How to Access Copilot

Version 57

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Microsoft's Copilot is an AI assistant is now available to Seneca students and employees. While all Copilot versions share core technologies, licensing and implementation variances mean not all features are accessible to Seneca students and employees.

Here are the ways you can access Copilot@Seneca:

- Microsoft Edge Sidebar
- Mobile Apps
- Web Browser

Microsoft Edge Sidebar

1. Open your **Microsoft Edge** browser and **sign-in** with your Seneca ID and password.
2. Click on the **Copilot** icon in the upper right corner of the Edge sidebar.
3. Look for the **Protected** badge to ensure you're in a confidential and private interaction with Copilot.

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Mobile Apps

Microsoft Copilot App

Important Notice: For your security, please access Copilot through the Microsoft 365 App by signing in with your Seneca ID and password. This ensures you are using the protected version.

Accessing the Copilot App without logging in will result in an unprotected, public version,

which we do not recommend. We strongly encourage all students and employees to use the secure, protected version of Copilot via the Microsoft 365 App.

Microsoft 365 App

1. Navigate to the Microsoft 365 Mobile App page for download.
2. Open the app on your mobile device once installed.
3. Select **Sign in** and login with your Seneca ID and password.
4. Access Copilot which is located at the lower centre bar of your screen.
5. After signing in, look for the **Protected** badge to ensure you're in a confidential and private interaction with Copilot.

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Web Browser

1. In your preferred web browser, navigate to Copilot's website. For the best experience and access to all features, we recommend using the Microsoft Edge browser.
2. Select **Sign in** located in the upper right corner of your browser.
3. Select **Sign in with a work or school account**.
4. Login with your Seneca ID and password.
5. After signing in, look for the **Protected** badge to ensure you're in a confidential and private interaction with Copilot.

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If you have questions or encounter issues with Copilot, please do not hesitate to reach out to ITS Service Desk, available 24-7.

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