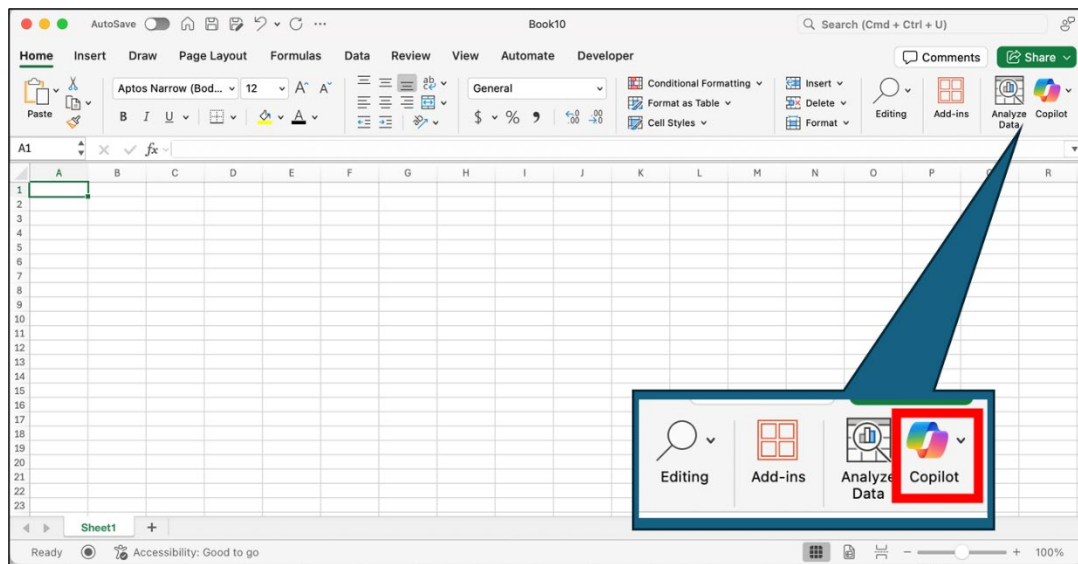


Navigating Microsoft 365 Copilot in... Program Requirement

Each participant must have an active Microsoft 365 Copilot license associated with their organizational Microsoft 365 account to participate fully in this hands-on course. The free version of Copilot Chat is not sufficient for this training.

Open the Microsoft 365 application and the Copilot icon should appear in the Home ribbon once you're signed in with your Microsoft 365 account. Here is how it looks in Excel:



If you do not see this icon, please contact your organization's IT department or Microsoft 365 administrator before the course to confirm that your Copilot license has been activated.

During the session, you'll use Microsoft 365 Copilot to perform hands-on exercises.

Having a licensed working version of Microsoft 365 Copilot will allow you to follow along in real time and maximize your learning experience.