%Lepide

QUICK START GUIDE

HOW TO SECURE MICROSOFT 365 COPILOT USING LEPIDE

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1 Introduction

Microsoft Copilot is an advanced AI tool that can help with a variety of tasks to increase productivity. One of these tasks is its ability to assist in generating content. While this can be a major advantage, there are also disadvantages to using Copilot, particularly in terms of security. It is crucial, therefore, that there is a clear understanding of what the drawbacks are for any potential users and organizations before, during and after the implementation of Copilot. This will ensure that informed decisions can be made to minimize the threat surface and avoid the unintentional exposing of sensitive information, therefore keeping all Microsoft 365 Copilot data secure.

2 Why is there a Need to Monitor Copilot?

Copilot must collect and analyze user data to deliver search results, and this data will inevitably include sensitive or confidential information. It is, therefore, essential that user permissions are thoroughly checked before and during implementation. However, it is also crucial that Copilot activity is continually monitored going forward to ensure that users continue to have the bare minimum access required to do their job. If users have privileges that they don't need or should not have, then Copilot could deliver information to them that they should not have access to.

The Lepide Data Security Platform provides a comprehensive yet straightforward way to monitor Copilot usage using a range of pre-defined reports. These reports provide information including who has access to Copilot, any changes to Copilot access, inactive users with Copilot access, searches made using Copilot, sensitive data accessed by Copilot and changes to sensitivity labels.

These reports are explained in detail in Section 4 below.

3 The Lepide Copilot Reports

The Copilot reports within the Lepide Solution are in Lepide Trust and Lepide Auditor and are as follows:

The Lepide Trust Copilot Reports:

- Copilot Access
- Copilot Access Changed
- Inactive Users with Copilot Access
- All Copilot Searches

The Lepide Auditor Copilot Reports:

- Sensitive Data Accessed by Copilot
- Sensitivity Label Changes

The steps on how to run these reports are given below.

4 How to Configure Lepide to Run the Copilot Reports

4.1 Prerequisites

To configure and run the Copilot Reports, you need to have installed the Lepide Web Console and added a Copilot component which is found within the Microsoft 365 component. For details on how to add this please refer to the <u>Web Console User Guide</u>.

4.2 Run the Lepide Trust Copilot Reports

Once the Copilot component has been installed, you can generate the Copilot reports and the steps to do this are as follows:

The Copilot reports available within Lepide Trust are:

- Copilot Access
- Copilot Access Changed
- Inactive Users with Copilot Access
- All Copilot Searches

ch Q	Report Name	Description 个	Shared With	1 Shared By	Ť	My Lepide 🔶 🕆	Report Type	1 Adde	ed By 🔿	Added On	Actio
File Server		Q Q		Q	Q			Q	Q		Q
SharePoint Online	Copilot Access	Shows all copilot access.					Predefined				1
Current Permission Analysis	Copilot Access Changed	Shows all copilot access					Predefined				
Risk Analysis	Inactive Users with Copil	Shows all inactive users				***	Predefined				:
Anomaly Analysis	All Copilot Searches	Shows all copilot searches.				111	Predefined				8
Copilot Access Copilot Access Changed Inactive Users with Copilot Access All Copilot Searches											

Figure 1: Copilot Reports within Lepide Trust

- From the web console Home screen, choose Lepide Trust
- From the Lepide Trust Menu at the top of the screen, choose Reports

t Lepide Trust	000 000	My Lepide	φ	Lepide Detect	[0]	Lepide Identify	Global Dashboard
Dashboards							
Reports							

Figure 2: Lepide Trust Reports Menu

From the tree structure to the left side of the screen, expand **Copilot** to see the Copilot reports:



Figure 3: Tree Structure showing Lepide Trust Copilot Reports

4.2.1 Running the Copilot Access Report

This report shows users who have accessed Copilot within the last specified number of days. It includes information about the user name, license type, when the license was granted, the date it was last accessed and how many times the user accessed Copilot. The default number of days is 30 but this can be changed by adding a filter.

