



# Advice on disabling Copilot applications in Microsoft products

20 February 2025

## Introduction

SURF has received questions from institutions about the deployment of Copilot. After the DPIA was published on 18 December 2024, Microsoft adjusted settings, so not all advice from the DPIA was directly usable.

SURF has limited itself to looking up the latest information, as much as possible from Microsoft itself, on the various configuration options for system administrators to centrally disable access to Copilot in the Windows operating system, the Edge browser, and in the various forms of Microsoft 365.

Microsoft, meanwhile, has also made a name change that could lead to confusion.

The DPIA distinguishes between Microsoft 365 Copilot on the one hand, and Copilot with Enterprise Data Protection on the other. The difference is that Copilot with Enterprise Data Protection is free, and has no access to the Graph. Microsoft now uses the term and green shield with Enterprise Data Protection for both types of Copilot. So, a user with a Microsoft 365 'school' account can no longer easily tell whether there is a free, or a paid Copilot license.

Administrators can use the same policies to centrally disable access to Copilot, whether paid or free.

Please note: Microsoft environments are constantly evolving. These advisories were prepared in early February 2025, and then reviewed and supplemented by SURF Microsoft environment administrators. This configuration advice may be overtaken by time. Please check beforehand whether the advice given is still current or relevant.

## Centrally deploying access to Copilot

The table below refers by numbers to the policies that allow administrators to centrally disable access.

Table1 : Overview of different manifestations of Copilot and platforms

M365 Copilot with Enterprise Data Protection (for users with M365 account, but without separate, paid M365 Copilot licence)	M365 Copilot with Enterprise Data Protection (for users with M365 account AND a separate M365 Copilot licence).
Web out (Bing out) (1)	
Remove access to free Copilot (2)	Remove paid Copilot licence (3)
Windows (4)	
Edge (5)	
Microsoft 365 apps installed (2)	
Microsoft 365 apps online (2)	
Copilot in Teams (transcription) (6)	
Access from Home and Pro private Microsoft account (7)	
Copilot image generation & other functionalities (8)	

## 1. Disable Bing search

- 1) Go to: <https://config.office.com/officeSettings/officePolicies>
- 2) Modify existing policy or create a new one.
- 3) Search for "Allow web search in Copilot"
- 4) Set the Configuration setting to "Enabled" and the Options to "Disabled in Microsoft 365 Copilot and Microsoft Copilot" and publish the custom policy.

**Allow web search in Copilot**

**Platforms**  
Windows, Mac, iOS, Android, Office on the web

**Applications**  
Office

This policy setting controls web search availability when using Microsoft 365 Copilot or Microsoft Copilot. Web search data is h...

[Show more](#)

**Configuration setting**

Enabled

**Additional setting**

**Options**

Disabled in Microsoft 365 Copilot and Microsoft Copilot

Enabled in Microsoft 365 Copilot and Microsoft Copilot

Disabled in Microsoft 365 Copilot and Microsoft Copilot

Disabled in Microsoft 365 Copilot Work mode, Enabled in Microsoft 365 C...

## 2. Remove access to free Copilot with Enterprise Data Protection

Microsoft does not provide clear instructions on how organisations with Education licences can centrally turn off the use of the free Copilot with Enterprise Data Protection. Therefore, Privacy Company describes three ways documented by Microsoft.

