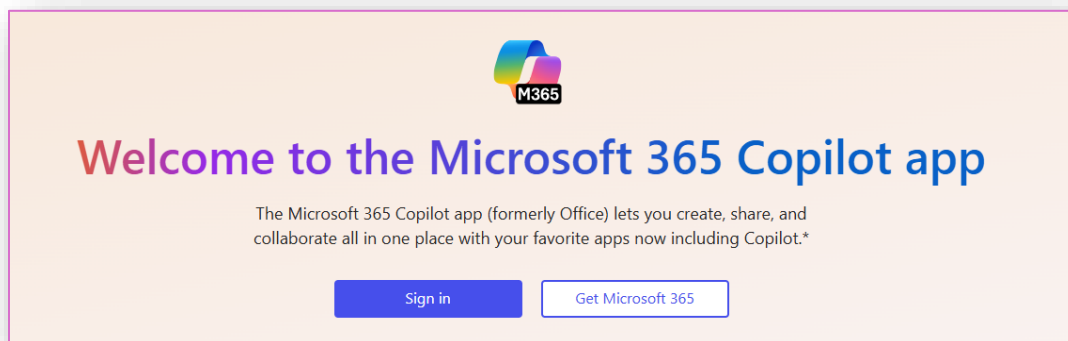


Accessing CoPilot using WSU Account

Step 1: Go to <https://www.office.com/>

If you already have a CoPilot account, you'll be taken straight to **Step 4**.

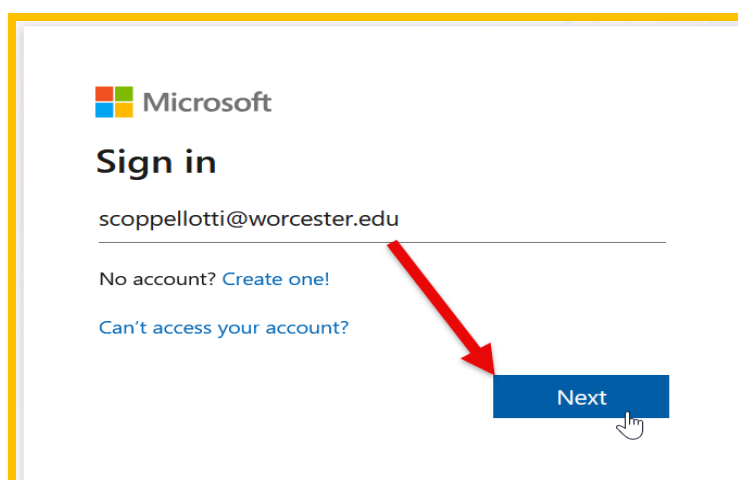
If not, continue to **Step 2**.



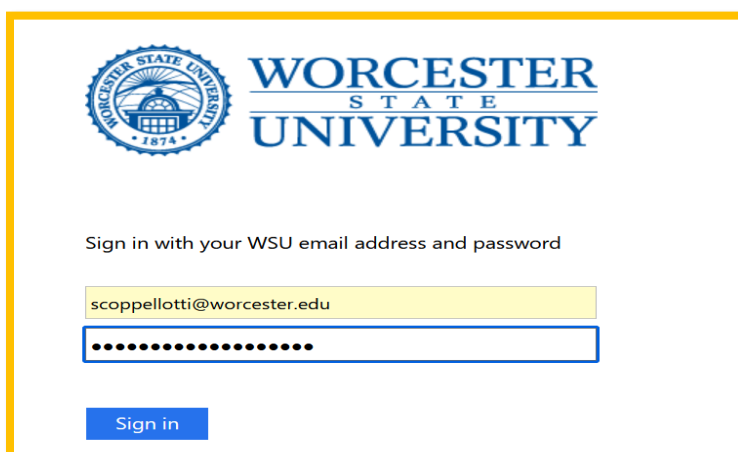
Step 2: Click the **Sign In** button

Step 3: Enter your **WSU email address** and click **Next**.


If your account shows up on this screen, simply click it to continue




Step 4: You will be redirected to the **University login page** > sign in with your **WSU credentials**.




Step 5: After signing in, you'll be taken to the **MFA (Multi-Factor Authentication)** page. Follow the prompts to verify your identity.

The image shows a web page for Worcester State University's Multi-Factor Authentication (MFA) process. At the top left is the university's logo and name. Below it, the email address 'scoppellotti@worcester.edu' is displayed with a back arrow. The main heading is 'Enter code'. A message icon and text state: 'We texted your phone +X XXXXXXXX68. Please enter the code to sign in.' There is a text input field labeled 'Code' with a blue underline. Below the field is a link for 'More information'. A blue 'Verify' button is located at the bottom right of the form area.

 **WORCESTER
STATE
UNIVERSITY**

← scoppellotti@worcester.edu

Enter code

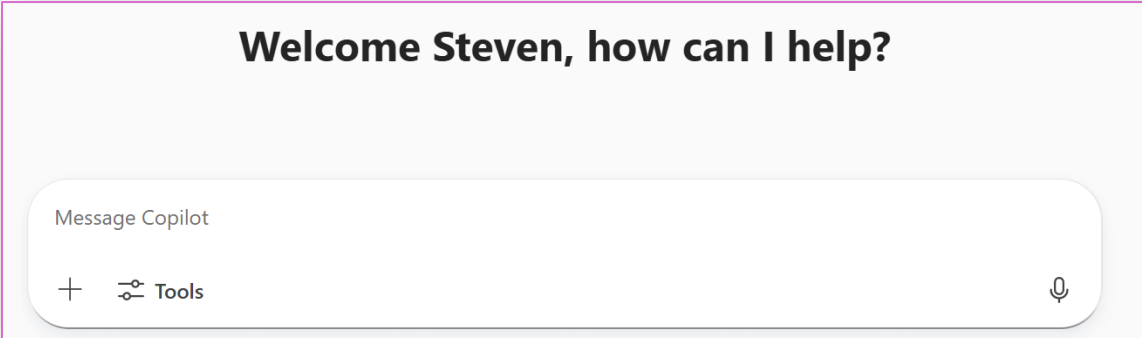
 We texted your phone +X XXXXXXXX68. Please enter the code to sign in.

Code

[More information](#)


Verify

Step 6: Click **Verify** to finish logging in and start using **CoPilot**.

The image shows a user interface for a digital assistant named CoPilot. At the top, it says 'Welcome Steven, how can I help?'. Below this is a large, rounded rectangular input area. Inside this area, the text 'Message Copilot' is on the left. At the bottom left of the input area are a plus sign icon and a 'Tools' label with a gear icon. At the bottom right is a microphone icon for voice input.

Welcome Steven, how can I help?

Message Copilot

+  Tools 