To run the report:

• Click on the Copilot Access Report from the tree structure

Pepting Berging Set insite: Status 100, 100, 200, 200, 200, 200, 200, 200,	🕷 Lepide			Home	e 💭 Lepide Auditor 🔃 Lepide Trus	t 🐘 My Lepide -🕁 Lepide Detect	🖸 Lepide Identify 🌐 Global Dashb	ioard 🔯 N
Report Name - Coplied Accessed Them 1: Effect Marker : Effect	Report							
Eters trank Nie: (Egelde HUI) AND Accessed Court in Dys: (Egelde HUI) <td< td=""><td>Report Name - Copilot Acces</td><td>55</td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Report Name - Copilot Acces	55						
Home / Lepide Trust / Reports / Copilot Access Emport Emport Ver Name Institution Instite Institution Institution Insti	Filters : Tenant Name : [Equal:	s [All]] AND Accessed Count in Days : [Equ	als [30]]					
User Name funding funding funding funding funding funding funding funding funding funding funding funding funding <td< td=""><td>Home / Lepide Trust / Repo</td><td>rts / Copilot / Copilot Access</td><td></td><td></td><td></td><td></td><td>Generate Report</td><td>Export</td></td<>	Home / Lepide Trust / Repo	rts / Copilot / Copilot Access					Generate Report	Export
Coll Records - 0 Coll Records - 0 <td>User Name</td> <td>1 Email ID</td> <td>1 License Type</td> <td>1 License Granted On</td> <td>1 Last Accessed On</td> <td>1 Accessed Count</td> <td>1 Tenant Name</td> <td>↑</td>	User Name	1 Email ID	1 License Type	1 License Granted On	1 Last Accessed On	1 Accessed Count	1 Tenant Name	↑
Total Records - 0		Q	Q	٩	Q	Q	Q	Q
	Total Records - 0		ple	ase click on the "Generate Report" button	to view the records for this report.			10/Page -

• The empty Copilot Access Report is displayed:

Figure 4: Copilot Access Report

The number of days can be changed by adding a filter:

• Click the Filter icon 📑

The Modify Filters dialog box is displayed:

Modify Filters	×
Modify Filters	×
Select 🗸	
Filter by Accessed Count in Days	
30	
Cancel Apply	
Accessed Count in Days	
Equals (30)	
Cancel Apply	

Figure 6: Filter by Accessed Count in Days

- Click the Edit icon 🖉
- Enter the number of days required in the Filter by Accessed Count in Days dialog box
- Click **Apply**
- Click **Generate Report** to run the report

🕷 Lepide			Home Home	Lepide Auditor	💽 Lep	epide Trust 🗱	My Lepide 🚽	+ Lepide Detect	E Lepide Identify	Global Dashboard	段 N	
Report												
Report Name - Copilot Access												
Filters : Tenant Name : [Equals [All]] AND	Accessed Count in Days : [Equals [30]]								_			
Home / Lepide Trust / Reports / Copil	lot / Copilot Access									Generate Report	Export	
User Name	Email ID 个	License Type	License Gra	nted On	Last	Accessed On	\uparrow	Accessed Count	\uparrow	Tenant Name	Ŷ	
Q	Q	C	l.	-	2		C		Q		Q	
Alex	Alex@lepidesoftware.org	Microsoft_365_Copilot	10-01-2025 0	06:38:15 PM	10-01	1-2025 06:45:03 PM	M.	10		LepideCorp1.onmicrosoft	com	
Wilson	Wilson@lepidesoftware.org	Microsoft_Copilot_for_Sales	10-01-2025 0	06:37:55 PM	10-01	1-2025 06:55:10 PM	и	13		LepideCorp1.onmicrosoft.	com	
David	David@LepideCorp1.onmicrosoft.com	Microsoft_Copilot_for_Service	10-01-2025 0	06:37:17 PM	N/A			0		LepideCorp1.onmicrosoft.	com	
Lepide Corp1	LepideCorp1@LepideCorp1.onmicroso	Microsoft_365_Copilot	10-12-2024 1	10:16:01 AM	10-01	1-2025 06:25:23 PI	w	142		LepideCorp1.onmicrosoft.	com	
Total Records - 4		First	Previous	1 /1 Next	Last					1	0 / Page 🔻	