### Method 1: Powershell

Via Powershell, disable service plans to use 'free' Copilot.<sup>1</sup>

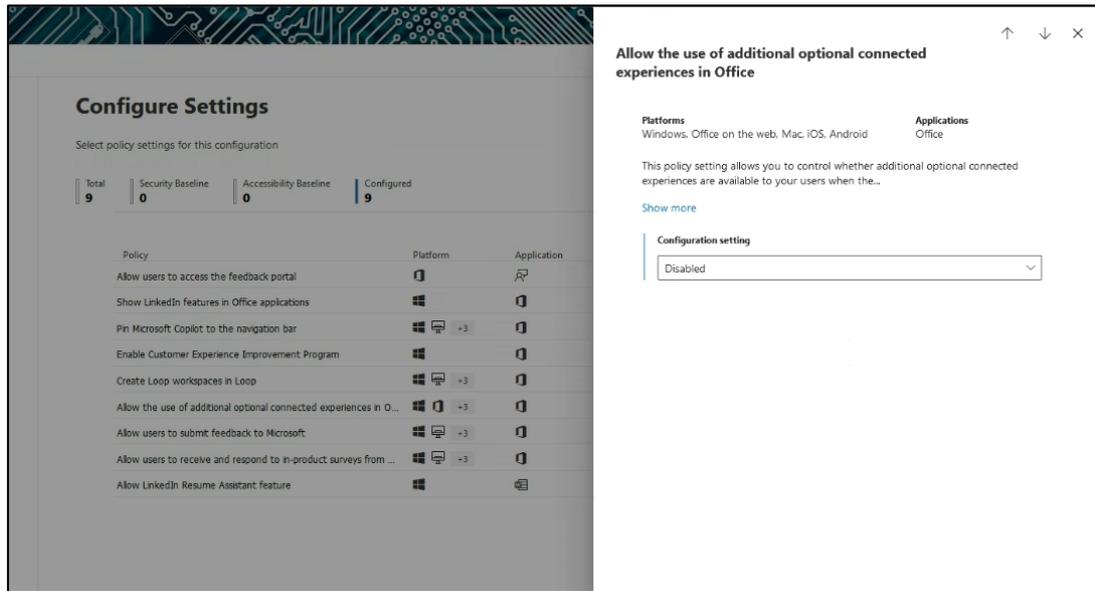
### Method 2: Additional Optional Connected Experiences

Disable "Additional optional connected experiences<sup>2</sup>" in Office (to disable access to Copilot in the M365 apps)

1. Go to: <https://config.office.com/officeSettings/officePolicies>
2. Update the existing policy or create a new one.
3. Search for "Allow the use of additional optional connected experiences in Office"
4. Set to "Disabled" and publish the custom policy.

<sup>1</sup> <https://learn.microsoft.com/en-us/microsoft-365/enterprise/disable-access-to-services-with-microsoft-365-powershell?view=o365-worldwide>. Privacy Company itself used Microsoft's now outdated information on blocking Bing Enterprise Chat, the precursor to Enterprise Data Protection at <https://web.archive.org/learn.microsoft.com/en-us/copilot/manage#-enterprise-service-plan>.

<sup>2</sup> <https://go.microsoft.com/fwlink/p/?linkid=2085690>

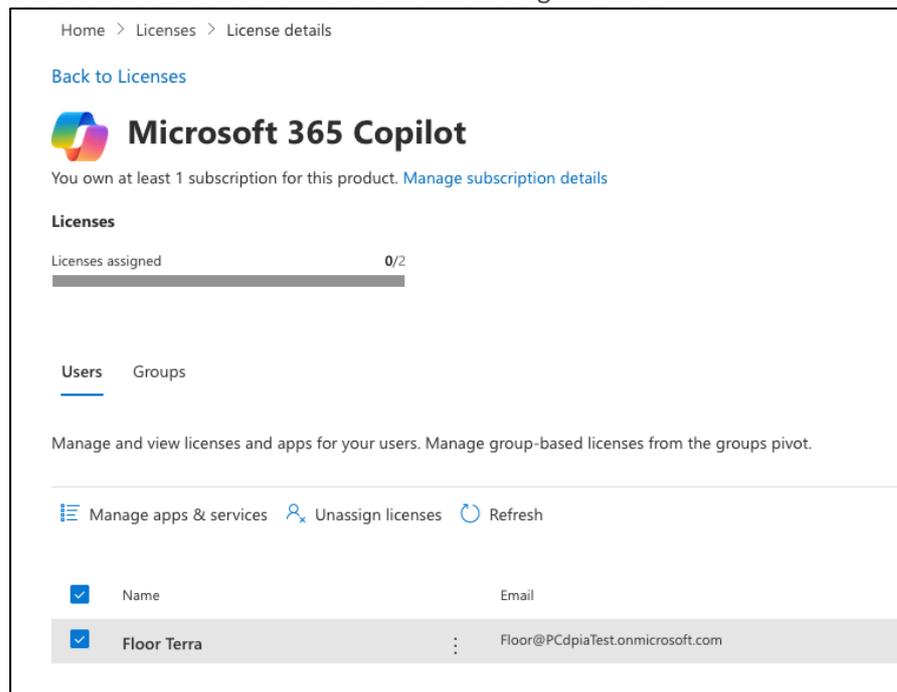


### Method 3: Unpinning Copilot vignette

Follow Microsoft's instructions to undo the 'pinning' of the Microsoft Copilot advertising button in the navigation bar.<sup>3</sup>

