Instructions for Accessing and downloading CoPilot App

Prior to starting you will need to add CoPilot to your Office 365. Included are few screenshots to help you out. If you are still unable to add the app, please seek out a DL teacher or leadership student.

Step 1:
You will need to log into your Office 365 browser. It should look something like the image below.
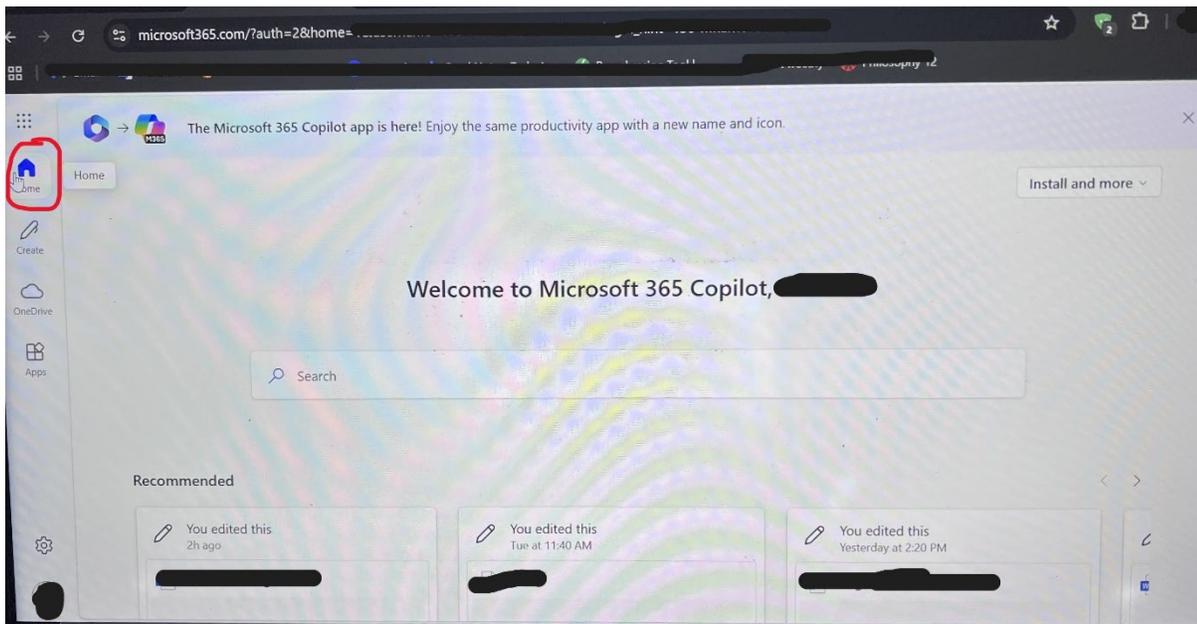
Step 2:
Once you are on your homepage of Office 365, you will need to click on the "Apps" icon on the left side of the screen. You can see it circled in red in the image.
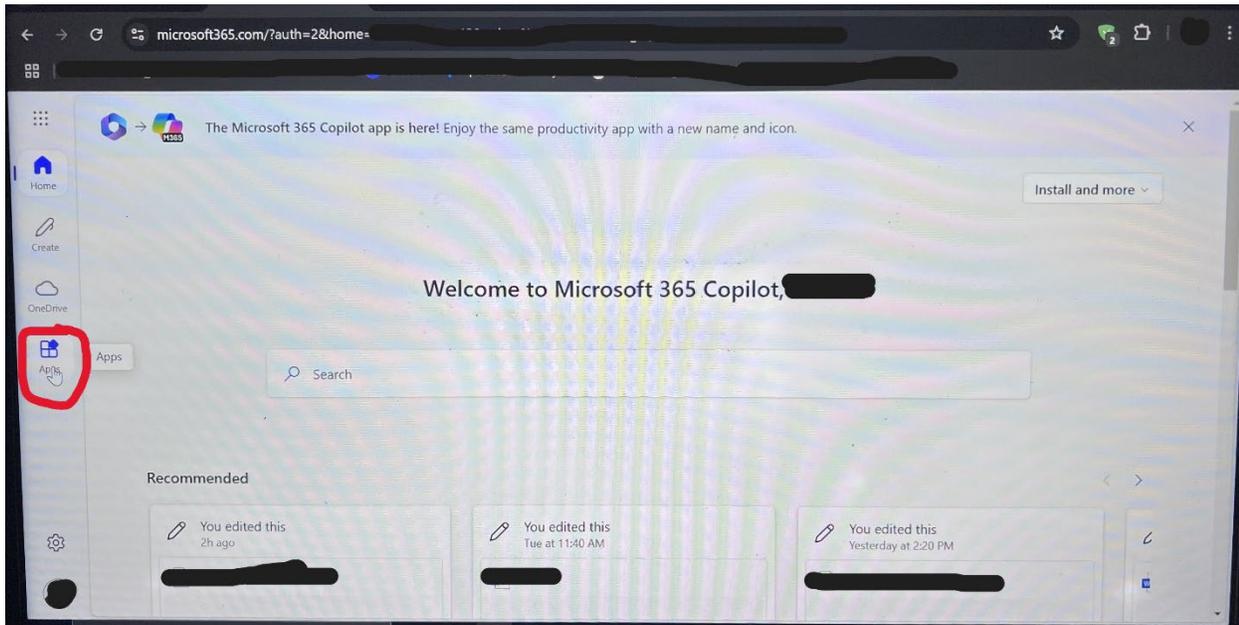
Step 3:
You will be sent to another screen, like the one below. On this screen, you should be able to see the app called "CoPilot". Go ahead and click on it.
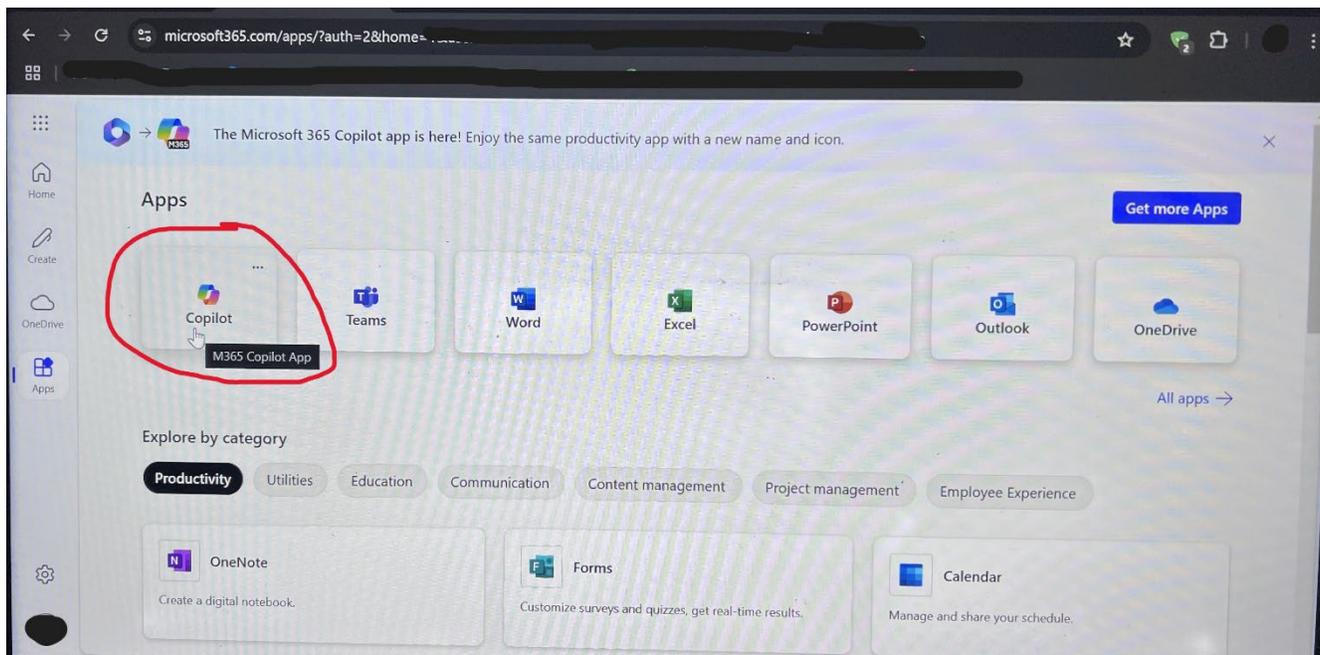
Step 4:
You will then be brought to another screen, like the one below, it will ask you to "Add Copilot." Go ahead and click on "add copilot."

