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How do I use Copilot? (AI)
Samantha Starr - 2025-01-08 - Software

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Copilot allows a user to explore, question, brainstorm, and create in a secure way by prompting (asking/talking) with AI. Similar to a google search, users can ask questions, generate ideas or images, and brainstorm ideas.

1. Log into copilot.cloud.microsoft with your FAU credentials

2. Type your request/inquiry into the chatbox at the bottom of the screen

   1. Prompt Example: Create an image of a 60 year old male patient in an emergency room with chest pains

   2. Prompt Example: Create a clinical vignette based on the attached case study [attach document]

   3. Prompt Example: How can I use power automate to create reminders in Outlook?

3. Continue to ask follow-up questions for the same prompt (conversation) or use Copilot's suggestion prompts to continue the conversation.

4. Previous chats are now saved on the right hand side.

*Disclaimer: Copilot is a protected version of AI when user is logged in with their FAU credentials. Do **NOT** input personal or other HIPAA protected information in Copilot.

Have questions about using Copilot? Create a ticket at [https://comsupport.fau.edu/new-ticket o](https://comsupport.fau.edu/new-ticket)r email comhelpdesk@health.fau.edu