

A QUICK GUIDE TO

Created by [@miss_aird](#)

MICROSOFT 365 COPILOT CHAT

WHAT IS COPILOT CHAT?

Copilot Chat is available at M365Copilot.com and is built into the Microsoft Edge sidebar where you can ask complex questions, find comprehensive answers, get summarized information, find inspiration to build upon while remaining in the same tab. Copilot Chat integrates with Bing's search engine and provides relevant responses to your queries with links to sources. You can continue asking follow-up questions to refine the result.



CITE SOURCES

When you get a reply to a prompt, Copilot Chat also lists any sources and links below the message bubble.

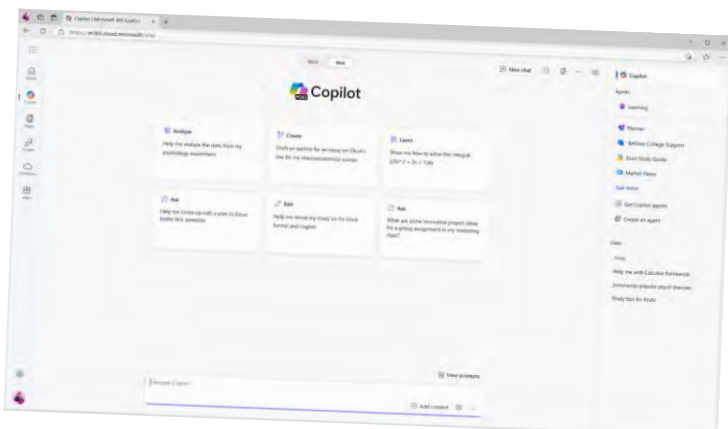
Including sources enables users to validate and learn more about the information provided by Copilot Chat.

You can also explore additional details and dive deeper into a topic of interest as well as being able to access the original articles, studies, or reports to gain a more comprehensive understanding.



CREATE

Copilot Chat can save you time and help you create content and research topics, personalize assignments, and create study guides. It can also assist with educational materials such as quizzes and lesson plans. There are suggested prompts to give you ideas and help you get started, but you can always write your own prompt as well.



**LEARN MORE ABOUT COPILOT CHAT IN
THE MICROSOFT LEARN COURSE [HERE](#)**

IMAGE GENERATION

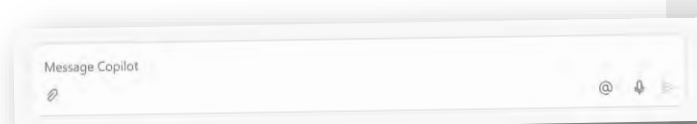
Ask Copilot Chat to create a brand-new image for you, using only your words. Select what type of image you would like, then enter the description of exactly what you are looking for, including style and quantity. Copilot Chat works best when

you're more descriptive, so add details like adjectives, locations, or even artistic styles. For example, 'create an image of a unicorn sunbathing on the beach with a rainbow'

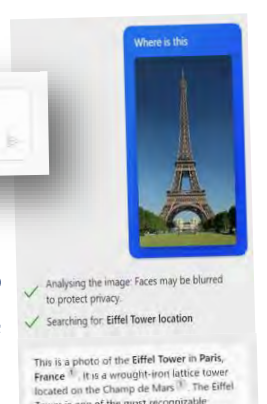


VISUAL SEARCHES

Visual search allows you to input images to Copilot Chat and ask questions about them. You can ask questions about images that are difficult to describe, for example; get a recipe for a dish you don't know the name of, identify a building you don't recognize, and much more.



To use visual search in Copilot Chat, directly paste your image or click on the paper clip icon in the input bar and upload a picture from your device.



PDF FEATURE

When you have a PDF open, you can ask the Copilot Chat sidebar questions about the document. You may want to ask:

- Summarize the document/page
- Create 5 questions about the document
- Who is the author of the document?
- When was it published?

**ACCELERATE LEARNING WITH THE RIGHT TOOLS:
FIND ADDITIONAL [QUICK GUIDES](#) TO GET STARTED**