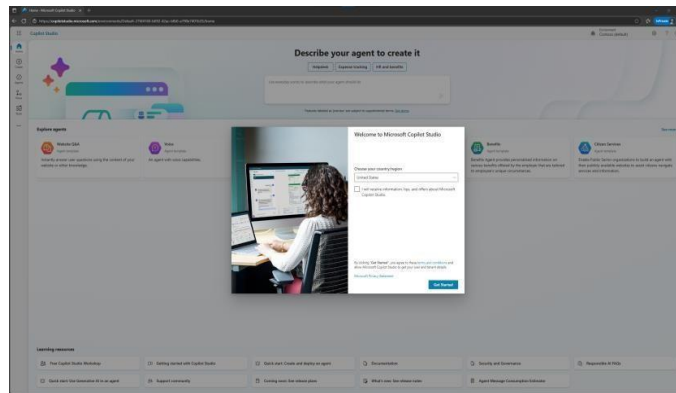
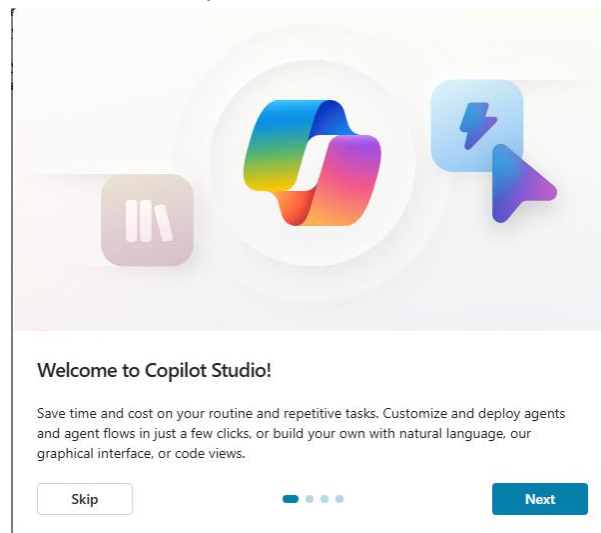


Log in to Copilot Studio

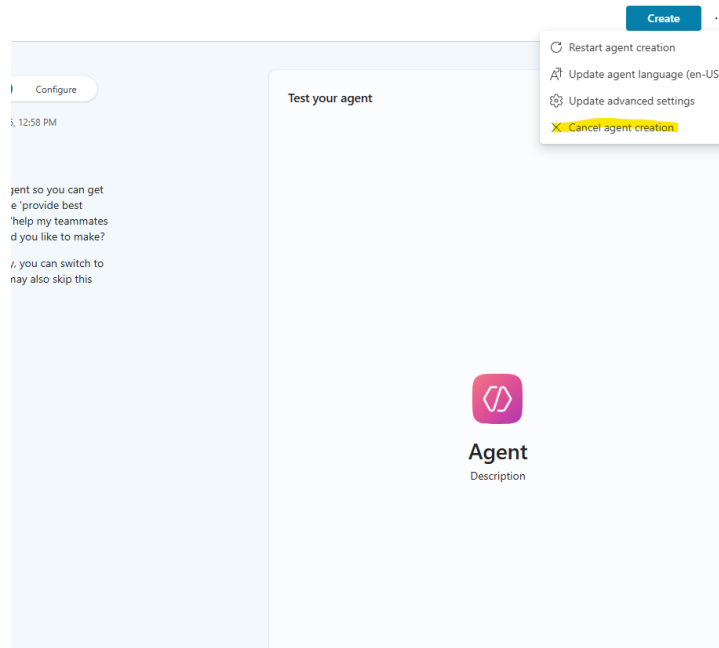
1. Copy this URL: <https://copilotstudio.microsoft.com/>
2. Paste the link in an Inprivate/Incognito browser address bar.
3. Use the log-in details provided by FutureAbility via email
4. When asked, you will need to set up the MFA using your smartphone. Do this, it cannot be worked around.
5. Upon successful login you will be directed to the page below, click on “Get started”. Don’t worry about the country field.



