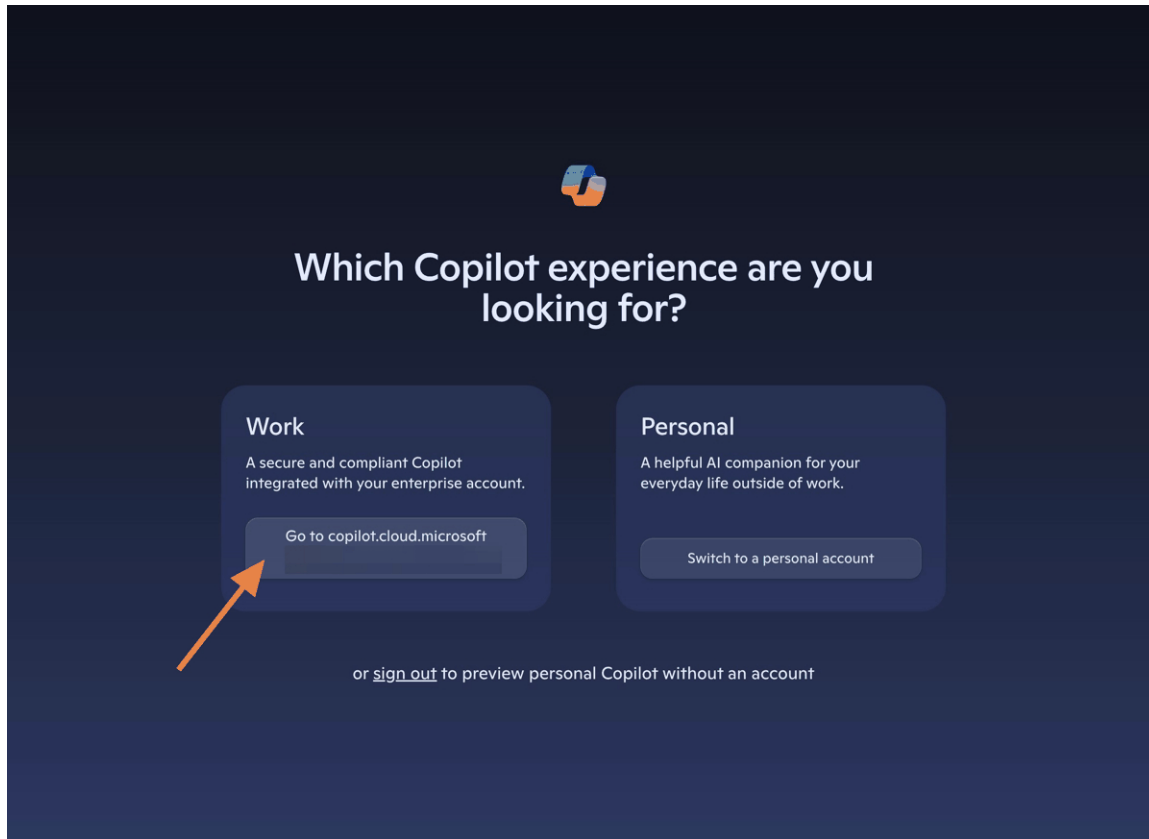
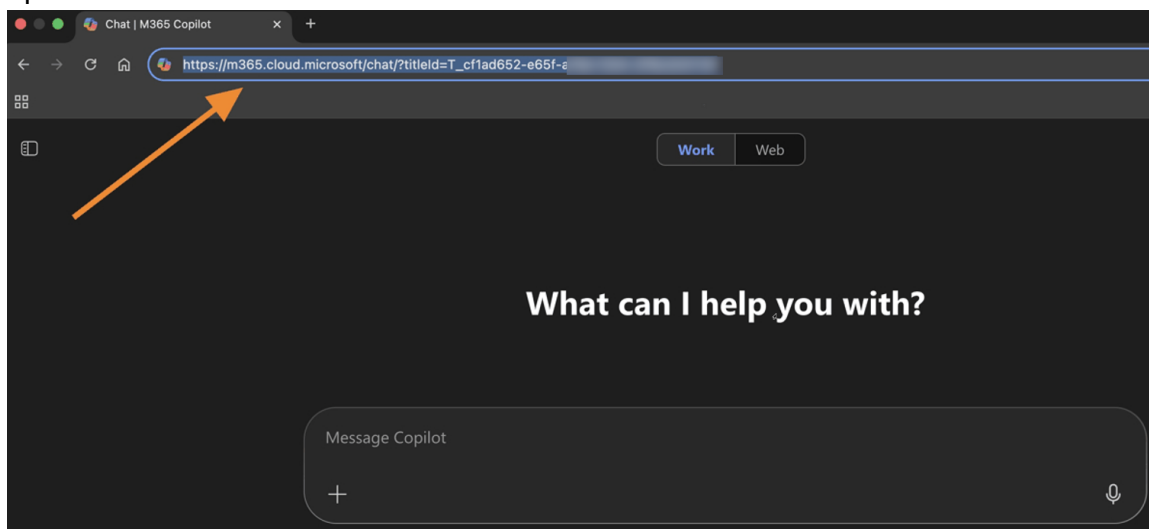


