

Microsoft Copilot: A Safer, Smarter Way to Use AI for Your Work

WHY SHOULD I USE UK'S MICROSOFT COPILOT?

UK-licensed Copilot ensures your prompts and outputs remain within UK's protected M365 environment—unlike public AI tools. Using approved tools reduces the risk of accidentally exposing sensitive, protected, or privileged information. For common work tasks – drafting, summarizing, planning and analysis – Copilot is the appropriate place to start.

With **UK-Licensed Microsoft Copilot**, you can safely and confidently work with UK data, including Protected-Confidential data that may contain personally identifiable information (PII) and protected health information (PHI).

Copilot operates within UK's Microsoft 365 service boundary & does not send institutional data to external consumer AI models for training.



UK has invested in securing the M365 environment so that you can confidently use Copilot with internal documents, Teams content, & SharePoint.

Additional approvals or policies may apply to your uses of AI. If you are uncertain, please check with your supervisor, department or unit.

Scan the QR code for best practices when using Microsoft Copilot for work _____→

Or visit catsai.uky.edu



USING AI TOOLS OTHER THAN COPILOT

Unless otherwise specifically approved, putting UK institutional data into any other AI tool violates UK's administrative regulations and guidelines. UK's agreement with Microsoft, which includes Copilot and other Microsoft applications, delivers data protection and guardrails other publicly available AI tools **do not** provide.

Learn more about AR's that govern UK data at regs.uky.edu/administrative-regulation/ar-101