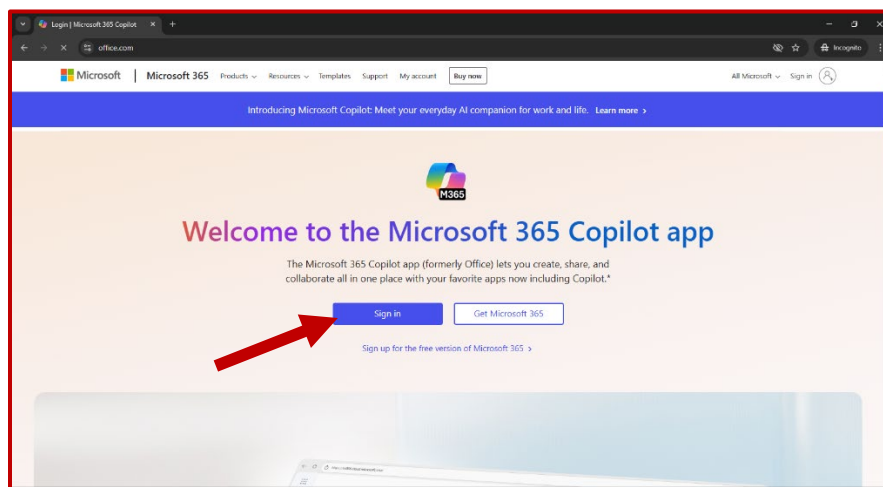**GERMANNA**
ACADEMIC CENTER
FOR EXCELLENCE

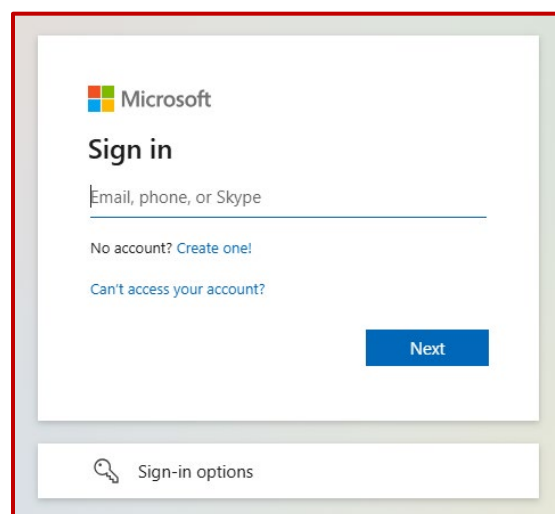**How to Access Copilot from a VCCS Microsoft Account**

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 "Office.com" in a web browser.
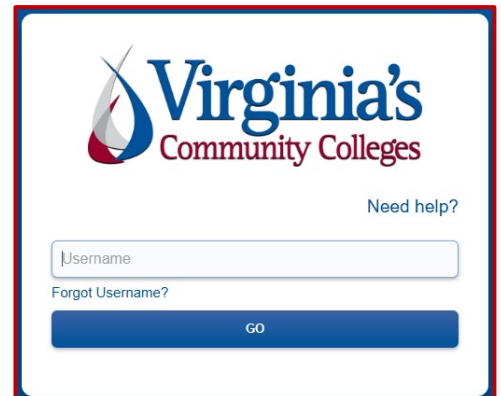
2. Select "Sign in."
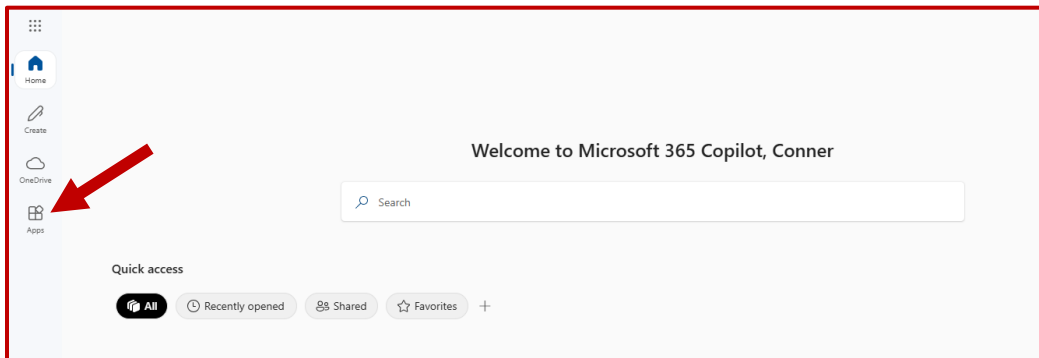

3. Enter your Germanna email address.

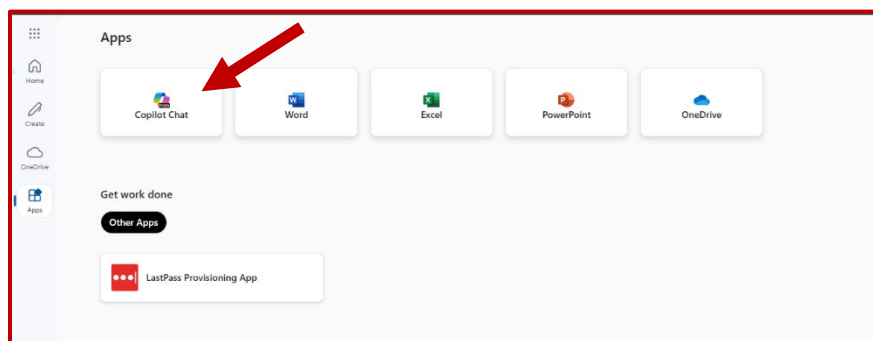4. You will then be redirected to the MyGCC login page.

Enter your account information.

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

6. Select "Copilot Chat."

7. Begin using Copilot!

Visit the Academic Center for Excellence's Generative AI webpage for more information about

GenAI.