

# Getting Started with Copilot for O365

A guide to help you install, update, and use Copilot for O365

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## What is Copilot for O365?

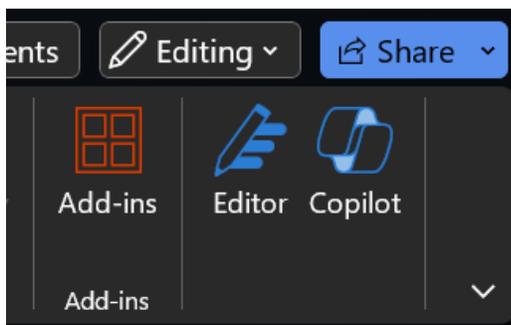
Copilot for O365 is a powerful AI assistant that helps you write better documents, emails, presentations, and more. Copilot for O365 can suggest content, grammar, tone, and style improvements based on your context and preferences. Copilot for O365 works with Microsoft Word, Excel, Outlook, PowerPoint, OneNote, and Teams.

## How to install Copilot for O365?

If you have a valid Copilot for O365 license, the functionality within the O365 apps should be added automatically. The Copilot button will show up in various places inside of the O365 applications.

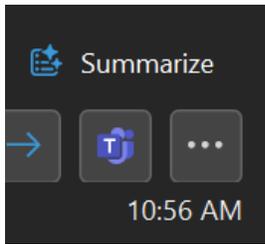
### **Word, Excel, PowerPoint, OneNote**

Will appear in the top-ribbon.

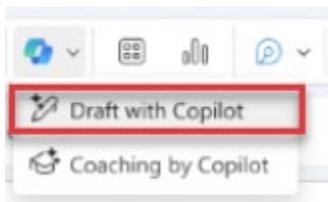


### **Outlook**

You will see a Summarize button at the top right of emails/email chains.

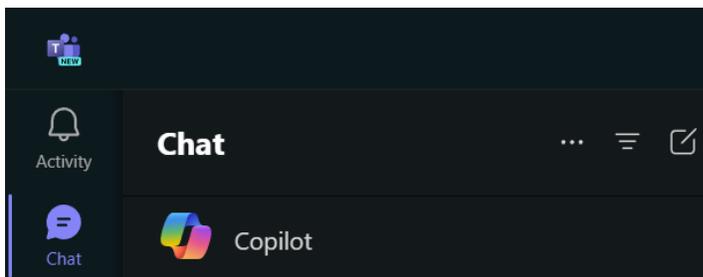


When you create a new email you will see the Copilot logo in the ribbon with options to draft with Copilot or provide suggestions on text already submitted in the new email.

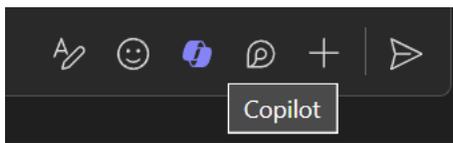


## Teams

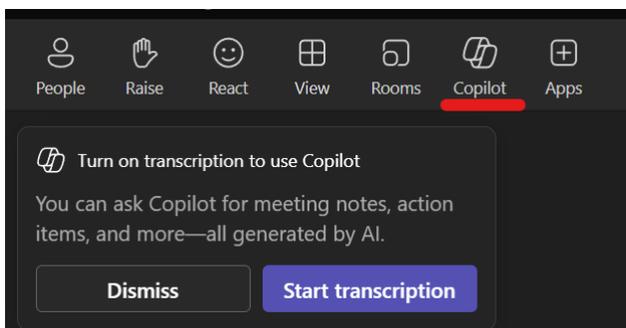
You will see the Copilot logo at the top left underneath Chat.



You will also see it in the chat message field.



When in a Team meeting you will see the Copilot logo in the top ribbon.





After a Copilot license is assigned, it may take a day or two for the Copilot buttons to appear. If you are not seeing these buttons in your O365 apps, you can try to update the license for your O365 desktop applications to force the Copilot add-ins to appear. You can follow these [instructions](#).

Also, make sure your O365 apps are up to date. The next section describes how to do this.

## How to update O365 apps?

To use Copilot for O365, you need to have the latest version of O365 apps on your device. To update O365 apps, follow these steps:

- Open any O365 app, such as Word or Outlook.
- Click on File, then Account.
- Under Product Information, click on Update Options, then Update Now.
- Wait for the update to finish, then close and reopen the app.