Figure 7: Copilot Access Report

• The report is generated and can be filtered, sorted and exported to CSV and PDF formats using the **Export** button

4.2.2 Copilot Access Changed Report

This report shows users for which Copilot access has been changed. It is important to have visibility over these changes to ensure that they are authorized. The report includes the user name, the current and previous license type and the date when the access was changed.

- Follow the steps in Section 4.2 to show the Lepide Trust Copilot reports
- From here, select the Copilot Access Changed Report
- The empty Copilot Access Changed Report will be displayed
- Click on the Date drop-down menu to add a time frame if required:





Figure 8: Date Menu

- Add a filter if required (see Section 4.2.1 for the steps on how to add a filter)
- Click Generate Report
- The Copilot Access Changed Report will run

🕷 Lepide			Home	Ş	Lepide Auditor 🚺 Lepide Trus	ıst	📆 My Lepide 🚽	⇒ Lepide	Detect O Lepide Identify	¢	Global Dashboard	\$	N
Report													
Report Name - Copilot Acce	ss Changed												
Filters : Tenant Name : [Equal Home / Lepide Trust / Repo	s [All]] AND Accessed Count in Days : [Eo orts / Copilot / Copilot Access Change	quals [30]] d					₹ (🗂 Jan 1	6, 2025 - Jan 16, 2025 💌	Ge	nerate Report	Export	
User Name	1 Email ID	Current License Type	Previous License Type	\uparrow	License Changed On	La	ast Accessed On	Ť	Accessed Count	\uparrow	Tenant Name		Ŷ
	Q (<u>م</u>		Q	Q	2		Q		Q			Q
Alex	Alex@lepidesoftware.org	No License	Microsoft_Copilot_for_Sales		16-01-2025 10:51:50 AM	10	0-01-2025 06:45:03 PM		10		lepidecorp1.onmicros	oft.com	
Alex	Alex@lepidesoftware.org	Microsoft_Copilot_for_Sales	No License		16-01-2025 09:39:33 AM	10	0-01-2025 06:45:03 PM		10		lepidecorp1.onmicros	oft.com	
Charles	Charles@LepideCorp1.onmicros	No License	Microsoft_Copilot_for_Sales		16-01-2025 09:39:24 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Charles	Charles@LepideCorp1.onmicros	Microsoft_Copilot_for_Sales	No License		16-01-2025 09:39:00 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Anupam Mishra	Anupam@LepideCorp1.onmicros	No License	Microsoft_Copilot_for_Sales		16-01-2025 09:38:50 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Anupam Mishra	Anupam@LepideCorp1.onmicros	Microsoft_Copilot_for_Sales	No License		16-01-2025 09:38:42 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Arthur	Arthur@LepideCorp1.onmicrosof	No License	Microsoft_Copilot_for_Sales		16-01-2025 09:37:51 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Arthur	Arthur@LepideCorp1.onmicrosof	Microsoft_Copilot_for_Sales	No License		16-01-2025 09:37:41 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Anupam Mishra	Anupam@LepideCorp1.onmicros	No License	Microsoft_Copilot_for_Sales		16-01-2025 09:37:32 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Anupam Mishra	Anupam@LepideCorp1.onmicros	Microsoft_Copilot_for_Sales	No License		16-01-2025 09:37:25 AM	N/	/A		0		lepidecorp1.onmicros	oft.com	
Total Records - 27			First Previous	1	/3 Next Lext						10)/Page 🔻	

Figure 9: Copilot Access Changed Report

The report is generated and can be filtered, sorted and exported to CSV and PDF formats using the • Export button

4.2.3 Inactive Users with Copilot Access

Inactive users who have Copilot access are a significant security threat as these accounts could have their credentials compromised and Copilot could then be used to gain access to sensitive information without anyone being aware that this is happening.