## Adding a Shared Copilot Agent

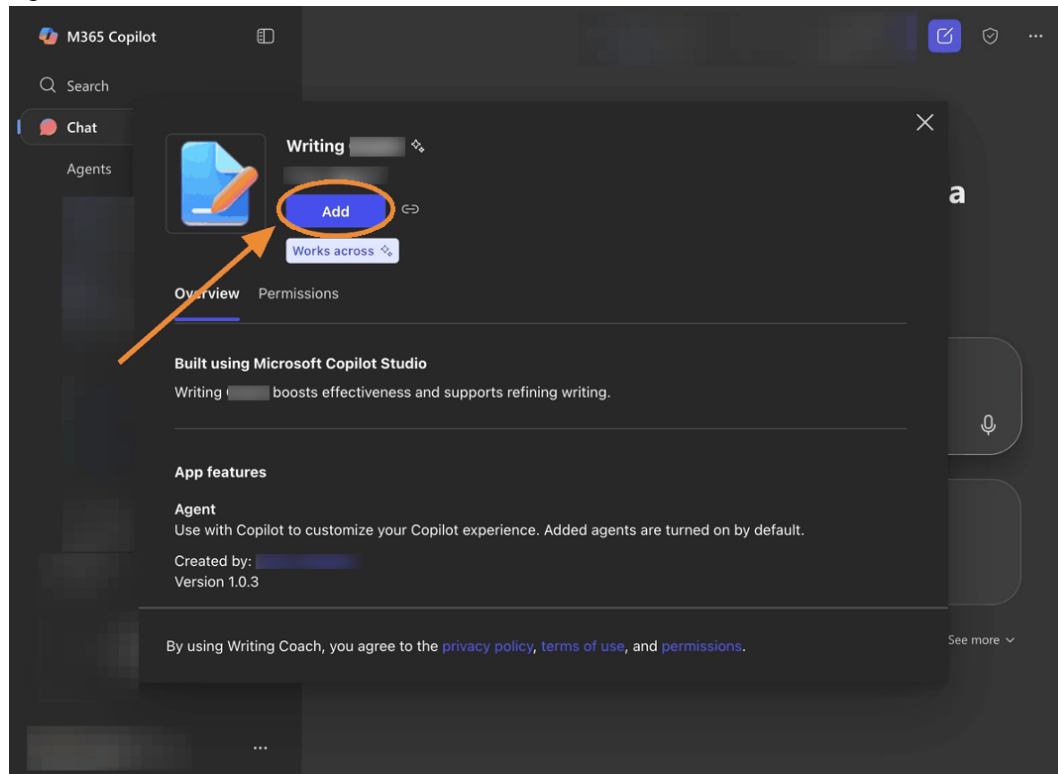
1. Navigate to <https://copilot.microsoft.com/>, log in with your University credentials and select the "Work" tab.