## 3. Remove paid Copilot licence

- 1) Go to <https://admin.microsoft.com/Adminportal/Home#/licenses>
- 2) Select the Copilot licence
- 3) Select the desired users and click on "Unassign licences"



<sup>3</sup> <https://learn.microsoft.com/en-us/copilot/manage#removing-access-to--chat>

## 4. Remove Copilot from Windows

There are three methods to remove Copilot from Windows: with a group policy, with a registry key or with Intune. Microsoft warns about using the group policy and registry key: "*This policy is deprecated and may be removed in a future release.*"<sup>4</sup> According to Microsoft, this policy is not effective for the "new Copilot experience", an app that will appear in the sidebar of Windows, but Microsoft does not describe whether administrators can turn off that "new Copilot experience".<sup>5</sup> Microsoft also writes: "*\*\*Copilot in Windows is being rolled out gradually to Windows Insiders across our global markets. Customers in the European Economic Area will be able to download the Copilot in Windows experience as an app from the Microsoft Store (coming soon).*"<sup>6</sup> This may mean that from Windows 11 24H2, Copilot will no longer be automatically enabled, and administrators can continue to prevent the installation of unapproved apps on work devices in the usual way (e.g. with Intune).

### Method 1: Registry key

- 1) Use registry key "SOFTWARE\Policies\Microsoft\Windows\WindowsCopilot " (may require reboot)

### Method 2: TurnOffWindowsCopilot Group policy

- 1) Use group policy  
"./User/Vendor/MSFT/Policy/Config/WindowsAI/TurnOffWindowsCopilot"
- 2) Set value to 1 (int)

### Method 3: Intune

Probably Intune uses the same registry key as above in method 1. Note that this instruction is not from Microsoft itself,<sup>7</sup> but seems to be correct (screenshot taken by Privacy Company in its own tenant).

- 1) Go to: <https://intune.microsoft.com/>
- 2) Go to *Devices - Windows - Configuration Profiles*
- 3) Select the platform as *Windows 10 and Later*, Select Profile Type as *Templates*.
- 4) In the Search bar - Type in "Custom". Click on the Custom option to create a custom Intune policy.

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<sup>4</sup> Microsoft, TurnOffWindowsCopilot, URL: <https://learn.microsoft.com/nl-nl/windows/client-management/mdm/policy-csp-windowsai#turnoffwindowscopilot>

<sup>5</sup> Microsoft blog, Releasing Windows 11, version 24H2 to the Release Preview Channel, 22 May 2024, URL: <https://blogs.windows.com/windows-insider/2024/05/22/releasing-windows-11-version-24h2-to-the-release-preview-channel/>

<sup>6</sup> Idem.

<sup>7</sup> Turn Off Copilot In Windows Using Intune And Group Policy HTMD Blog, URL: <https://www.anoopcnaair.com/turn-off-copilot-in-windows-using-intune-policy/>.



Edit Row	
OMA-URI Settings	
Name *	TurnOffWindowsCopilot
Description	Zet Copilot in Windows uit ✓
OMA-URI *	./User/Vendor/MSFT/Policy/Config/WindowsAI...
Data type	Integer
Value *	1

- 5) Name - TurnOffWindowsCopilot
- 6) Description - You can add the description for reference.
- 7) OMA-URI - ./User/Vendor/MSFT/Policy/Config/WindowsAI/TurnOffWindowsCopilot
- 8) Data Type - Integer
- 9) Value - 1 (Disable Copilot)
- 10) Click on the Save button to continue.

## 5. Remove Copilot from Edge

- 1) Set Windows registry key "SOFTWARE\Policies\Microsoft\Edge" value "HubsSidebarEnabled" to 0.
- 2) Check the official documentation on <https://learn.microsoft.com/en-us/deployedge/microsoft-edge-policies#hubssidebareenabled>
- 3) Variations on this configuration option can be found at <https://learn.microsoft.com/en-us/copilot/manage#manage--chat-in-edge>

## 6. Using Copilot in Teams

Microsoft explains how to turn off use of Copilot in Teams. <sup>8</sup>

- 1) Go to <https://Admin.teams.microsoft.com/policies/meetings>
- 2) Choose a policy assigned to the relevant users, or all users
- 3) Choose the Copilot option (with 4 choices) and select 'off'

Default expiration time	99999
Store recordings outside of your country or region	<input type="checkbox"/> Off
Transcription	<input type="checkbox"/> Off
Live captions	Off, but organizers and co-organizers can
Copilot	Off

<sup>8</sup> <https://learn.microsoft.com/en-us/microsoftteams/copilot-teams-transcription>

## 7. Disabling Copilot in Home and Pro accounts

As described in the DPIA, Microsoft advises employees/students to bypass the Copilot restrictions of the Education account by using a private account.