## How to relaunch O365 apps?

To apply Copilot for O365 to your O365 apps, you need to relaunch them after installing or updating them. To relaunch O365 apps, follow these steps:

- Close all O365 apps that are running on your device.
- Open the Copilot app from the Start menu or the taskbar.
- Click on the Copilot icon on the top right corner of the app.
- Select the O365 apps that you want to use with Copilot, then click on Relaunch.
- Wait for the O365 apps to reopen, then sign in with your O365 account.

## How to use Copilot for O365?

Once you have installed, updated, and relaunched your O365 apps, you can start using Copilot for O365 to enhance your writing. Copilot for O365 will appear as a sidebar on the right side of your O365 apps. To use Copilot for O365, follow these steps:

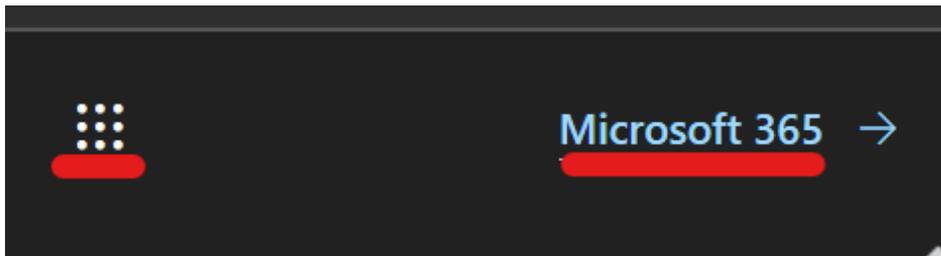
- Open an O365 app, such as Word or Outlook, and create a new document or email.
- Type some content or paste some text that you want to improve.
- Click on the Copilot icon on the top right corner of the app to open the Copilot sidebar.
- Select the type of suggestions that you want to see, such as Content, Grammar, Tone, or Style.
- Review the suggestions Copilot provides and click on the ones you want to apply.
- Continue writing and editing your document or email until you are satisfied.
- Save, send, or share your document or email as usual.

You can also access and use all the Copilot features in the Online versions of the O365 applications. The Copilot logo will be present in the same locations that you see in the desktop O365 applications.

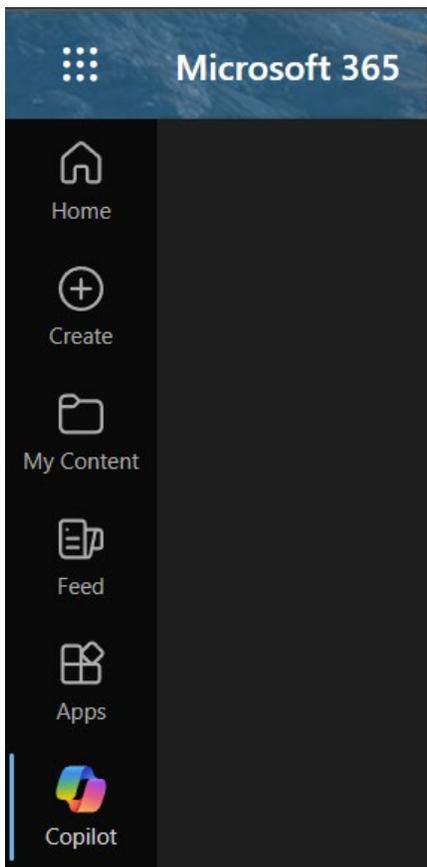
Refer to the links at the end of this document for additional information on how to use Copilot in the various O365 applications.

There is also a Copilot app in the web that allows you use Copilot to generate content that connects to all of your O365 resources such as emails, calendars, OneDrive files, etc.

