

Connect with IT. Discover AI.

Students, faculty and staff: connect with IT staff, ask support questions and explore AI and how to use it at the university.

Get started with Microsoft Copilot Chat

Your AI assistant, included with Microsoft 365 at no additional cost for eligible TROY students, faculty and staff. Sign in with your TROY Microsoft 365 account through the TROY Microsoft 365 environment.

Six steps to better AI results

No perfect prompt needed. Give clear direction, then keep talking.

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| 1 GOAL
What do you want to accomplish? | 4 OUTPUT
Describe the desired result or format. |
| 2 CONTEXT
Explain the situation, purpose and audience. | 5 CONVERSATION
Follow up: refine, clarify and challenge. |
| 3 SOURCE
Provide information or where to look. | 6 VERIFICATION
Check facts, sources, calculations and conclusions. |

Try it: a starting point for you

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|-----------------|--|
| STUDENTS | Explain [CONCEPT] in [COURSE] simply. Give an example, then quiz me one question at a time. Wait for my attempt. |
| FACULTY | Suggest three active-learning exercises for [CONCEPT] in [SUBJECT]. Include objectives, instructions, time and assessment. |
| STAFF | Summarize this material into Issue, Current Situation, Key Findings, Risks and Next Steps. Don't add unsupported facts. |

Don't stop with the first answer. Ask: "What am I overlooking?" or "What evidence supports that statement?" The first response is a starting point, not finished work.

Remember: you are still in control.

AI can be confidently wrong. Verify important information, sources and citations; never assume quotes or statistics are genuine. Protect university information and follow TROY security, privacy, data classification, records, acceptable-use and AI requirements. Use human judgment; you are responsible for results. Students: follow your instructor's AI requirements.



COPILOT CHAT GUIDE
it.troy.edu/ai-tools/

Scan the QR code or visit the URL to access the full guide.