

How to Access Copilot from a VCCS Microsoft Account

Copilot is a Generative Artificial Intelligence (GenAI) tool developed by Microsoft. It is available for free within any VCCS Microsoft account.

To access Copilot:

- 1. Search "<u>Office.com</u>" in a web browser.
- 2. Select "Sign in."

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Microsoft Microsoft 365 Products	∼ Resources √ Templates Support My account Buy now	All Microsoft 🗸 Sign in 🛞
	ntroducing Microsoft Copilot: Meet your everyday Al companion for work and life. Learn more >	
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	collaborate all in one place with your favorite apps now including Copilot.* Sign in Get Microsoft 365 Sign up for the free version of Microsoft 365 >	
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3. Enter your Germanna email address.

Microsoft Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next
	Next



4. You will then be redirected to the MyGCC login page.

Enter your account information.

Vi	rginia's munity Colleges
	Need help?
Username	
Forgot Username?	
	GO

5. Once you are logged in, select "Apps" to the left.

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Create OneDrive		P Search
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6. Select "Copilot Chat."

	Apps				
Home Create	Copilot Chat	W Word	Excel	PowerPoint	OneDrive
OneDrive Apps	Get work done Other Apps				
	LastPass Provisioning	а Арр			

7. Begin using Copilot!

Visit the Academic Center for Excellence's <u>Generative AI webpage</u> for more information about

GenAl.