

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.

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 (B	Bing out) (1)			
Remove access to free Copilot (2)	Remove paid Copilot licence (3)			
Windo	ows (4)			
Edg	e (5)			
Microsoft 365 a	ipps 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)				

Table1 : Overview of different manifestations of Copilot and platforms



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.

w web search in Copilot	
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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.¹

Method 2: Additional Optional Connected Experiences

Disable "Additional optional connected experiences² " 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.

¹ https://learn.microsoft.com/en-us/microsoft-365/enterprise/disable-access-to-services-with-microsoft-365powershell?view=0365-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.

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

Cor	figure Cottings				
COI	ingure settings			Platforms Applications	
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	Show LinkedIn features in Office applications	4	0		
	Pin Microsoft Copilot to the navigation bar	# 🖶 +3	a		
	Enable Customer Experience Improvement Program	4	a		
	Create Loop workspaces in Loop	# 🖶 +3	a		
	Allow the use of additional optional connected experiences in O	III () +3	0		
	Allow users to submit feedback to Microsoft	# 🖶 +3	0		
	Allow users to receive and respond to in-product surveys from	# 🚍 +3	0		
	Allow LinkedIn Resume Assistant feature	4	dia		

Method 3: Unpinning Copilot vignette

Follow Microsoft's instructions to undo the 'pinning' of the Microsoft Copilot advertising button in the navigation ${\rm bar.}^3$

3. Remove paid Copilot licence

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- 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"

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Back to	Licenses			
	Microsof	t 365 Copil	ot	
You own	n at least 1 subscription	n for this product. Man	age sub	scription details
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³ 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*."⁴ 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".⁵ 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 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/WindowsAl/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,⁷ but seems to be correct (screenshot taken by Privacy Company in its own tenant).

- 1) Go to: <u>https://intune.microsoft.com/</u>
- 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.

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

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

⁶ Idem.

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

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Data type	Integer V
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 <u>https://learn.microsoft.com/en-us/deployedge/microsoft-edge-policies#hubssidebarenabled</u>
- Variations on this configuration option can be found at <u>https://learn.microsoft.com/en-us/copilot/manage#manage--chat-in-edge</u>

6. Using Copilot in Teams

Microsoft explains how to turn off use of Copilot in Teams.⁸

- 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'

Meetings	^	Default expiration time	99999
Audio Conferencing		Store recordings outside of your country or region ()	O Off
Meeting policies		Transcription 🕔	O Off
Customization policies		Find related settings at <u>Voice > Calling policies</u> , <u>Meetings > Live events policies</u> , and <u>Voice > Voicemail policies</u>	_
Meeting settings		Live captions Find related settings at <u>Voice > Calling policies</u>	Off, but organizers and co-organizers ca
Live events policies		Copilot 🕚	Off
Live events settings		Ν	

⁸ 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.

Мт	ultiple account access to Copilot for work do	ruments	\uparrow	\rightarrow	×
	imple account access to copilot for work add	cuments			
	Platforms Windows, Mac, iOS, Android	Applications Office			
	This policy setting controls multiple account access to users to use Copilot in Microsoft 365 apps on work de license from outside your organization. For example, personal Copilot Pro subscription. By default, multiple your users.	o Copilot, which allo ocuments using a C if they have Copilot e account access is	ows your Copilot : from a available	e to	
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	For more information about multiple account access https://go.microsoft.com/fwlink/p/?linkid=2300619	to Copilot, see 3			
	Show less				
	Configuration setting				
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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 v2.⁹ 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/set tings

⁹ 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 about Copilot, assign licenses, find training, change settings, and more.	are using and learning	
Discover Settings		
Name †	Description	Applies to
👩 Copilot agent consumption meter	Setup and configure consumption meters for Copilot Agents	Microsoft 365 Copilet
🧑 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 Al-powered chat for the web.	b Bing 😋 Microsoft Edge 🌉 Windows
🧑 Copilot in Edge	Copilot in Edge gives your organization Al-powered chat for work with enterprise data protection.	C 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 Copilet
👩 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 Copilet
🤣 Pin Microsoft 365 Copilot Chat	Choose whether users have Microsoft 365 Copilot Chat pinned to the navigation bar across experiences.	🚱 Microsoft 365 Copilet Chat 🖨 Microsoft 365 Copilet app 💁 Outlook 🕸 Mic
	Bravida Conilat with additional functionality by allowing access to web search	A Microsoft 365 Canillet 🙆 Microsoft 365 Canillet Chat

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



Microsoft 365 Copilot self-service purchases

1) Go to:

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https://admin.microsoft.com/Adminportal/Home?source=applauncher#/copilot/set tings

- 2) Choose Microsoft 365 Copilot self-service purchases
- 3) Choose the 'Do not allow' option

Give users the flex	ibility to acquire this product without an administrator's help. This
can help admins u	inderstand and manage the demand.
Go to self-service	settings for other products
Learn which produ	ucts offer self-service trials
Allow Users can try	or buy this product on their own.
Allow trials o	nly
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	I license from an admin.
Do not allow No self-servic trials might st from an admi	e purchases are allowed for this product, but in some cases, free ill be available, and users might be able to request a paid license n.



OPTIONAL Turn off Copilot in Power Platform and Dynamics 365

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

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Instellingen voor bekijken van beveiligingsgegevens bijwerker

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

Copilot-instellingen	×
Omgevingsinstellingen Tenantinstellingen	
Copilot in Power Apps A Preview Schakel preview-functies van Copilot in voor makers van apps. <u>Meer informatie</u> An	
Bots met Al-functies publiceren	
Sta Copilot-auteurs toe om vanuit Copilot Studio te publiceren wanneer Al-functies zijn ingeschakeld. Meer informatie	
U gaat akkoord met <u>algemene voorwaarden</u> wanneer deze functie is ingeschakeld.	