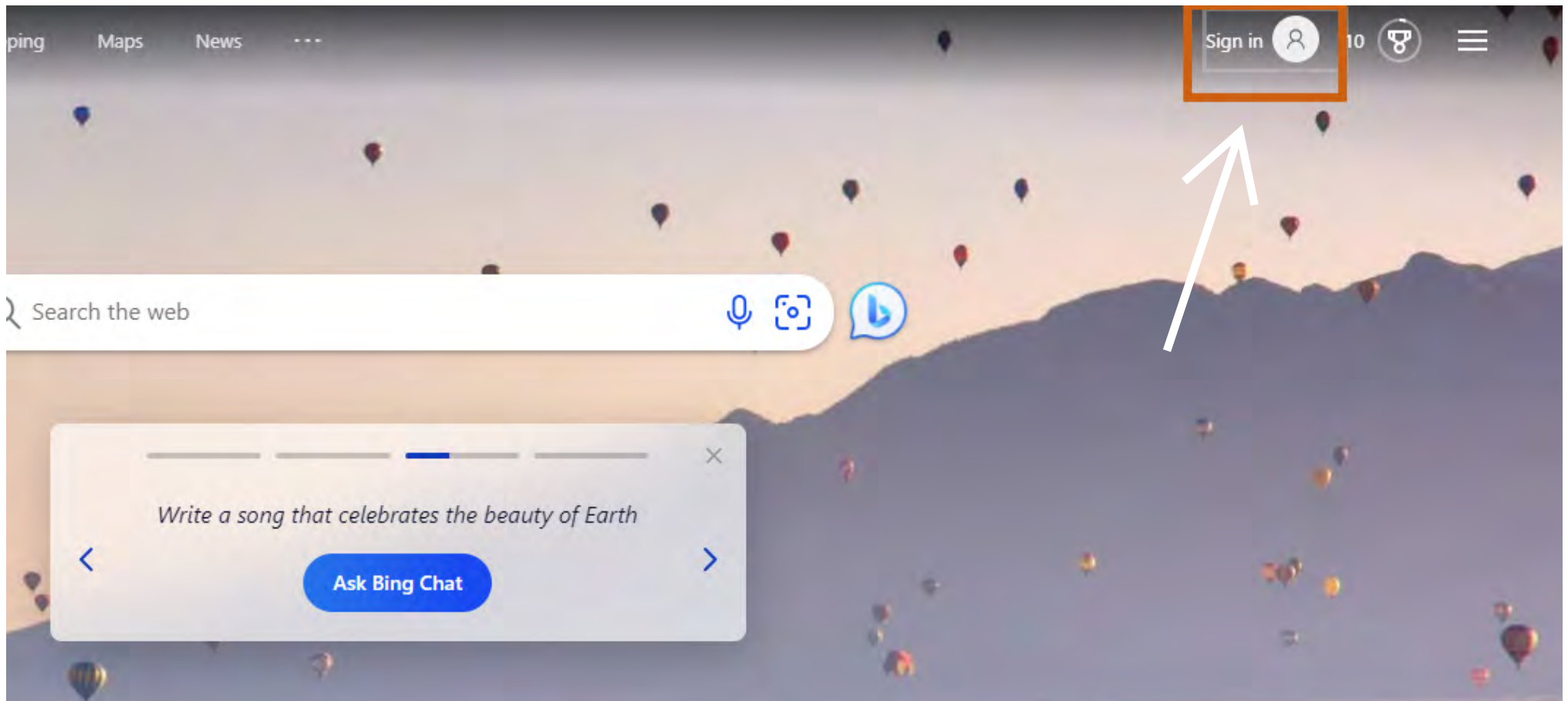