An example of this report is shown below:

🕷 Lepide				ú	습 Home	Lepide Aug	litor	D Lepide Trust	WA My Lepide	φu	epide Detect	Lepide Iden	ntify	Global Dashboard	\$
Report															
Report Name - Inactive Users with	Copilot Acc	ess													
Filters : Tenant Name : [Equals [All]]	AND Inactiv	ity Time in Days : [Equals [1]]										_			
Home / Lepide Trust / Reports /	Copilot / Ir	nactive Users with Copilot Ac												Generate Report	Export
User Name	1 Email	ID 个	Last Copilot Access	ΎL	ast Logon T	īme	\uparrow	Inactivity Time		↑ Acc	ount Age		\uparrow	Tenant Name	Ť
	Q	Q		Q			Q			Q			Q		Q
Alex	Alex@l	lepidesoftware.org	10-01-2025 06:45:03 PM	0	7-01-2025 05	5:18:12 PM		8 Days		1 Ye	ears, 146 Days,	21 Hours		LepideCorp1.onmicrosoft.co	om
Wilson	Wilson	@lepidesoftware.org	10-01-2025 06:55:10 PM	0	7-01-2025 05	5:18:12 PM		8 Days		1 Ye	ears, 61 Days, 2	0 Hours		LepideCorp1.onmicrosoft.co	m
David	David@	PLepideCorp1.onmicrosoft.com	N/A	o	7-01-2025 0	5:18:12 PM		8 Days		1 Ye	ears, 168 Days,	2 Hours		LepideCorp1.onmicrosoft.co	om
Lepide Corp1	Lepide	Corp1@LepideCorp1.onmicroso	10-01-2025 06:25:23 PM	0	7-01-2025 05	5:18:12 PM		8 Days		1 Ye	ears, 168 Days,	19 Hours		LepideCorp1.onmicrosoft.co	om
				leet.	Browlour	· /1	Most	Last						10	/ Page ¥
Total Records - 4			н	II SL	Previous	1 /1	rvext	LdSt						10	rage *

Figure 10: Inactive Users with Copilot Access

- This report is run in a similar way to the Copilot Access Changed Report in Section 4.2.2 so please follow these steps to run the report.
- Once the report is generated, it can be filtered, sorted and exported to CSV and PDF formats using the **Export** button

4.2.4 All Copilot Searches

This report will show all Copilot searches which have been carried out within a specified time frame providing organizations with visibility over what their users are using Copilot for. Information includes the user name, email id, the search query and the date of the search.

An example of this report is shown below:

🕷 Lepide			<u>ن</u> ه	Home 💭 Lepide Auditor 🧵	Lepide Trust 550 My Lepi	ide	+ Lepide Detect	[c] Lepide	Identify 🕞 Lepide Protect	Global	Dashboard	¢ (N
Report													
Report Name - All Copilot	Searche	s											
Filters : Tenant Name : [Equ	uals [All]]										_		
Home / Lepide Trust / Re	eports /	Copilot / All Copilot Searches					-	🗂 Jan	1. 2025 - Jan 23. 2025 👻	Generate Re	port	Export	
User Name	\uparrow	Email ID	Search Query	Department 1	Manager	\uparrow	When	\uparrow	From	1 Tenant	Name		↑
	Q	Q	Q	C		Q		Q		Q			Q
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Can you provide examples of mis	Support	Mike		10-01-2025 06:25:23 P	м	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Can you explain the privacy conc	Support	Mike		10-01-2025 06:24:22 F	M	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	What are the legal challenges ass	Support	Mike		10-01-2025 06:18:47 F	м	us	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	What are the potential solutions t	Support	Mike		10-01-2025 06:08:40 P	PM	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Can you provide more details on	Support	Mike		10-01-2025 06:08:09 P	м	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Can you summarize the key point	Support	Mike		10-01-2025 06:07:33 P	M	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	How can I access the Single chat	Support	Mike		10-01-2025 06:07:13 P	м	us	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Who created this file?	Support	Mike		10-01-2025 06:07:04 P	M	US	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	How much income replacement	Support	Mike		10-01-2025 05:36:35 P	м	us	lepideco	rp1.onmicros	oft.com	
Lepide Corp1		LepideCorp1@LepideCorp1.onmi	Can you explain the short-term a	Support	Mike		10-01-2025 05:36:11 P	M	US	lepideco	rp1.onmicros	oft.com	
Total Records - 52				First Previous	1 / 6 Next Last						10)/Page 、	v