Microsoft offers a way to disable access to Copilot with private paid Pro accounts via [config.office.com](https://config.office.com).



When it comes to using Copilot with free Home accounts, Microsoft only describes a very drastic way to undo this circumvention, namely, by using tenant restrictions v2.<sup>9</sup> This means that the setting must enforce TLS interception for all users on the network to add headers to the network traffic. With those headers, the institution instructs Microsoft not to allow use of other Microsoft accounts or tenants (such as a 'Home' account). Students can still bypass this restriction by opening Copilot in a private Window in their browser.

## 8. Disable Copilot functionalities via Copilot settings

Screen to view and change 'general' Copilot settings.

### Turn off Copilot image generation

- 1) Go to: <https://admin.microsoft.com/Adminportal/Home?source=applauncher#/copilot/settings>

<sup>9</sup> <https://learn.microsoft.com/en-us/copilot/manage#removing-access-to--chat> with link to <https://learn.microsoft.com/en-us/entra/external-id/tenant-restrictions-v2>.



**Copilot**

Manage everything related to Copilot. View insights about how people are using and learning about Copilot, assign licenses, find training, change settings, and more.

Discover Settings

Name	Description	Applies to
Copilot agent consumption meter	Setup and configure consumption meters for Copilot Agents	Microsoft 365 Copilot
Copilot image generation	Manage whether users can generate images with Copilot	Designer integrations across Copilot
Copilot in Bing, Edge, and Windows	Manage how your organization uses Copilot, your AI-powered chat for the web.	Bing, Microsoft Edge, Windows
Copilot in Edge	Copilot in Edge gives your organization AI-powered chat for work with enterprise data protection.	Microsoft Edge
Copilot in Power Platform and Dynamics 365	Manage more settings related to Copilot and agents in Power Platform and Dynamics 365.	Microsoft 365 Copilot
Copilot in Teams meetings	Go to the Microsoft Teams admin center to change how Copilot is used in meetings.	Copilot in Microsoft Teams
Microsoft 365 Copilot self-service purchases	Control product trials and purchases to enable for end users in your organization.	Microsoft 365 Copilot
Pin Microsoft 365 Copilot Chat	Choose whether users have Microsoft 365 Copilot Chat pinned to the navigation bar across experiences.	Microsoft 365 Copilot Chat, Microsoft 365 Copilot app, Outlook, Mx
Web search for Microsoft 365 Copilot and Microsoft 365 Copilot Chat	Provide Copilot with additional functionality by allowing access to web search.	Microsoft 365 Copilot, Microsoft 365 Copilot Chat

- 2) Choose Copilot image generation.
- 3) Choose the 'Don't allow' option.

**Copilot image generation**

With Copilot image generation, users can ask Copilot to create, design, and edit images to visualize ideas and enhance their projects.

[Learn more about Copilot image generation and Responsible AI](#)

Copilot image generation uses Responsible AI to prevent the upload or generation of harmful images.

**Allow Copilot image generation (recommended)**  
Users can create images in Microsoft 365 apps and Designer.

**Don't allow**  
Copilot will only provide stock or brand images when prompted.

### Microsoft 365 Copilot self-service purchases

- 1) Go to:  
<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/copilot/settings>
- 2) Choose Microsoft 365 Copilot self-service purchases
- 3) Choose the 'Do not allow' option

**Microsoft 365 Copilot self-service purchases**

Give users the flexibility to acquire this product without an administrator's help. This can help admins understand and manage the demand.

[Go to self-service settings for other products](#)  
[Learn which products offer self-service trials](#)

**Allow**  
Users can try or buy this product on their own.

**Allow trials only**  
Users can try this product for free, but cannot buy it themselves. When the trial ends, it does not convert to a paid subscription, but users might be able to request a paid license from an admin.

**Do not allow**  
No self-service purchases are allowed for this product, but in some cases, free trials might still be available, and users might be able to request a paid license from an admin.