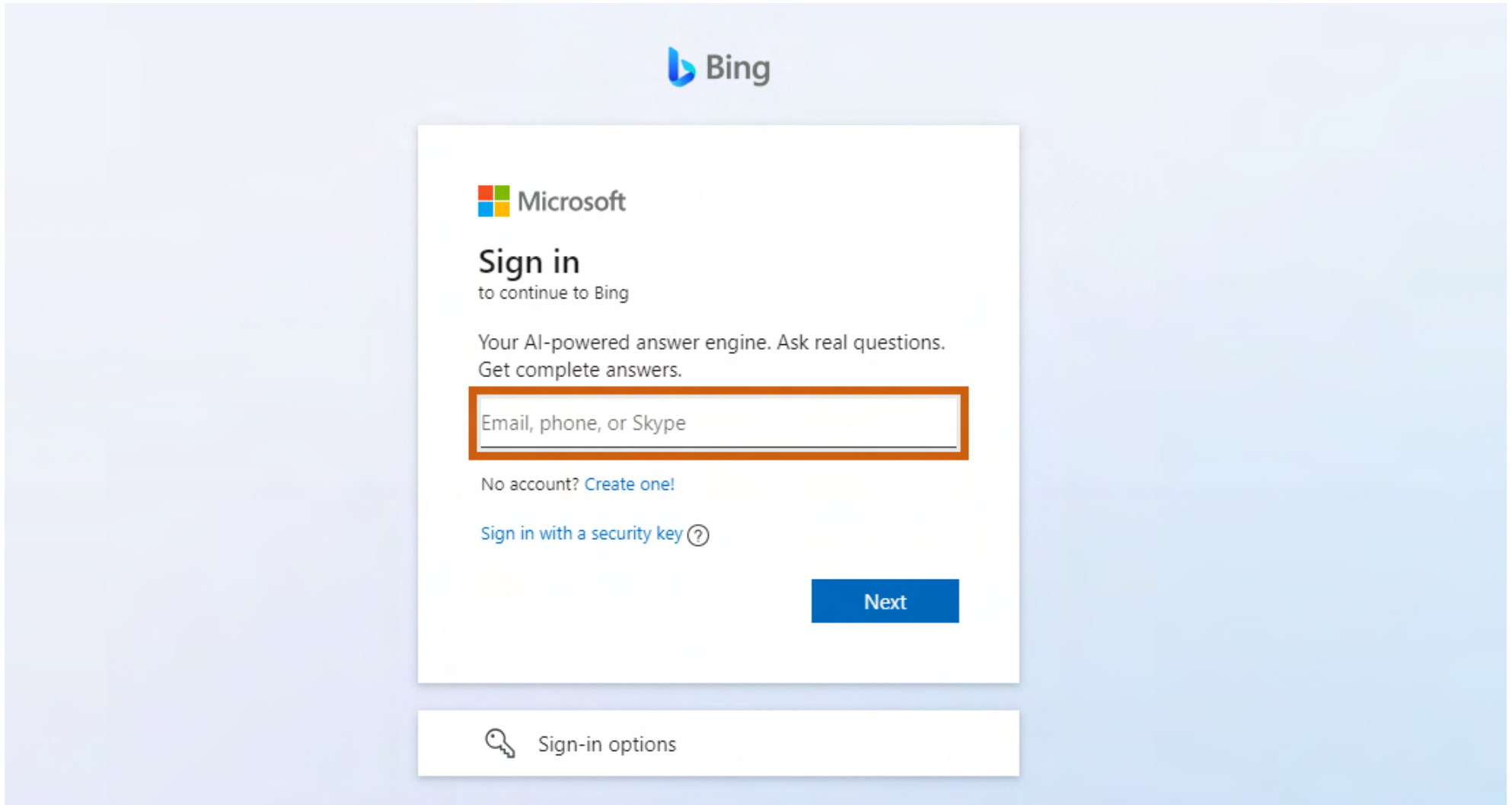


