How do I use Copilot? (AI)

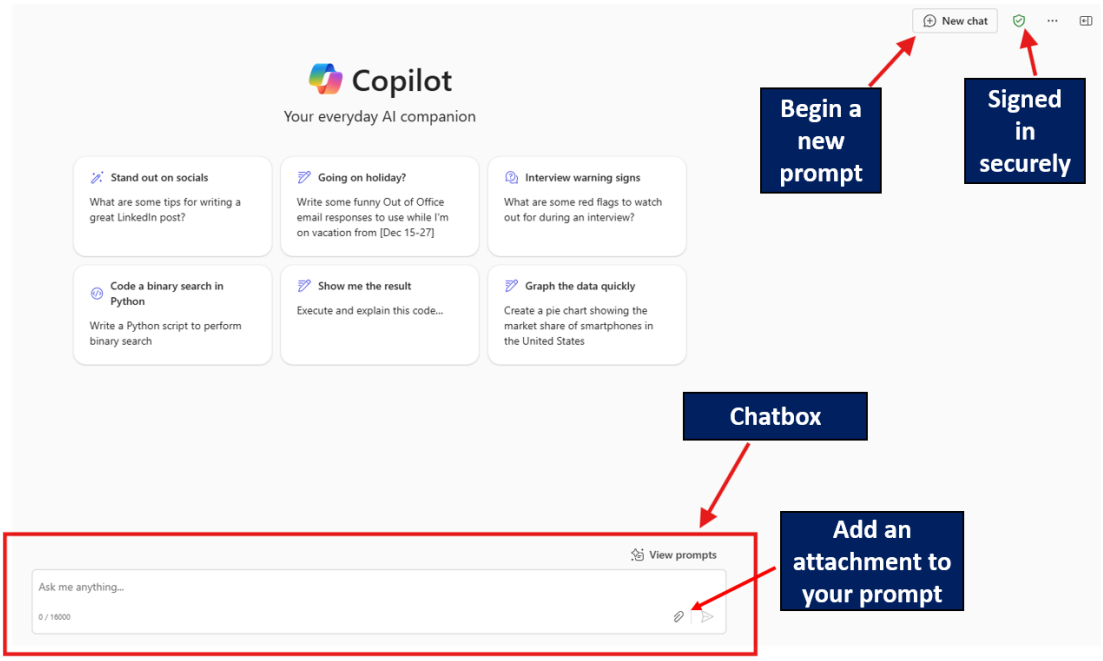
Samantha Starr - 2025-01-08 - Software

How do I use Copilot? (AI)

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 or email comhelpdesk@health.fau.edu