



ZI Factsheet on Microsoft Copilot

Version 1.1, 12 May 2026

Please note that the English version is a translation generated with the help of M365 Copilot.

M365 Copilot (Premium) and **Copilot Chat (Basic)** are AI systems that are approved for use by UZH members and are provided centrally.

The principles defined in the **Guidance for the Use of AI Systems** ([AI Guidance](#)), as well as the specific requirements and notes described in this leaflet, apply to the use of Copilot.

AI system	Approved for confidentiality level ^[1]	Available to
Copilot Chat (Basic)	public, internal	All UZH members (free of charge)
M365 Copilot (Premium)	public, internal, confidential	UZH employees only (subject to a fee)

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1. What is Copilot?

Microsoft Copilot is an AI-powered assistant that supports users in completing their work tasks.

The service is available to all UZH members and offers the following AI capabilities:

- Generate text, images, and graphics
- Create summaries
- Translate text
- Simplify complex text
- Brainstorm ideas and develop concepts
- Research assistant
- Link to additional resources and cite sources
- Chat history of previous prompts



Microsoft Copilot is available in different **versions** (as of April 2026), including:

Topic	Copilot Chat (Basic)	M365 Copilot (Premium)	Microsoft Copilot (personal use)
Link	https://m365.cloud.microsoft/chat/	https://m365.cloud.microsoft/chat/	https://copilot.microsoft.com/
Available to	Students and UZH employees	UZH employees only	X Not permitted
Licensing	Included in existing M365 licence (free for all UZH members)	Premium version requires add-on license	Browser-based free version for personal users
Cost	none	CHF 18/Monat	free
Approved for use at UZH	✓ Yes	✓ Yes	X No
Operated in protected UZH environment	✓ Yes	✓ Yes	X No
Permitted for classified data ^[1]	“public” and “internal”	“public”, “internal”, and “confidential”	X Not permitted
Integration in Microsoft applications	Edge Browser, Copilot App, Outlook, Teams	Word, PowerPoint, Excel, Outlook, OneNote, Teams, Edge Browser, Copilot App, OneDrive, SharePoint, etc.	-
Access to organisational data (SharePoint, MS Teams, OneDrive)	X No	✓ Yes, access according to user’s existing permissions	-
Access to files stored on a file server or in a database outside SharePoint	X No	X No	-
Access to locally stored files (not synchronised with OneDrive)	X No	X No	-

Topic	Copilot Chat (Basic)	M365 Copilot (Premium)	Microsoft Copilot (personal use)
Access to files stored in a Microsoft Customer Lockbox	✗ No	✗ No	-
File editing	✓ Yes, individual files can be uploaded to Copilot Chat (Basic) and edited	✓ Yes, M365 Copilot (Premium) is fully integrated and can be enabled directly in Microsoft applications (menu item on the Home tab)	-
Use of Copilot “Agents”	✓ Yes, but limited to existing agents (no configuration of your own agents possible)	✓ Yes, you can configure your own agents	-

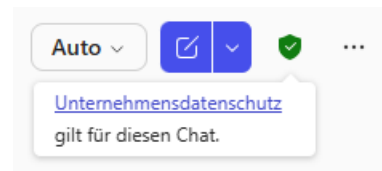
2. Permitted use of Copilot

At UZH, only **Copilot Chat (Basic)** or **M365 Copilot (Premium)** versions may be used. M365 Copilot (Premium) is available to UZH employees only.

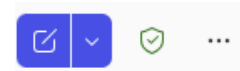
2.1 Use in a protected UZH environment

All UZH members can use Copilot (Basic or Premium) via their UZH account in a protected UZH environment: <https://m365.cloud.microsoft/chat/>.

Signing in with your **UZH account** ensures that Copilot runs in a **protected UZH environment** for which Microsoft Enterprise Data Protection applies ([Enterprise Data Protection](#)). This keeps data within the UZH environment and prevents it from being used to train the underlying AI models. In contrast, Enterprise Data Protection does not apply to the browser-based free version for personal use (copilot.microsoft.com).



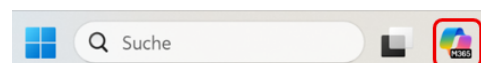
You can verify that **Enterprise Data Protection** is active by the **green shield** shown at the top of the user interface next to the blue button for a new chat.



To make sure the correct version of Copilot opens in the Edge browser, you should save <https://m365.cloud.microsoft/chat> as a **favourite**. If you only type the word “copilot” into the address bar, the free personal-use version (<https://copilot.microsoft.com/>) opens automatically, which must not be used at UZH.



The **Copilot app** (Copilot Chat (Basic) and M365 Copilot (Premium)) can also be pinned to the **taskbar**.



2.2 Permitted use for classified data

Data classified as “**public**” and “**internal**” may be processed with Copilot (Basic and Premium) in UZH’s protected environment.

