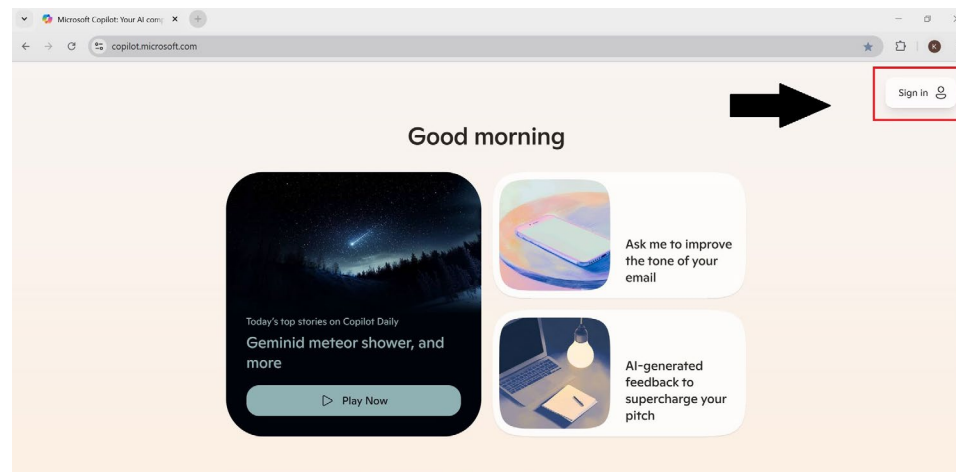


Copilot Step-By-Step Guide

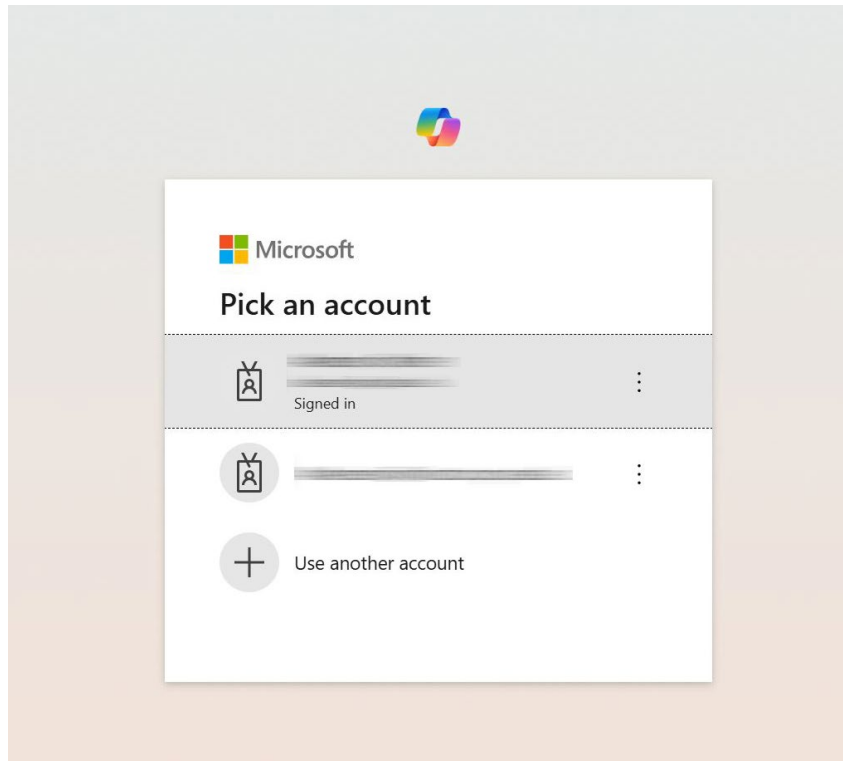
You will be working on an assignment or discussion board using Microsoft Copilot, which is available for free through Post University. This guide will help you access its features and use it effectively. For detailed instructions and requirements, please refer to Blackboard. If you have any questions, contact your instructor for assistance.