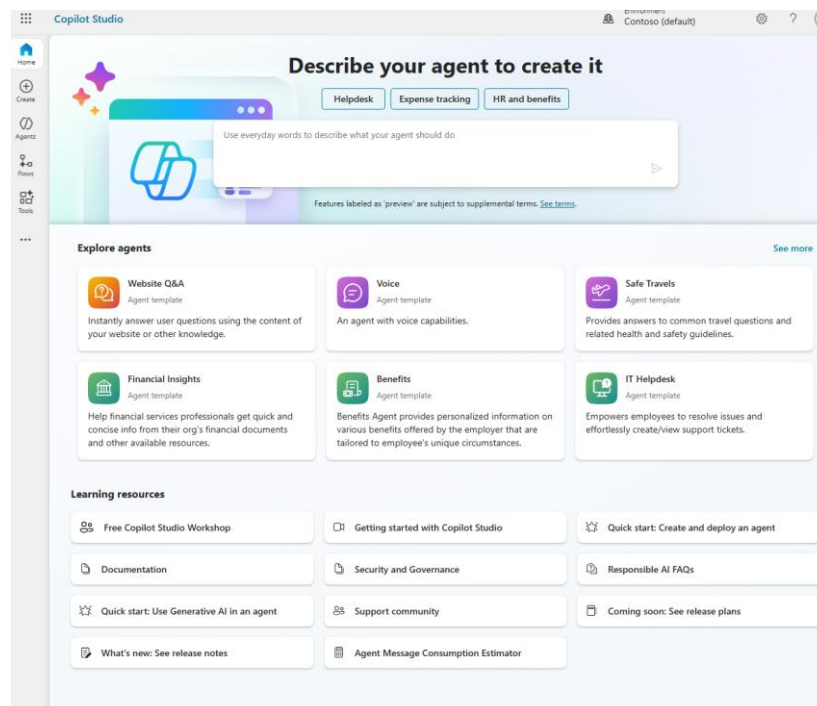
6. A pop up will appear, click on “Skip”



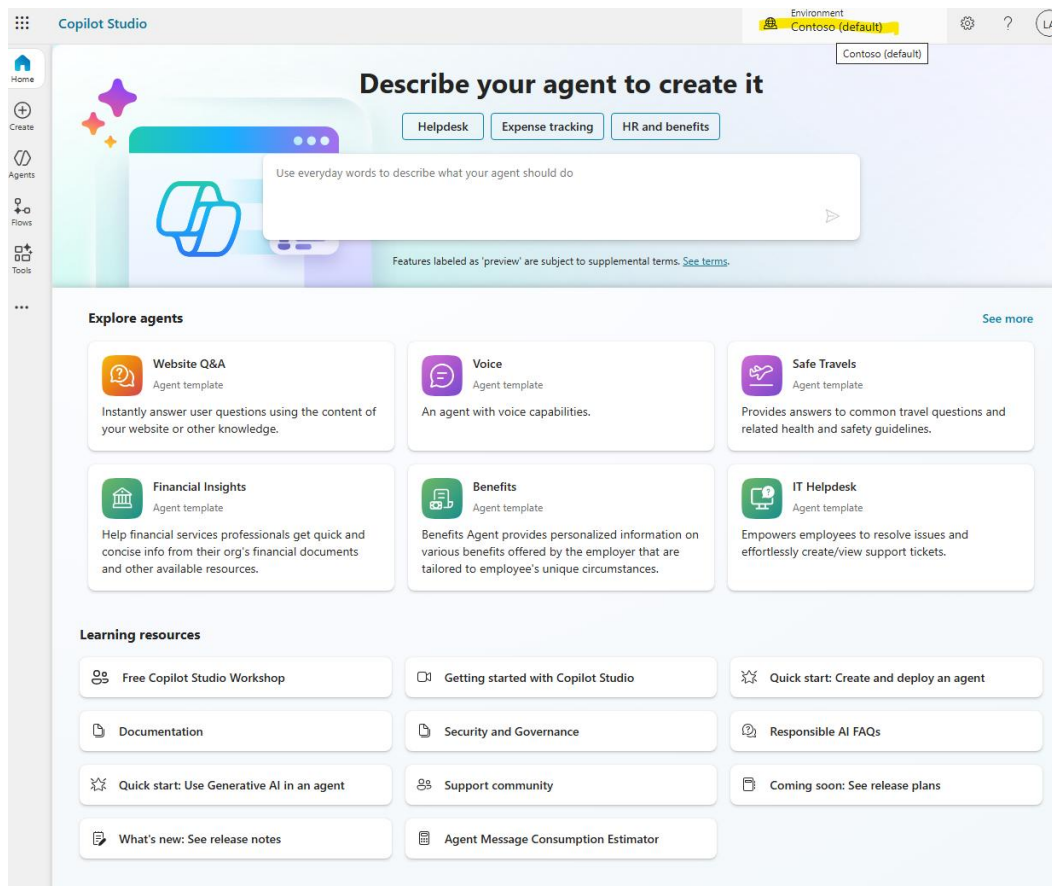
7. You will be asked to build your agent, we will skip this part, let's start by clicking on the 3 ellipses at the upper right besides the “Create” tab then select “Cancel agent creation”