Figure 11: All Copilot Searches

- This report is run in a similar way to the Copilot Access Changed Report in Section 4.2.2 so please follow these steps to run the report.
- Once the report is generated, it can be filtered, sorted and exported to CSV and PDF formats using the **Export** button

4.3 Run the Lepide Audit Copilot Reports

Once the Copilot component has been installed, you can generate the Copilot reports and the steps to do this are as follows:

The Copilot reports available within Lepide Auditor are:

- Sensitive Data Accessed by Copilot
- Sensitivity Label Changes

oorts							Search		Q Crea	ite Re
arch Q	Report Name	1 Description	1 Shared	d With 🔶	Shared By	Ŷ	My Lepide	Ŷ	Report Type	
		Q	Q	Q		Q				
SharePoint Server	Sensitive Data Accessed by Copilot (Copilot)	Shows all changes of sensitive data accessed by copilot.					111		Predefined	
Azure AD	Sensitivity Label Changes (Copilot)	Shows all changes of sensitive label.					m		Predefined	
MS Teams							un			
Dropbox SQL Server EMC Isilon										
Dropbox SQL Server EMC Isilon Nutanix Nasuni										
Dropbox SQL Server EMC Islion Nutanix Nasuni Copilot										
Dropbox SQL Server EMC Islion Nutanix Nasuni Copilot + Create Folder										

Figure 12: Copilot Reports within Lepide Auditor

- From the web console Home screen, choose Lepide Audtior
- From the Lepide Auditor Menu at the top of the screen, choose Reports



Figure 13: Lepide Auditor Reports Menu

From the tree structure to the left side of the screen, expand **Copilot** to see the Copilot reports:

Se	arch Q
> [MS Teams
> [OneDrive
> [Dropbox
> [SQL Server
> [EMC Isilon
> [Nutanix
> [Nasuni
~ [Copilot
	Sensitive Data Accessed by Copilot
	Sensitivity Label Changes

Figure 14: Tree Structure showing Copilot Reports

4.3.1 Sensitive Data Accessed by Copilot

This report gives detailed information on who is searching and what types of sensitive information are being searched for using Copilot.

All sensitive data accessed by Copilot is shown and the report includes the user name, file name, URL, the sensitivity label, the search query and the date of the search.

An example of this report is shown below:

