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.

↔ →	C ≌ microsoft365.com/apps/?	auth=2&home=					* 5 5	
	\bigcirc \rightarrow \bigcirc The Microsoft 36	5 Copilot app is here	e! Enjoy the same produc	tivity app with a new name	e and icon.			×
Home	Apps						Get more Apps	
Create	()			aurea (
OneDrive	Copilot	Teams	Word	Excel	PowerPoint	Outlook	OneDrive	
Apps	мзоз Сорнос Арр						All apps \rightarrow	
	Explore by category							
	Productivity Utilities	Employee Experience						
礅	Create a digital notebook.		Customize surver	s		Calendar		
•				, quittes, ger rear time re	Man	age and share your schedule.		

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.

			① New chat	Ø E								
Home Copilot	Copilot											
Pages Create	Get more done What are 5 - 6 ways to beat procrastination?	Improve your writing Rewrite this to sound more professional and less verbose:	 Explore what's possible Tell me an interesting fact and hypothesize what it reveals about the world 									
OneDrive	i. Get instructions	Track changes over time	Sharpen your writing									
- Co	Adverseration		َنَ View prompts ،									
ي بو	Аэк me anyuning 0 / 16000	This is the prompt area that you will write in	0									

If you have any questions or need help, please ask a DL teacher or leadership student.