

# 4 steps to adopting Microsoft 365 Copilot Chat

Microsoft 365 Copilot Chat is a **secure, enterprise-ready AI chat** included with your Microsoft 365 subscription at no additional cost. Copilot Chat can help ensure data protection and compliance while also providing every employee with a secure, free AI chat experience.

Whether your organization needs to find information, generate content and ideas, or get answers to questions, Copilot Chat will make your users' lives easier. Here's how to deploy in a few easy steps!

## 1 Make it **available!**

### Pin to key apps and Windows

Make Copilot Chat easy to find and use by pinning the Microsoft 365 Copilot app to the Windows taskbar and pinning Copilot Chat in the Microsoft 365 Copilot app, Teams, and Outlook using these simple [instructions](#).

## Make it **known!** 2

### Send an email announcement

Introduce Copilot Chat to the organization, highlighting it is the secure, company-approved AI solution. Announce that you have made it available to all!

See [here](#) for email templates

## 3 Make it **safe!**

### Redirect to Copilot

Address Shadow IT and Bring Your own AI by configuring relevant DNS settings, Firewall rules, Proxy Server redirects, or Azure Cloud Traffic Manager to redirect other AI assistants to [m365copilot.com](https://m365copilot.com).

## Make it **impactful!** 4

### Share useful prompts & learning

Send [examples](#) of fun and easy prompts to get started!

Provide Copilot Chat training to your organization using the customizable guide provided [here](#).

## For more information

Speak to your Microsoft account team for more information and visit [adoption.microsoft.com/copilot-chat](https://adoption.microsoft.com/copilot-chat) for additional resources.