- 📌 The first step is to open [Bing.com](https://www.bing.com) in your web browser. Click **Sign in** in the **top-right corner** next to the account icon.



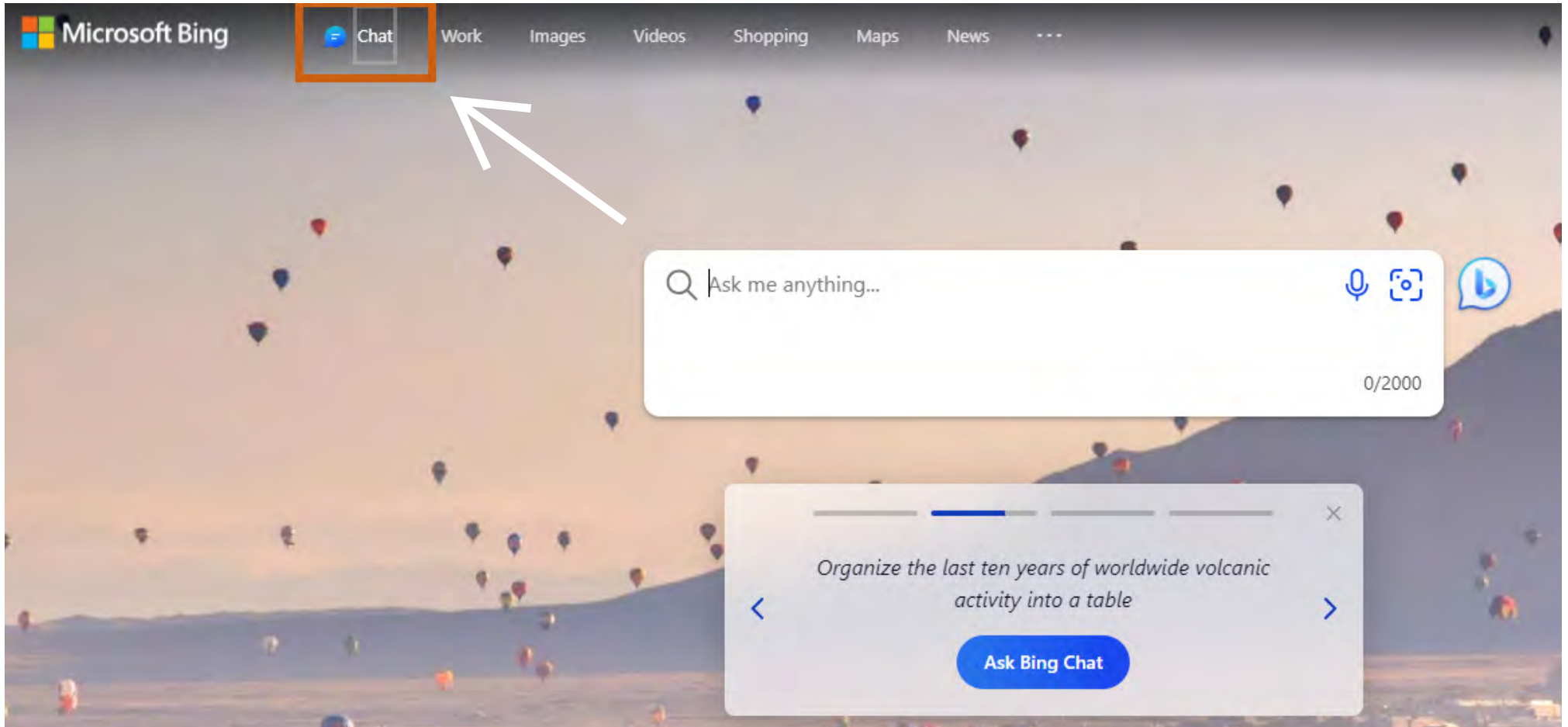


Enter your **@uttyler.edu** email and **password**.



