

Change the Copilot label

Purpose: This article shows how to rename the Copilot label that your internal team sees.

Steps

1. Go to **Admin** → **Copilot Settings**.
2. Make sure the correct **Select Organization** is chosen.
3. Click **Edit**.
4. In **Label**, type the new name.
5. Click **Save** if a save button is shown for the section, or move focus to store the change if saving is automatic.
6. Verify the new label appears at the top of the page.

Notes

- **Copilot Number** and **Language** are read only. You cannot change them here.
- Labels help filter and find the right Copilot in reports and other screens.

Revision #2

Created 17 September 2025 12:12:34 by Admin

Updated 18 September 2025 07:28:28 by Admin