

Guide to controlling privacy settings on Copilot

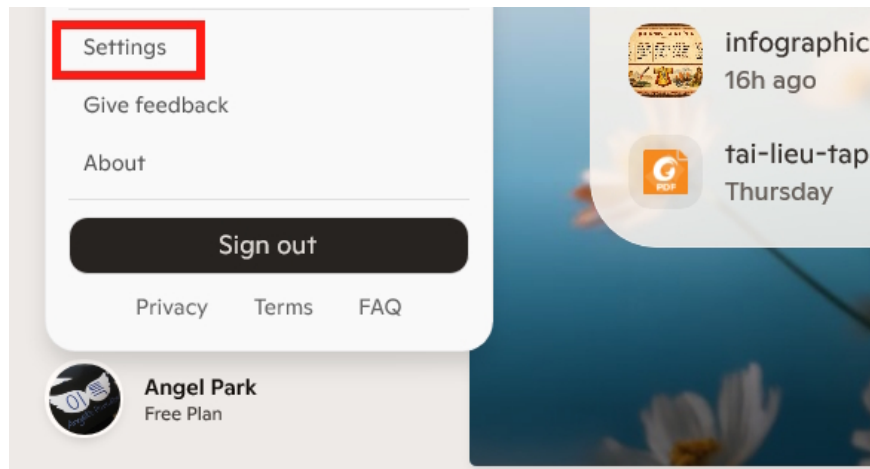
If you don't want Microsoft to use your private conversations for their own purposes, you should adjust the privacy settings for Copilot, as described in the article below.

Like most other AI applications, Copilot collects a lot of data about you, ostensibly to personalize conversations, but in reality, it can be used to support Copilot's training process. If you don't want Microsoft to use your personal conversations for its own purposes, you should adjust Copilot's privacy settings, as described in the article below.

How to control privacy settings on Copilot

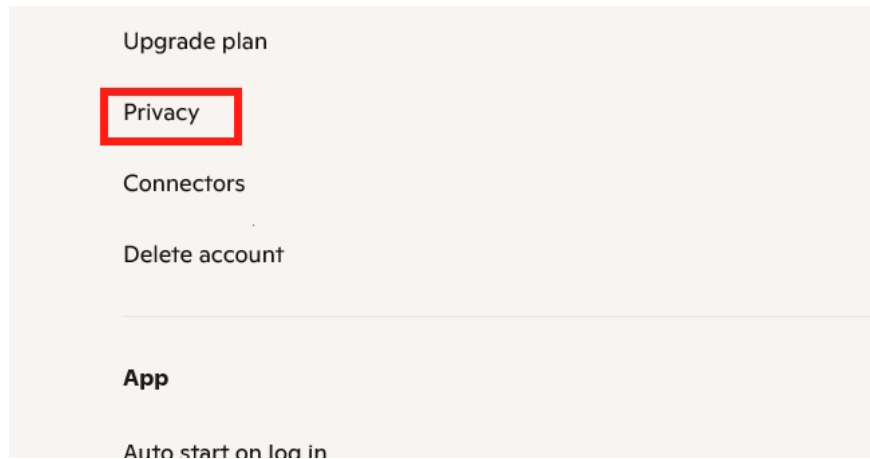
Step 1:

Open the Copilot application on your computer, then **click on your profile picture** , and then **select Settings** to adjust it.

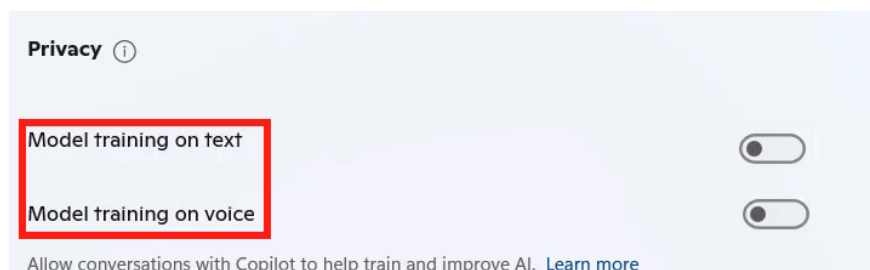


Step 2:

On the main interface, we **then select the Privacy option** to adjust privacy settings on Copilot.

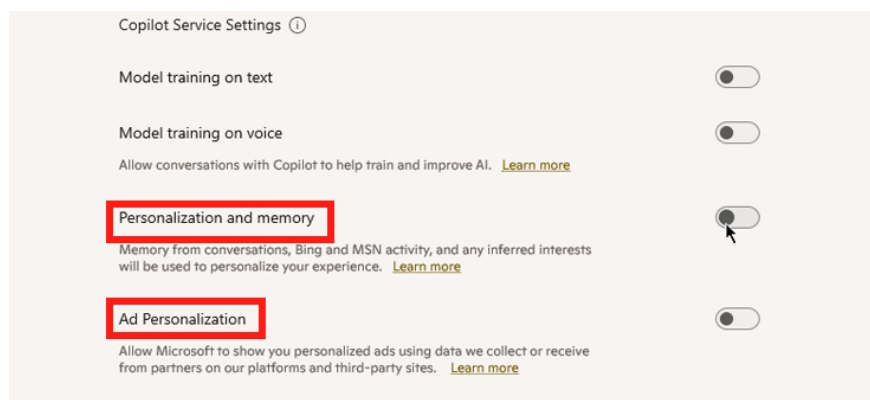


Next, navigate to the privacy settings interface for Copilot. Here, we **disable the "Model training on text" and "Model training on voice" settings** to prevent the collection of voice and text for Copilot's model training.



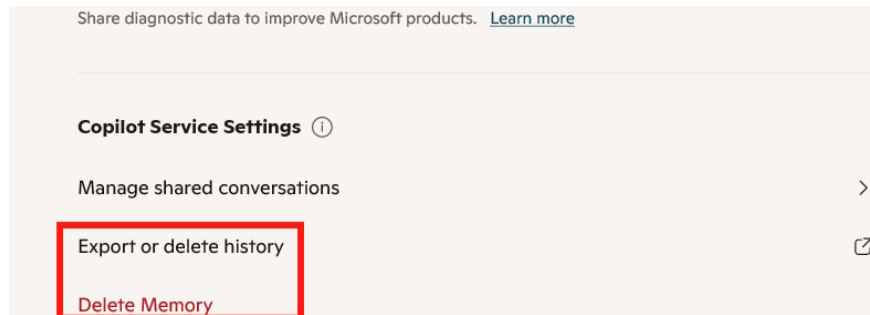
Step 3:

Next, you should also **turn off the Personalization and memory and Ad Personalization settings**.



If you have shared any personal information with Copilot in the past and no longer want that information stored, you can delete it from the app's memory.

We **click on "Export or delete history"** below to delete all messaging history with Copilot. You can refer to the article below for more information.



1. Instructions on how to delete Microsoft Copilot activity history
2. Instructions on how to delete Copilot history in Edge Windows

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