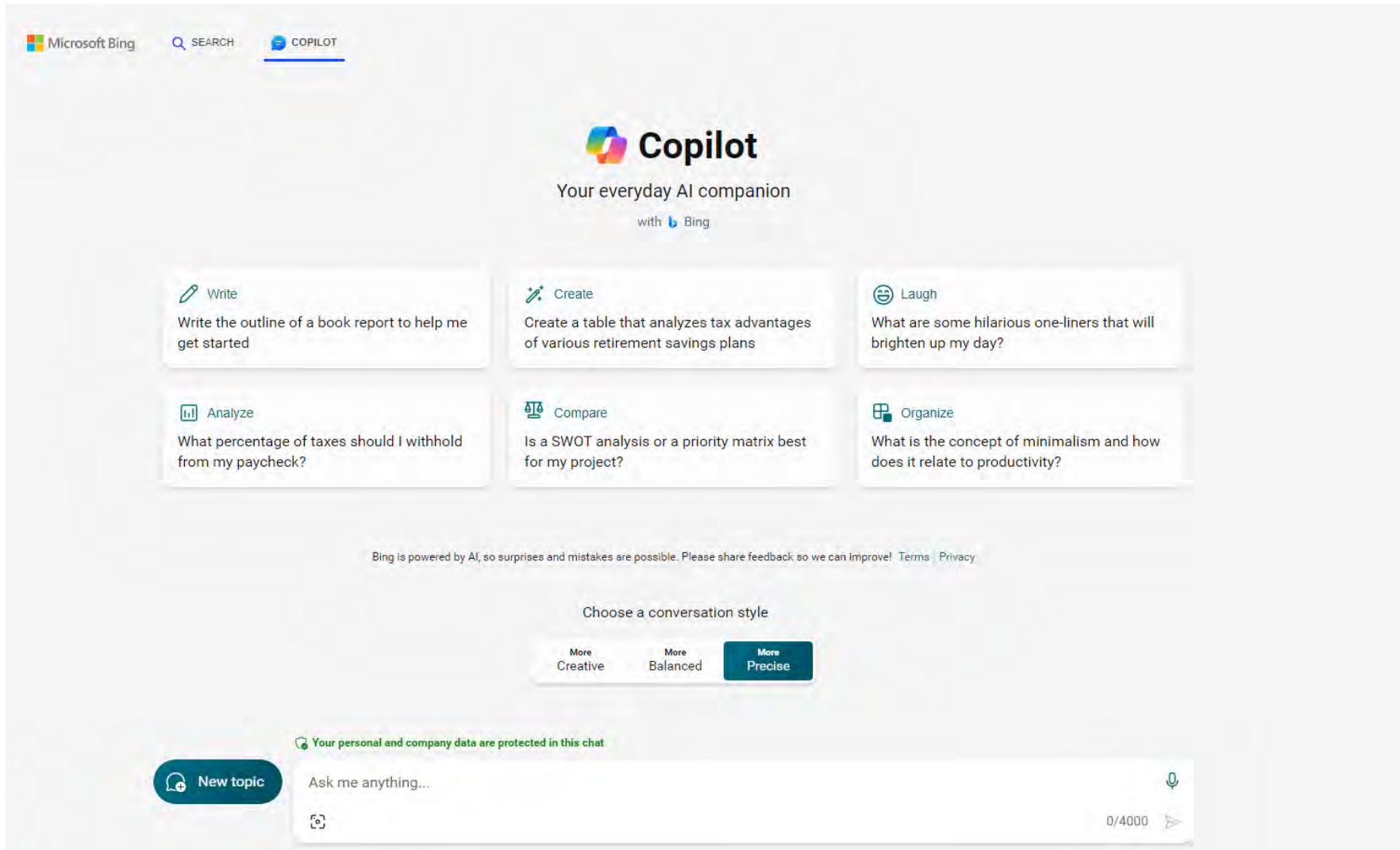
The screenshot shows the Bing sign-in interface. At the top center is the Bing logo. Below it is the Microsoft logo. The main heading is "Sign in" with the subtext "to continue to Bing". A descriptive sentence reads: "Your AI-powered answer engine. Ask real questions. Get complete answers." Below this is a text input field with the placeholder text "Email, phone, or Skype", which is highlighted with a thick orange border. Underneath the input field are two links: "No account? Create one!" and "Sign in with a security key ?". A blue "Next" button is positioned to the right of the input field. At the bottom of the sign-in area is a "Sign-in options" link with a key icon.

Click **Chat** in the **top-left** next to the blue speech bubble.





You can now start using Copilot by typing or copy-pasting text into the provided text box.



The screenshot shows the Bing Copilot interface. At the top, there are links for "Microsoft Bing", "SEARCH", and "COPILOT". The main heading is "Copilot" with the tagline "Your everyday AI companion with Bing". Below this, there are six interactive cards:

- Write**: Write the outline of a book report to help me get started
- Create**: Create a table that analyzes tax advantages of various retirement savings plans
- Laugh**: What are some hilarious one-liners that will brighten up my day?
- Analyze**: What percentage of taxes should I withhold from my paycheck?
- Compare**: Is a SWOT analysis or a priority matrix best for my project?
- Organize**: What is the concept of minimalism and how does it relate to productivity?

Below the cards, there is a disclaimer: "Bing is powered by AI, so surprises and mistakes are possible. Please share feedback so we can improve! Terms | Privacy".

Underneath, there is a section titled "Choose a conversation style" with three buttons: "More Creative", "More Balanced", and "More Precise".

At the bottom, there is a chat input area with a "New topic" button, a text box containing "Ask me anything...", a microphone icon, and a character count "0/4000". A green notification above the input area states: "Your personal and company data are protected in this chat".