Copilot: free version and paid version

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FAQ Article Print

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Keywords

Microsoft M365 Copilot pro basic paid version UGent licence

Solution (public)

All Ghent University staff and students can use Copilot for free. A paid licence adds integration with Office applications and access to your own university data.
Free version You can use Copilot in two ways:

- Without signing in — in Windows, on the web, or in the mobile app. Your conversations are not protected by the university agreement, so do not enter confidential information.
- Signed in with your Ghent University account — choose "Work or school account" when signing in. This is the [1]secure business version: your prompts and answers are not used to train the AI model.

What you get when signed in:

- Access via [2]m365.cloud.microsoft/chat
- AI chat for questions, writing, and brainstorming
- No full integration with Outlook, Teams, Word, Excel, or PowerPoint
- Slower responses during busy periods

Paid version Everything in the free signed-in version, plus:

- Integration in Outlook, Teams, Word, Excel, and PowerPoint
- Access to your Microsoft 365 work data (emails, documents, chats and meetings), so answers use your work context
- Faster and more reliable responses

How to buy a licence? Staff can buy a licence for the paid version through the [3]Microsoft Select Plus agreement.

[1] https://learn.microsoft.com/en-us/copilot/privacy-and-protections#commercial-data-protection
[2] https://m365.cloud.microsoft/chat
[3] https://helpdesk.ugent.be/software/en/faq.php#About-Microsoft-Campus-Agreement-and-Select-Plus-Agreement

Symptom (public)

Problem (public)