is a loop component, that can be used throughout Microsoft's services.

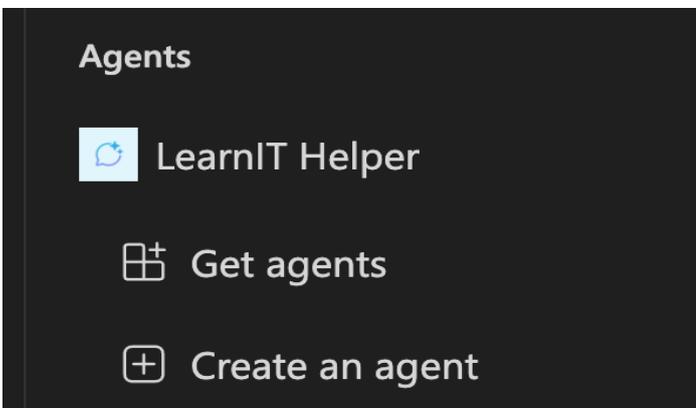


When adding the answer to an editable page, this area pops up at the right hand side of your browser.



The agents area at the top right side are not available to ITU. These rely on third party systems and are not allowed currently at ITU.

You can however create your own agents based on criteria you define yourself.



You can, however, create your own agents for personal use or share them with your colleagues.

Agents are custom AI Chat bots that are based on criteria you set up.

As an example: In the picture, there is a LearnIT Helper Chat Bot that only answers questions related to LearnIT.



If you want a more detailed introduction, please watch the introductory video to copilot by scanning the qr-code or clicking the link.

media.itu.dk/media/0_olsg0e11

Official documentation from Microsoft regarding Co-pilot:

- [Enterprise Data Protection](#)
- [Privacy and Protection in Co-pilot](#)