Information classified as “**confidential**” under Section 3.1 of the [Directive on the Classification of Information](#) may be processed with **M365 Copilot (Premium)**, provided that the principles of the [AI Guidance](#) as well as the specific measures and settings in Chapter 4 of this leaflet are observed. With **Copilot Chat (Basic)**, **no confidential data** may be processed.

Data classified as “**restricted**” must **not** be processed with Copilot (either version).

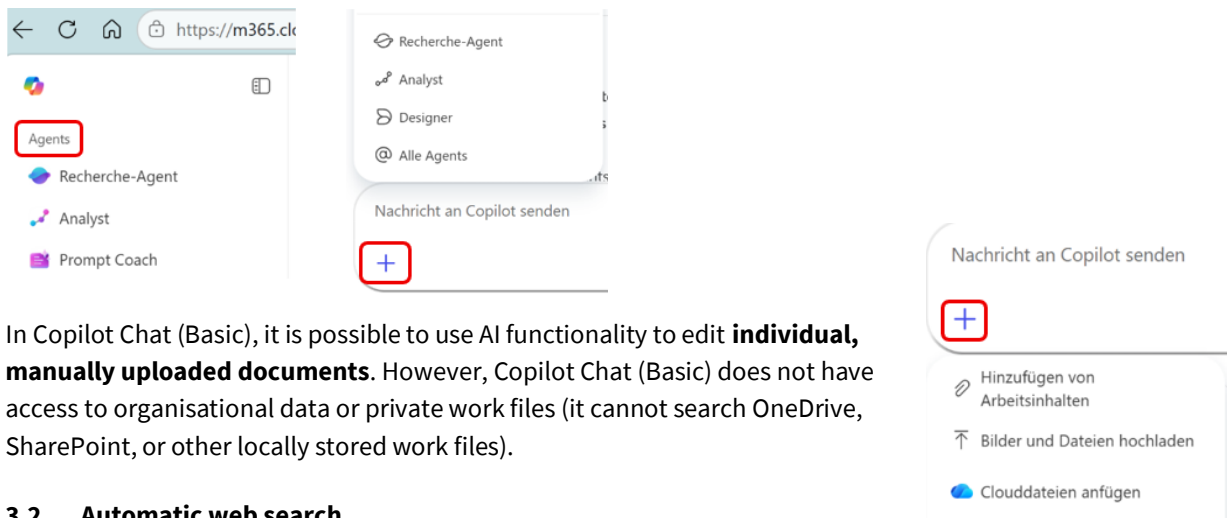
3. Copilot Chat (Basic)

3.1 Scope, functionality, and data access

Copilot Chat (Basic) is the Copilot version without direct integration into Word, PowerPoint, Excel, or OneNote. It is available to all UZH members (at no additional cost) and can be accessed in the **Edge browser** or the **Copilot app**, in **Outlook**, and in **MS Teams**. This version uses the underlying GPT language model as well as up-to-date web information via Bing Search to support users with Copilot features in their work tasks.

You may also use the Copilot agents. These are configured for a specific purpose, such as writing, learning, or brainstorming. Agents enable more targeted AI support.

Available agents can be found in the navigation or in the chat input field via the “plus” icon:



In Copilot Chat (Basic), it is possible to use AI functionality to edit **individual, manually uploaded documents**. However, Copilot Chat (Basic) does not have access to organisational data or private work files (it cannot search OneDrive, SharePoint, or other locally stored work files).

3.2 Automatic web search

Based on the prompt entered, Copilot Chat (Basic) automatically generates a search query and sends it to Microsoft’s Bing search service. The **generated search query** consists of a few terms that Copilot identifies in the user’s prompt for which up-to-date web information would improve the answer’s quality. The generated search query does **not** include the original prompt text, Microsoft 365 files (e.g., emails, documents), or files manually uploaded by the user. The generated search query contains **no identifying user information** such as username, domain, or tenant IDs. These web requests in the protected UZH environment (sign-in with UZH account) are **not used to train generative AI foundation models** or to improve Bing. The generated search queries are also not used to track user behaviour or to create advertising profiles.

For further information from Microsoft, see:

- [Privacy and protections](#) (Microsoft)
- [Data, privacy, and security for web search in Microsoft 365 Copilot and Microsoft 365 Copilot Chat](#) (Microsoft)

4. M365 Copilot (Premium) [available to UZH employees only]

4.1 Scope, functionality, and data access

This is the **fully integrated** version within the Microsoft 365 environment, which must be separately licensed (see Chapter 5). It provides extended features, including **direct integration** into Outlook, Word, Excel, PowerPoint, OneNote, and MS Teams (and other Microsoft products). This version offers the same functionality as Copilot Chat (Basic) and, **in addition**, uses Microsoft's internal interface called Microsoft Graph to access **organisational data** (SharePoint, MS Teams) **and private work files** (e.g., emails, calendar, Teams chats, files in OneDrive). M365 Copilot (Premium) has read access to all information a licensed user can access via their UZH Microsoft 365 account based on their **current user permissions**.

