MANCHESTER 1824
The University of Manchester

Copilot by Microsoft

Your guide to Copilot

Copilot Chat and Microsoft 365 Copilot explained

You can use Copilot Chat now

Ask this artificial intelligence (AI) assistant questions to explore ideas, understand information or plan revision.

Open Copilot Chat →

Sign in with your University account, then type a question.

AVAILABLE NOW

Copilot Chat

Use web information and text or files you provide.

No extra Copilot licence needed. It does not automatically search across all your University information.

Try it now

“Help me make a revision plan.”
Add your topics, exam dates and study time.

EXTRA UNIVERSITY LICENCE

Microsoft 365 Copilot

Bring together information across Microsoft 365.

Adds help with emails, files, chats and meetings you already have permission to access.

With a licence

Ask for an update using shared project documents and emails.

Wider student access planned for September 2027.

Some Copilot Chat features work within Microsoft apps. Features vary by licence and University settings. Neither service gives you extra access permissions.

Three things to remember

Use your University account

Microsoft’s security and privacy safeguards apply (enterprise data protection). Your prompts, answers and Microsoft 365 data used by Copilot are not used to train the underlying AI models. Follow University guidance on what you share.

Check the answers

AI can make mistakes. Check facts and sources before using its answers.

Check your assessment rules

Access is not permission to use AI in every assessment. Follow your assessment brief, Canvas and University policy, including any requirement to use AI. Unsure? Ask your teaching team.

Student Copilot Support | Practical guidance and help.

AI in Teaching and Learning Policy | Rules for studies and assessments.