

Tool Availability by Risk Review Status

Primary Use	Available	Coming Soon	Does Not Meet Standards
Personal Assistant (AI Chatbots) Skill Level: Beginner <i>(GPT-powered, conversational and generative AI for text, code and image generation)</i>	<ul style="list-style-type: none"> • Microsoft Copilot Chat • ChatGPT Edu <i>(offered through AI Smart Pass program)</i> 	<ul style="list-style-type: none"> • Gemini 	<ul style="list-style-type: none"> • ChatGPT (Personal)
Meeting Assistant Skill Level: Beginner <i>(Transcription and recap capabilities embedded within existing videoconferencing tools)</i>	<ul style="list-style-type: none"> • Microsoft Teams Premium • Zoom AI Companion 		
Productivity Assistant Skill Level: Beginner <i>(Conversational and generative AI capabilities embedded within existing technology services)</i>	<ul style="list-style-type: none"> • Copilot for M365 <i>(offered through AI Smart Pass program)</i> 	<ul style="list-style-type: none"> • Notebook LM 	
AI Development Skill Level: Intermediate to Advanced <i>(Buildout custom AI models, chatbots, bots, plugins and applications)</i>	<ul style="list-style-type: none"> • Copilot Studio <i>(Intermediate/Requires proficiency with Microsoft suite; for building low/no-code chatbots/plugins)</i> • Azure AI Studio <i>(Advanced; robust developer suite for building and training custom AI models, bots, chatbots, and applications)</i> 		