Step 1: Accessing Copilot

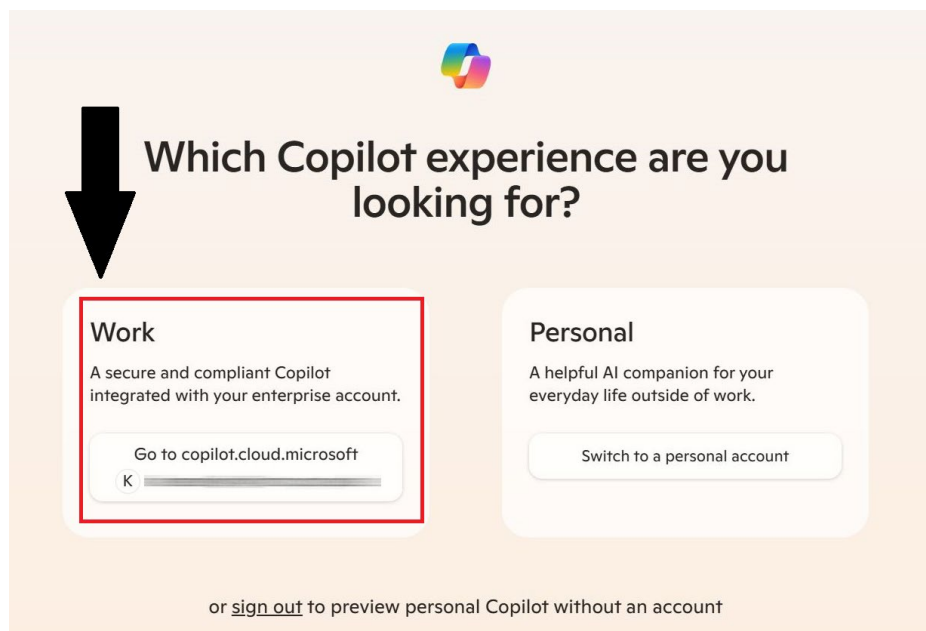
1. Go to [Copilot](#)
 - a. [Terms](#) and [Privacy Policy](#)
2. In the upper-right-hand corner, select *Sign In*.



3. A pop-up will appear to pick an account or to use another account. Use your Post email and password. You may be asked to authenticate your account.