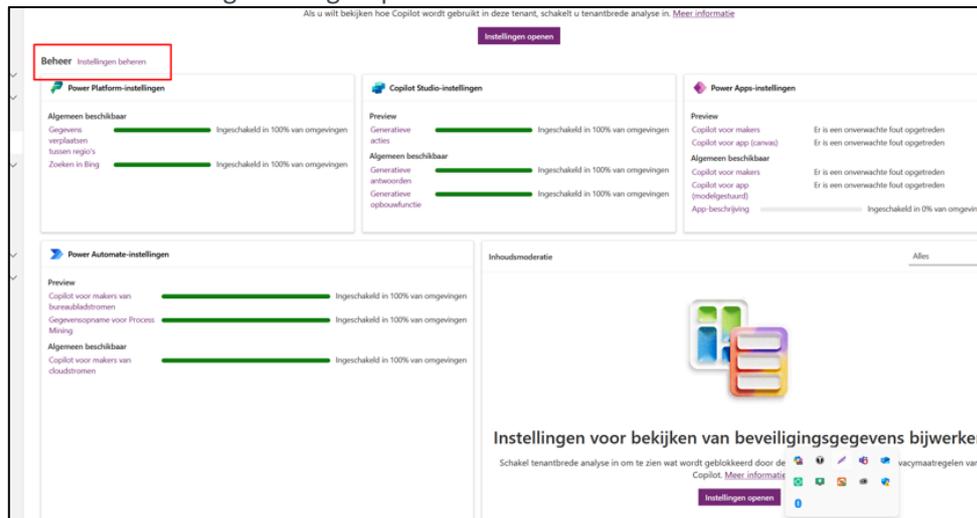


## OPTIONAL Turn off Copilot in Power Platform and Dynamics 365

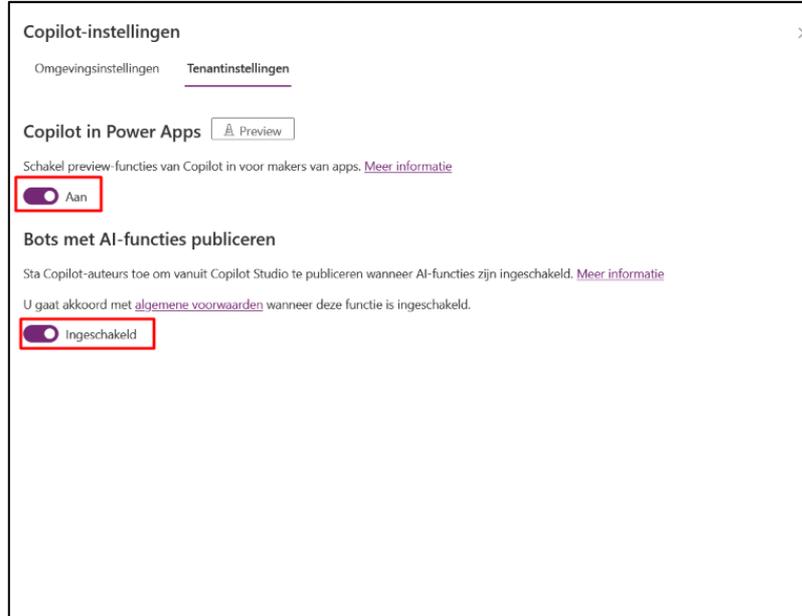
1. Go to:  
<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/copilot/settings>
2. Choose Copilot in Power Platform and Dynamics 365.



3. Choose the 'manage settings' option.



4. Disable 'Copilot in Power Apps' and 'Publish bots with AI features'.



The screenshot shows the 'Copilot-instellingen' (Copilot settings) window. It has two tabs: 'Omgevingsinstellingen' (Environment settings) and 'Tenantinstellingen' (Tenant settings), with the latter selected. Under 'Copilot in Power Apps', there is a 'Preview' button and a toggle switch labeled 'Aan' (On), which is currently turned on. Below this, there is a section titled 'Bots met AI-functies publiceren' (Publish bots with AI features) with a toggle switch labeled 'Ingeschakeld' (Enabled), which is also currently turned on. Both toggle switches are highlighted with red boxes. The text below the second toggle switch reads: 'U gaat akkoord met [algemene voorwaarden](#) wanneer deze functie is ingeschakeld.' (You agree to the [general terms and conditions](#) when this feature is enabled.)