



Unlock the full value of your Copilot trial

Enable recommended settings so users can fully experience Copilot from day one

Enable the best Copilot experience

In the Microsoft 365 admin center, expand *Copilot* > *Settings* and confirm the following default settings.

-  **Web search** – supplements your organizational data with current information from across the web
-  **Pin Copilot Chat** – puts Copilot in Teams, Outlook and the M365 apps
-  **Teams transcription** – enables Copilot to summarize meetings and answer questions from transcripts



Enable Copilot Cowork (optional)*

Your trial includes the option to enable [Copilot Cowork](#), which incurs usage-based charges. Limit access to trial users and set a budget to explore confidently while minimizing costs.

- 1 Set up usage-based billing and assign a Billing Admin or AI Admin to manage usage.
- 2 Set a monthly spending budget to limit the number of credits that can be used
- 3 Create a group of trial users and assign this billing policy to those users

Start Securely: Before enabling Microsoft 365 Copilot, establish a secure foundation. [More details](#)

-  **Enable MFA** for all users and configure Conditional Access policies to reduce the risk of unauthorized access.
-  **Review and remediate** oversharing risks by assessing SharePoint permissions and identifying sensitive content before deployment.
-  **Implement access controls and sensitivity labels** to ensure Copilot only surfaces information users are authorized to access.

Additional resources

[Assign Copilot licenses to users](#)
[Minimum requirements to deploy Microsoft 365 Copilot](#)
[Copilot app admin settings](#)

[Manage Copilot in the admin center](#)
[Usage-Based Billing and Cost Management](#)
[Organizational prompts](#)

*Important: budgets and alerts help admins manage spend, but they are not a hard stop. To control exposure, limit the assigned users or group, review usage regularly, and expand access only when you are comfortable with the spend pattern.