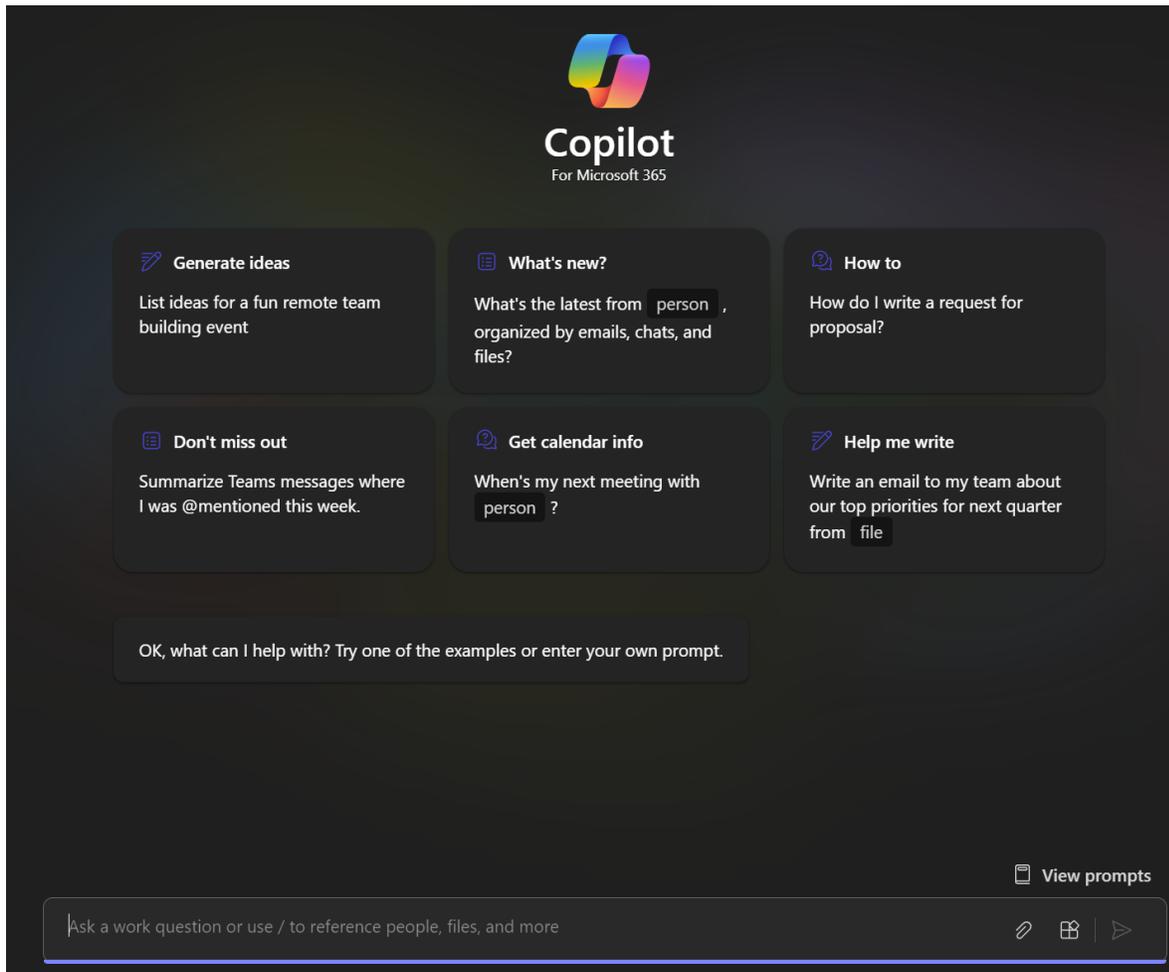
To access in Webmail hit the Waffle then Microsoft 365.



Then select Copilot on the left hand side.



Example of what you will see when you open this app.



## How long does it take for Copilot to be fully functional?

Copilot for O365 may take some time to be fully functional after you install, update, or relaunch your O365 apps. This is because Copilot needs to learn from your writing style, preferences, and feedback. You may not see all the features or suggestions that Copilot offers right away. You may also receive notifications on your mobile or desktop devices to try out Copilot when it is ready. The time it takes for Copilot to be fully functional may vary depending on your device, network, and usage. However, it should not take more than 48 hours (about 2 days) for Copilot to be fully functional.



## Additional resources and links.

[Microsoft 365 Copilot for Work](#)

[Microsoft Adoption: Copilot](#)

[Microsoft 365 Copilot Chat](#)

[Microsoft 365 Copilot in Teams](#)

[Microsoft 365 Copilot in Outlook](#)

[Microsoft 365 Copilot in Word](#)

[Microsoft 365 Copilot in PowerPoint](#)

[Microsoft 365 Copilot in Excel](#)

[Microsoft 365 Copilot in OneNote](#)