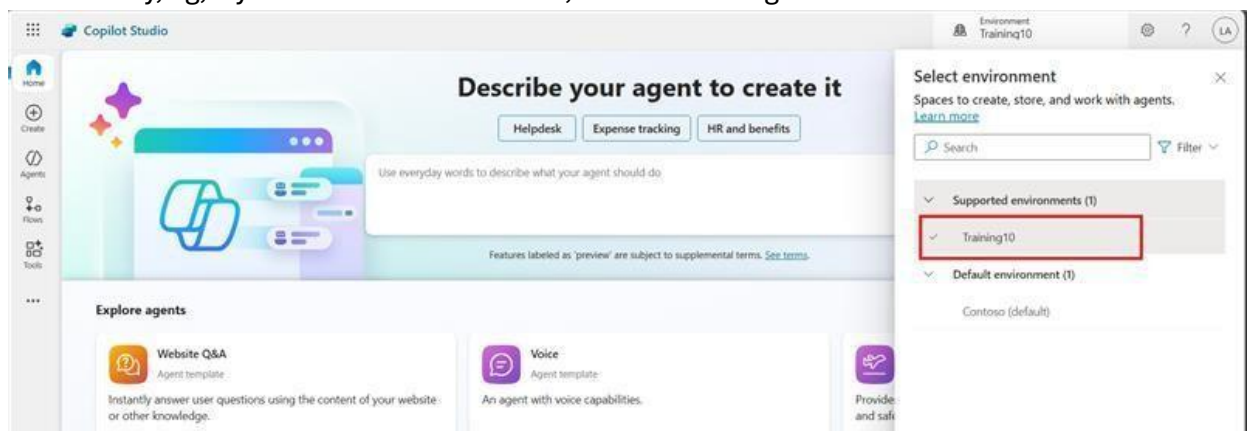
8. You will now be redirected to the copilot home page:



9. Once in the copilot home page, click on the Environment selector in the upper right corner of the page. If the selector is not showing, hit refresh a few times until it does.

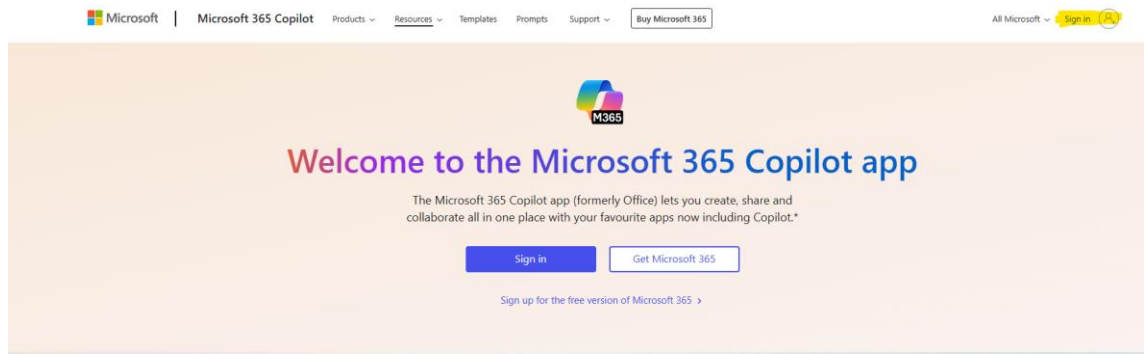


10. Upon clicking, Select the Training# environment (# will depend on the login provided by Futureability, eg, if your username ends in 10, choose Training 10:

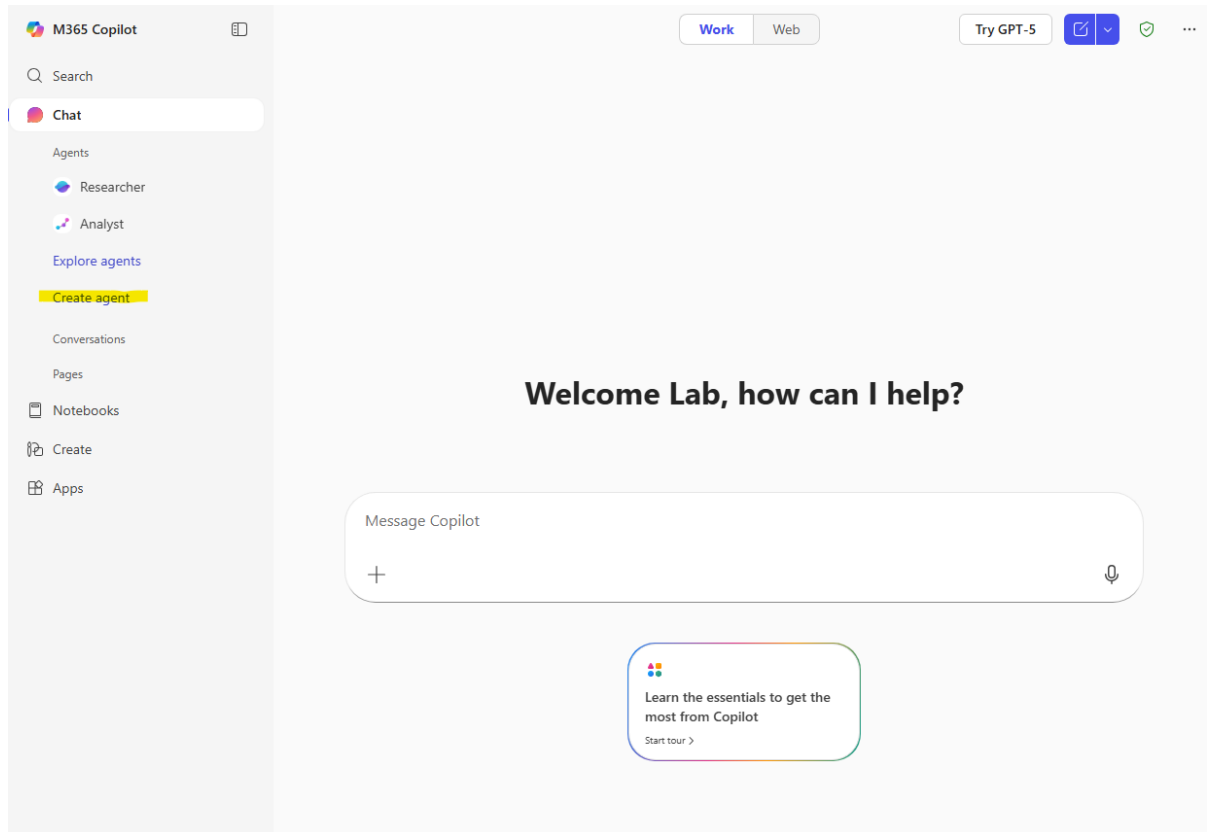


Logging in M365 Copilot

1. Open a new tab in the same browser window, and go to <https://www.office.com/> then click on the sign in button at the top right



2. Upon successful log in, Look for “Create an Agent” at the left side.



3. If “Create an Agent” does not appear, hit refresh till it appears. Once it appears, success! You have what you need for the labs.

Useful links:

- Labs - [Agent in a day - Online Workshop - Training | Microsoft Learn](#) - Please bookmark
- Student files download link - [Student Files](#).