MANCHESTER 1824
The University of Manchester

Copilot Chat vs Microsoft 365 Copilot

What students can use now and what's planned for the future

Copilot Chat

AVAILABLE NOW FOR ALL STUDENTS

An AI chat tool available through your University account. It can help answer questions using information from the web and files you choose to upload.

You can use it for things like:

Get revision tips
"Help me to create a revision plan for my exams."

Understand a topic
"Explain this concept in plain English."

Improve your writing
"Suggest ways to make this paragraph clearer."

Explore ideas
"Give me some ideas for my dissertation topic."

Work with a file
"Here's a file – Can you summarise these notes into key themes."

Microsoft 365 Copilot

WIDER STUDENT ROLLOUT PLANNED FOR SEPT 2027

A more connected AI assistant built into Microsoft 365. As well as chat, it can work with Microsoft 365 information you already have permission to access.

It can help do more with things like:

Bring information together
"Summarise my notes around this topic and related emails into one place."

Get meeting insights
"Summarise the key points from this Teams meeting."

Work in Microsoft 365 apps
Use Copilot in Word, Excel, PowerPoint, Outlook, OneNote and Teams.

Save time
Turn my Word document into a draft PowerPoint presentation."

How to access Copilot Chat

Need more help? Visit Student Copilot Support.

1. **Open Copilot Chat**
Visit M365.cloud.microsoft/chat in your web browser.

2. **Use your University account**
Sign in with your student email address and password.

3. **Start a chat**
Ask a question, explore an idea or upload a file.

Things to remember

Always use your University account
This gives you the University's protected Copilot Chat experience.

Check the answers
AI can make mistakes. Always review and check the information it gives you before using it.

Check your assessment rules
Check the AI category and instructions in your assessment brief on Canvas before using AI in assessed work