W Lepide	е			G Home	Lepide Auditor) Lepide Trust 📆 My Le	pide 🔶 Lepide Detect	Lepide Identify	D Lepide Protect	Global Da	shboard දුද	(N)
Report												
Report Name - Ser	nsitive Da	ata Accessed by Copilot										
Filters : Tenant Nam Home / Lepide Aud	ie:[Equa	ls [All]] eports / Copilot / Sensiti	ve Data Accessed by Cop				📑 Jan	1, 2024 00:00:00 - Jan 31, 202	25 23:59:59 ¥	ienerate Repo	rt Ex	φort
User Name	\uparrow	Email ID	File Name	File URL	Sensitivity Label	Search Query	What 1	When	↑ From	1 Ten	ant Name	\uparrow
	Q	Q	L C	ر م	C	L Q	C		Q	Q		Q
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	What are the legal challen	Lepide Corp1 read the file	10-01-2025 06:18:48 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	What are the potential sol	Lepide Corp1 read the file	10-01-2025 06:08:40 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	Can you provide more de	Lepide Corp1 read the file	10-01-2025 06:08:09 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	Can you summarize the k	Lepide Corp1 read the file	10-01-2025 06:07:33 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	How can I access the Sing	Lepide Corp1 read the file	10-01-2025 06:07:14 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Single chat Window.xlsx	https://lepidecorp1-my.sh	General \ Anyone (unrest	Who created this file?	Lepide Corp1 read the file	10-01-2025 06:07:04 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Leave Policy for IT Compa	https://lepidecorp1.share	Custom-Sensitivity-Label-6	How much income replac	Lepide Corp1 read the file	10-01-2025 05:36:35 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Leave Policy.docx	https://lepidecorp1-my.sh	Public	How much income replac	Lepide Corp1 read the file	10-01-2025 05:36:35 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Leave Policy for IT Compa	https://lepidecorp1.share	Custom-Sensitivity-Label-6	Can you explain the short	Lepide Corp1 read the file	10-01-2025 05:36:12 PM	US	Lepi	deCorp1.onmicr	rosoft
Lepide Corp1		LepideCorp1@LepideCor	Leave Policy.docx	https://lepidecorp1-my.sh	Public	Can you explain the short	Lepide Corp1 read the file	10-01-2025 05:36:12 PM	US	Lepi	deCorp1.onmicr	rosoft
Total Records - 12	25				First Previous 1	1 / 13 Next Last					10 / Paj	ige 🔻

Figure 15: Sensitive Data Accessed by Copilot

- This report is run in a similar way to the Copilot Access Changed Report in Section 4.2.2 so please • follow these steps to run the report.
- Once the report is generated, it can be filtered, sorted and exported to CSV and PDF formats using the **Export** button

4.3.2 Sensitivity Label Changes

This report provides visibility over all changes to sensitive data labels. It shows information including the user name, the current and previous senstivity labels, the operation which was carried out, file name, URL and the date that the change was made.

🕊 Lepide			۵ ^н	Iome Lepide Audito	r 🖲 Lepide	e Trust 📆 My Lepide	- Lepide Detect	고 Lepide Identify 🕞	Lepide Protect 🕀 Globa	al Dashboard 😥 N
Report										
Report Name - Sensitivit	y Label Changes									
Filters : Tenant Name : [Eq	uals [All]]									
Home / Lepide Auditor / Reports / Copilot / Sensitivity Label Changes Generate Report Export									eport Export	
User Name	Email ID 1	Current Label	Previous Label	Operation 1	File Type 1	File Name	File URL	Changed On	From 1	Tenant Name
9	Q.	Q	. Q	. Q	Q	. Q	C	c c	l Q	Q
Lepide Corp1	LepideCorp1@LepideCo	N/A	Confidential-Trial	File Sensitivity Label Re	-	How to Do Automation	https://lepidecorp1-my	22-01-2025 09:39:13 AM	52.108.230.14	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Confidential-Trial	N/A	File Sensitivity Label Ap	1	How to Do Automation	https://lepidecorp1-my	22-01-2025 09:38:59 AM	52.108.230.14	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	N/A	Custom-Highly-Sensitivi	File Sensitivity Label Re	-	How to Do Automation	https://lepidecorp1-my	22-01-2025 09:38:35 AM	52.108.230.14	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Custom-Sensitivity-Labe	Personal	File Sensitivity Label Ch	•	Copilot Search Queries	https://lepidecorp1.shar	22-01-2025 06:49:18 AM	20.219.55.33	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Custom-Highly-Sensitivi	Personal	File Sensitivity Label Ch	1	How to Do Automation	https://lepidecorp1-my	22-01-2025 06:49:13 AM	20.219.55.33	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Personal	Public	File Sensitivity Label Ch	-	Copilot Search Queries	https://lepidecorp1.shar	22-01-2025 06:49:05 AM	20.219.55.33	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Personal	Highly Confidential \ All	File Sensitivity Label Ch	-	How to Do Automation	https://lepidecorp1-my	22-01-2025 06:48:58 AM	20.219.55.33	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Public	Confidential-Trial	File Sensitivity Label Ch	-	Copilot Search Queries	https://lepidecorp1.shar	21-01-2025 07:43:08 AM	52.108.44.13	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Confidential \ Anyone (u	General \ Anyone (unre	File Sensitivity Label Ch		Overview of the Indian	https://lepidecorp1-my	16-01-2025 05:13:26 AM	20.219.55.33	lepidecorp1.onmicrosof
Lepide Corp1	LepideCorp1@LepideCo	Custom-General	Custom-Highly-Sensitivi	File Sensitivity Label Ch	-	Summary of Sensitivity	https://lepidecorp1-my	16-01-2025 05:13:19 AM	20.219.55.33	lepidecorp1.onmicrosof
Total Records - 56 10 / Page + 10 / Page +							10 / Page 🔻			

