



# **Microsoft Copilot for Work (Web Browser Chat Based Application) Policy Implementation Notice**

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# Microsoft Copilot for Work (Web Browser Chat Based Application) Policy Implementation Notice

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## 1. Purpose

The purpose of this Policy Implementation Notice (PIN) is to inform anyone responsible for desktop management of how to properly configure Microsoft Copilot for Work (Web Browser Chat Based Application), if their government institution chooses to make the application available to its users.

## 2. Effective date

This PIN is effective as of February 1, 2025.

## 3. Authority

This PIN supports subsection 4.6.1.1 of the Policy on Service and Digital and subsection 4.1.1.1 of the Directive on Service and Digital.

## 4. Application

This PIN applies to all government institutions within the scope of the *Policy on Service and Digital*. Government institutions that are not subject to the *Policy on Service and Digital* are encouraged to adopt this PIN as good practice.

## 5. Considerations

The [Guide on the Use of Generative Artificial Intelligence](#) and [Generative AI in your daily work - Canada.ca](#) should be followed when employees use any generative AI for work use.

This PIN is specific to [Microsoft Copilot for Work \(Web Browser Chat Based Application\)](#). Microsoft Copilot for Work (Web Browser Chat Based Application) must be used for unclassified information only.

## 6. Direction

Microsoft Copilot for Work (Web Browser Chat Based Application) is part of the Microsoft Tools license, purchased by Shared Services Canada. Before enabling Microsoft Copilot for Work (Web Browser Chat Based Application), institutions must:

- 6.1 activate the Enterprise Data Protection (EntraID) setting for Microsoft Copilot for Work in their Microsoft 365 tenant
- 6.2 activate Copilot for Work capabilities in the Microsoft Edge sidebar
- 6.3 use only Government of Canada identities for authentication

Institutions should notify employees when Microsoft Copilot for Work is available for their use, provide support for proper use, and encourage employees to follow the [Guide on the Use of Generative Artificial Intelligence](#).

## 7. Compliance monitoring

TBS may audit which institutions enable Microsoft Copilot for Work (Web Browser Chat Based Application).

## 8. Enquiries

Members of the public may contact Treasury Board of Canada Secretariat Public Enquiries for information at [publicenquiries-demandedesderenseignement@tbs-sct.gc.ca](mailto:publicenquiries-demandedesderenseignement@tbs-sct.gc.ca) about this implementation notice.

Employees of federal institutions may contact [ZZCIOBDP@tbs-sct.gc.ca](mailto:ZZCIOBDP@tbs-sct.gc.ca) for information about this implementation notice.

## 9. References

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### 9.1 Legislation

- [\*Financial Administration Act\*](#)
- [\*Shared Services Canada Act\*](#)

### 9.2 Related policy instruments

- [\*Policy on Service and Digital\*](#)
- [\*Directive on Service and Digital\*](#)
- [\*Standard on Enterprise Information Technology Service Usage Restrictions\*](#)
- [\*Standard on At-Risk Information Technology\*](#)
- [\*Order in Council 2015-1071\*](#)
- [\*Framework for the Management of Compliance\*](#)
- [\*Privacy Implementation Notice 2023-03: Guidance Pertaining to the Collection, Use, Retention and Disclosure of Personal Information That Is Publicly Available Online\*](#)

### 9.3 Other references

- [\*Government of Canada Cloud Guardrails\*](#)
- [\*Guide on the Use of Generative Artificial Intelligence\*](#)
- [\*Microsoft Copilot for Microsoft 365 documentation\*](#)
- [\*Microsoft Product Terms\*](#)

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