Step 5:
Once you have done this, it should open the app and give you a screen similar to the one below.
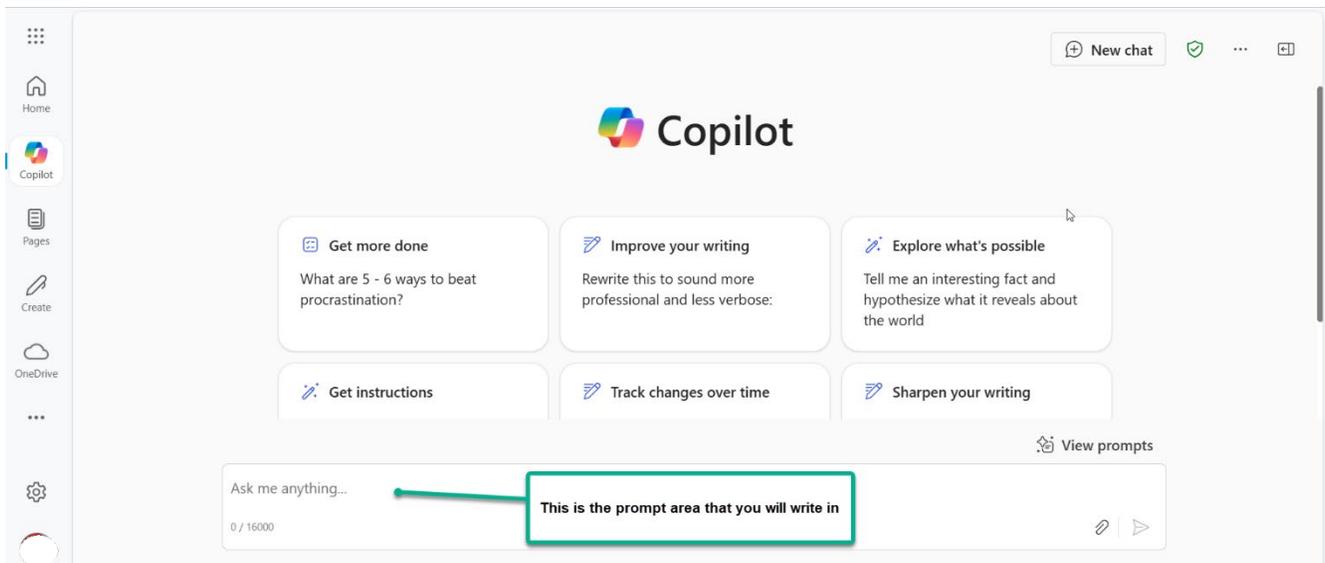
If you have any questions or need help, please ask a DL teacher or leadership student.