An example of this report is shown below:

Figure 16: Sensitivity Label Changes

- This report is run in a similar way to the Copilot Access Changed Report in Section 4.2.2 so please follow these steps to run the report.
- Once the report is generated, it can be filtered, sorted and exported to CSV and PDF formats using the **Export** button.

5 Global Dashboards

There is a Global Dashboard available for Copilot which summarizes the predefined Copilot reports to provide an operational overview of Copilot activities. The dashboard does not require any configuration and will load automatically.

To display the dashboard:

Select Global Dashboard from the menu at the top of the screen •

W Lepide	Home	Lepide Auditor (t) Lepide Trust	My Lepide - 🕁 Lepide Detect 🔯 Lepide Identify	Global Dashboard
Dashboard				3 Refresh
Inactive Users With Copilot Access	Most Active Users On Copilot	1 7 31 C	Most Active Department On Copilot	1 7 1 C
No. of day(s): 10 Generate Last Updated 22-01-2025 10:21:26 AM	Top active user(s) : 50	Last Updated 31-01-2025 11:37:33 AM	Top active deparment(s) : 29	Last Updated 31-01-2025 11:37:48 AM
3 2 1 0	40 30 20 10 0 20 20	store in the second sec	30 20 10 0	
Iepidecarp1.onmicrosoft.com	lepidecorp1.onmicrosoft.com		Support Oevelopment	

The Dashboard will be displayed:



- Click the **Refresh** button to refresh all the data •
- Click the Refresh icon igodot to refresh data for individual charts •
- To change the number of days for the Inactive Users with Copilot Access chart, edit the No of day(s) box • and click **Generate** to display the chart with the new number of days.
- To change the number of **Top active user(s)**, click the number box and either enter the number or use • the arrow selectors to change the number:



To change the number of **Top active department(s)**, click the number box and either enter the number • or use the arrow selectors to change the number:





To change the time frame for the Most Active Users on Copilot and Most Active Department on Copilot • charts, click one of the calendar icons. These options are 1 day ago, 7 days ago, 31 days ago:





6 Support

If you are facing any issues whilst installing, configuring, or using the solution, you can connect with our team using the contact information below.

Product Experts	Technical Gurus
USA/Canada: +1(0)-800-814-0578	USA/Canada: +1(0)-800-814-0578
UK/Europe: +44 (0) -208-099-5403	UK/Europe: +44 (0) -208-099-5403
Rest of the World: +91 (0) -991-004-9028	Rest of the World: +91(0)-991-085-4291

Alternatively, visit <u>https://www.lepide.com/contactus.html</u> to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit https://www.lepide.com/data-security-platform/.

7 Trademarks

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