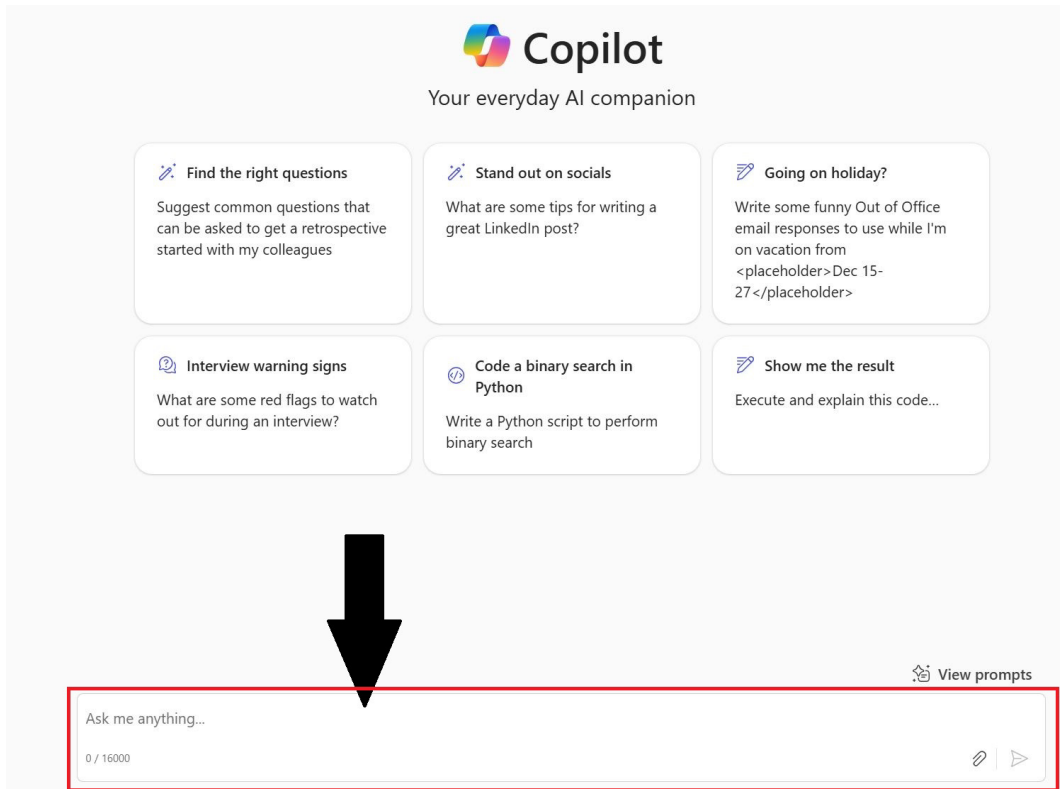


4. Next, you will have another screen where you can choose your Student/Work or Personal account. Choose Student/Work.



Step 2: Conversing With Copilot

1. In the text box, you can use the prompts provided in your assignment or discussion or come up with your own.



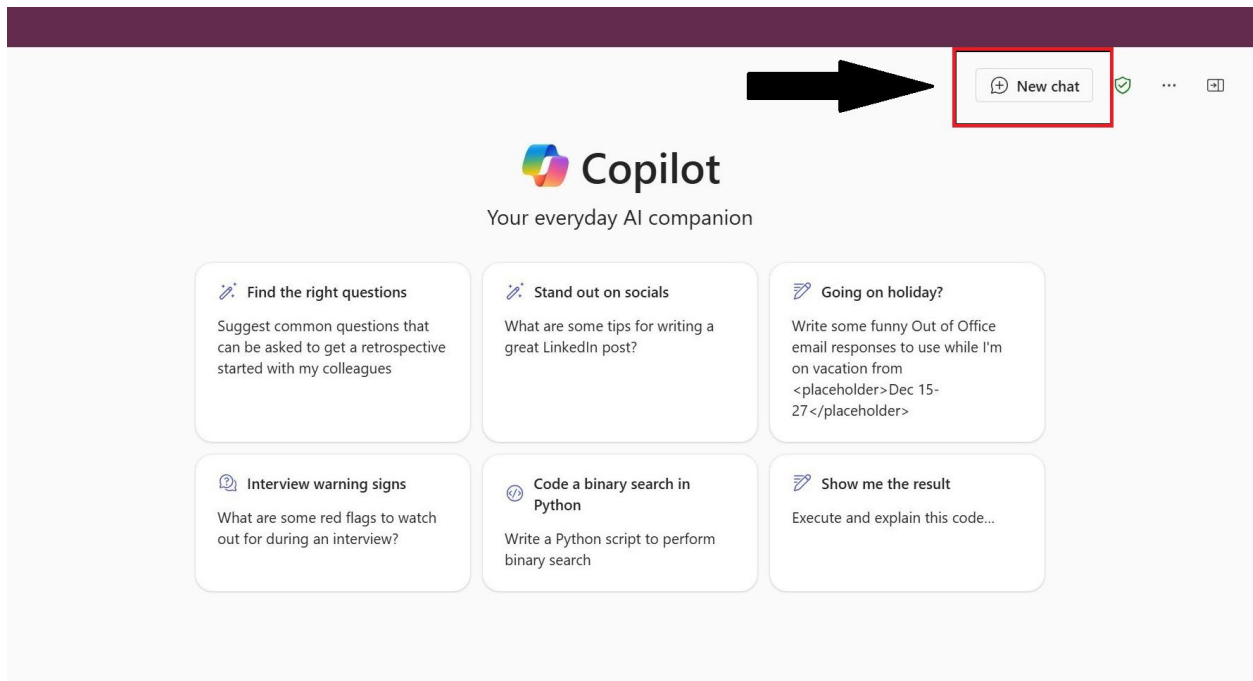
2. After you are done writing the information for Copilot, press enter or select the send button.

Features of Copilot

New Chat

You can start a new chat with Copilot.

- Why would I want to do this?
 - If you want to change the content you are discussing with Copilot, this is a reason to start a new chat.



Previous Chats

You can access your previous chats for the last 30 days if logged in with your Post Microsoft account.

- Why would I want to do this?
 - If you want to look at the previous prompts you provided to Copilot or refer back to the information you have received from Copilot.

