



AI: Microsoft Copilot

Center for Innovation in Teaching and Learning

Accessing Microsoft Copilot

1. Open a web browser (works best in Microsoft Edge)
2. Go to [Microsoft 365 Copilot Chat](#).
3. Click **Sign in**. (If you don't see this page, skip to Step 4.)

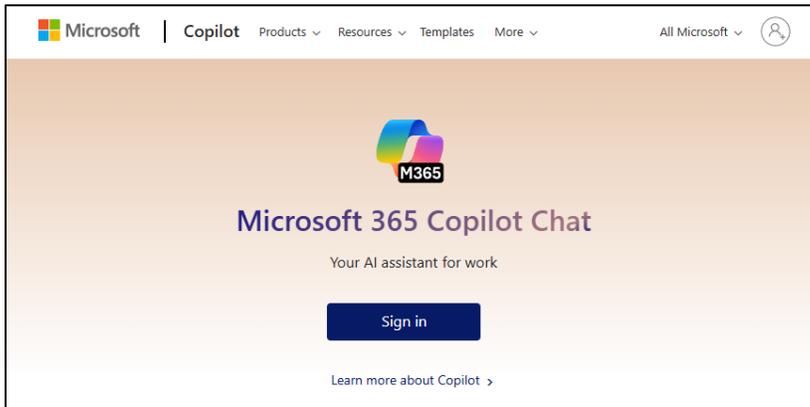


Figure: Copilot Chat homepage

4. Sign in with your TnTech email.

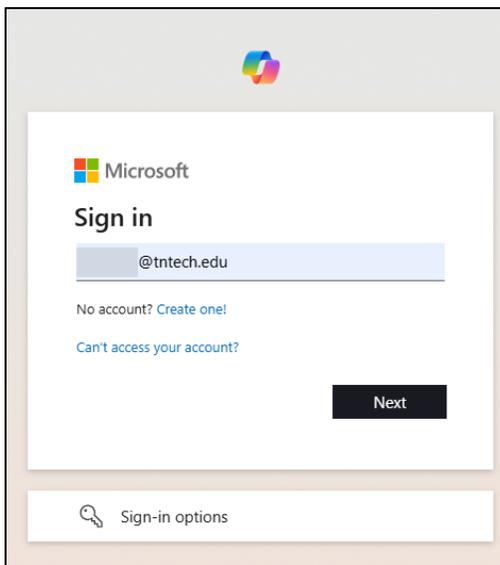


Figure: Use your TnTech email to access Microsoft Copilot

5. Enter your password and click **Sign in**, then use your authenticator to complete logging in.

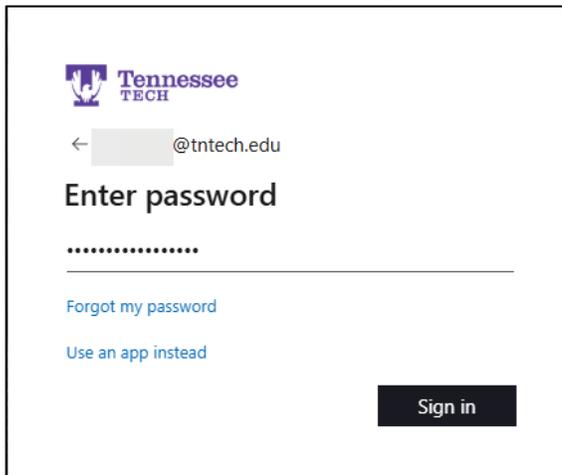


Figure: Log in with your SSO (TnTech email address) and authenticate.

6. Begin using Copilot.

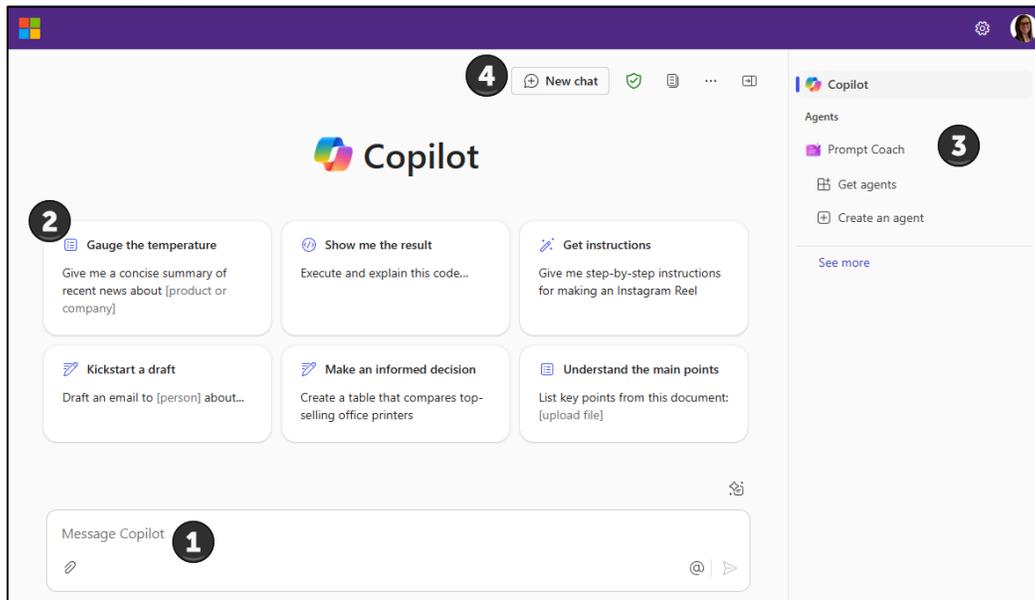


Figure: Copilot Chat Options

1. Input Field: Type your own prompt or command to Copilot here.
2. Prompt Cards: These are preset prompt suggestions
3. Agents Section: Shows current and available agents with the ability to manage or add new agents.
4. New Chat: Begin a new conversation with Copilot