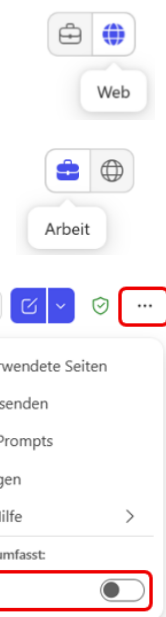
Compared to Copilot Chat (Basic), M365 Copilot (Premium) offers **additional features and configuration options**. For example, you can configure your own agents for targeted, individual AI support.

4.2 Web search settings

In M365 Copilot (Premium), **web search can be disabled manually** so that Copilot works exclusively with organisational data and private work files on the basis of the underlying LLM (Large Language Model), without generating a web request to Bing.

When entering a prompt, you can choose which type of search Copilot is to be performed in M365 Copilot (Premium):

- The **“Web”** option searches the public internet (via Bing) **without including** organisational data or private work files (similar to Copilot Chat (Basic)).
- The **“Work”** option searches **organisational data and private work files** via Microsoft Graph which the user has access to (SharePoint, OneDrive, Outlook, Teams). In addition, answers are enriched with the **latest information from the web**. For this purpose, an automatic search query is generated and sent to Bing.
- If no web content should be included and only organisational data and private work files should be used, **web search can be disabled manually in the settings**.



4.3 Processing confidential data

M365 Copilot (Premium) is approved for use with confidential data because Copilot's search in organisational data and private work files takes place in the protected UZH environment. When using the “Work” option, there is a remaining **risk** that confidential information could be processed via Bing search outside the protected UZH environment. This is because the Bing search query is generated automatically and may contain individual keywords based on the prompt entered. The following measures can mitigate this risk:

- **Prompts** are formulated so that they contain **no confidential information**
- **No confidential documents** are **uploaded**
- **Web search is disabled manually** so that no search query is generated and sent to Bing ^[2]
- In the **prompt**, specify that the **search should be internal only, without web search** (i.e., Copilot does not generate an automatic Bing search)

For further information from Microsoft, see:

- [Data, privacy, and security for Microsoft 365 Copilot](#) (Microsoft)
- [Data, privacy, and security for web search in Microsoft 365 Copilot and Microsoft 365 Copilot Chat](#) (Microsoft)

5. Licensing and availability of Microsoft Copilot

5.1 Copilot Chat (Basic)

Copilot Chat (Basic) is available free of charge to all UZH members via their existing Microsoft 365 license: <https://m365.cloud.microsoft/chat/>

5.2 M365 Copilot (Premium) [available to UZH employees only]

M365 Copilot (Premium) requires an **add-on license (subject to a separate charge)**. At present, it is issued exclusively to UZH employees. The product is not available to students.

Licensing M365 Copilot (Premium) entails significant **monthly costs** per user (as of April 2026: CHF 18/month). University-wide provision for all UZH members is therefore not economically feasible.

In the [UZH Software Portal](#), UZH employees can order M365 Copilot (Premium) directly, provided their organisational unit is enabled for it — this is indicated by the “Order software” category being visible in the portal. If your organisational unit is not enabled and the category is missing, please contact your organisational unit’s IT contact person to initiate an order.

6. Technical notes and support

M365 Copilot (Premium) and Copilot Chat (Basic) are integrated directly into UZH’s Microsoft 365 apps. Use is provided within the infrastructure made available by UZH. If you have questions about licensing, use, or data protection aspects, please contact UZH Central IT: support@zi.uzh.ch

6.1 Central IT training offering for using Copilot

Central IT regularly offers Copilot courses. Details can be found in the [Central IT course programme](#).

6.2 Link collection

Laws and UZH regulations

- [Guidance for the Use of AI Systems \(AI Guidance\)](#)
- [Regulations on the Use of IT Resources at UZH \(REIM\)](#)
- [Datenschutzbestimmungen der Universität Zürich](#) *German only*
- [Weisung zur Klassifizierung von Informationen](#) *German only*
- [Integrity Ordinance](#)
- [Kantonales Gesetz über die Information und den Datenschutz \(IDG\)](#) *German only*

UZH offers for Copilot

- <https://m365.cloud.microsoft/chat/>
- [UZH Software Portal](#)
- [ZI Software catalog](#)
- [Central IT course programme](#)

Microsoft information for further details

- [Enterprise Data Protection in Microsoft 365 Copilot and Microsoft 365 Copilot Chat](#) (Microsoft)
- [Data, privacy and security for Microsoft 365 Copilot](#) (Microsoft)
- [Privacy and protections](#) (Microsoft)
- [Data, privacy, and security for web search in Microsoft 365 Copilot and Microsoft 365 Copilot Chat](#) (Microsoft)