

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.

<b>0</b>	
Microsoft	
Sign in	
@tntech.edu	
No account? Create one!	
Can't access your account?	
	Next
ୠ Sign-in options	

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.

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• New chat © B ··· I		✓ Copilot   Agents   ➡ Prompt Coach   ➡ Get agents	
Give me a concise summary of recent news about [product or company]	Show me the result Execute and explain this code	Cet instructions Give me step-by-step instructions for making an Instagram Reel	Create an agent
	Make an informed decision Create a table that compares top- selling office printers	Understand the main points List key points from this document: [upload file]	
Message Copilot		<u>ි</u> ප්	
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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