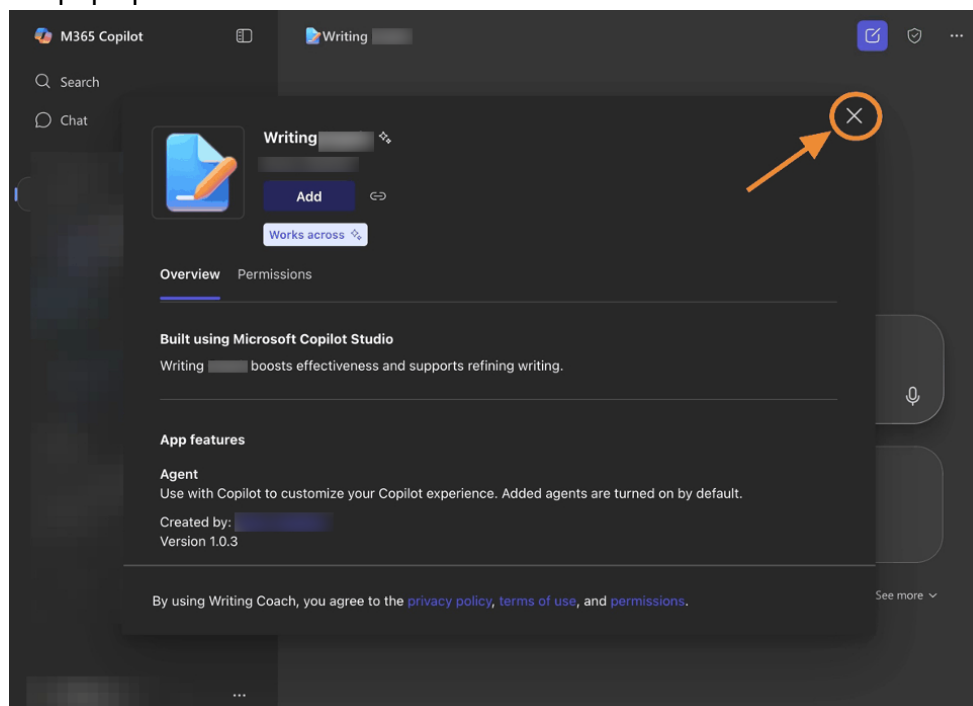
2. Next: You can either paste the Agent's link shared with you in the URL, or click on the link directly to open it in browser.



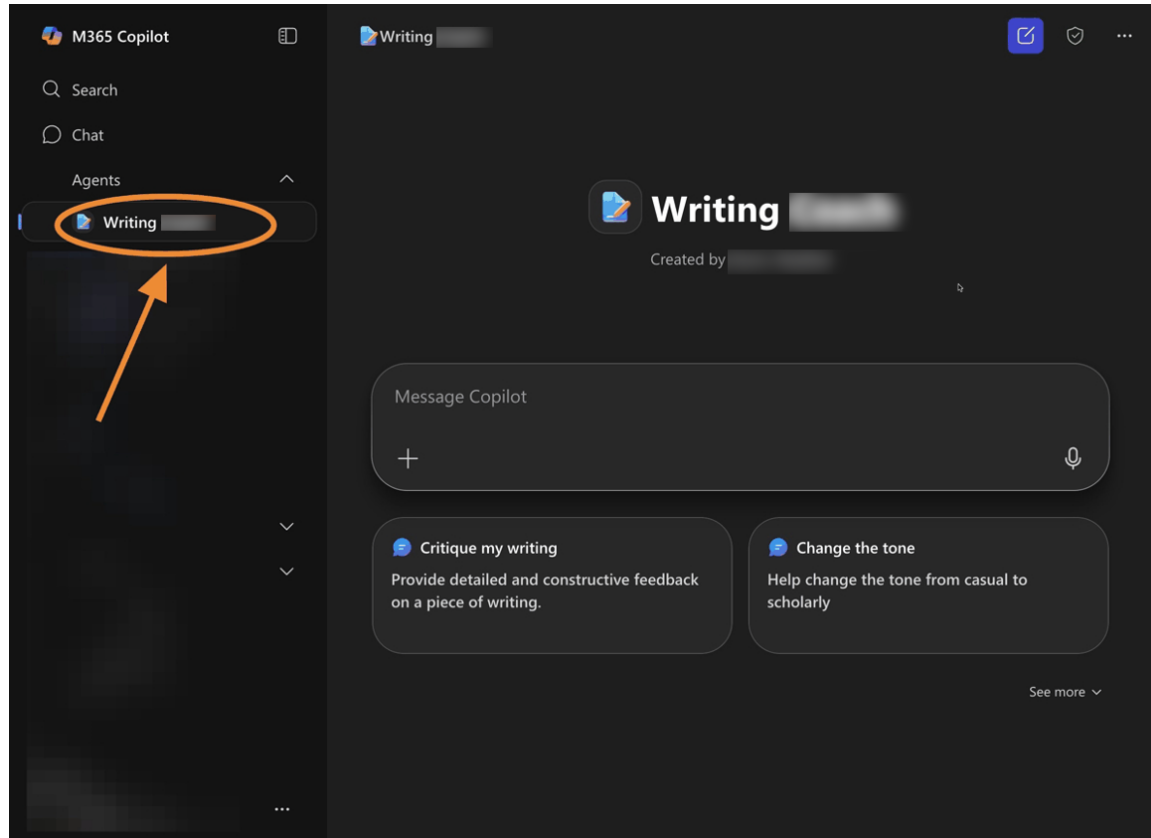
- After that, the shared Agent will appear in the pop-up. Just click on the 'Add' button to add it to your agents.



- Once you click on that Add button, it should be added to your agents in a few seconds, then just close the pop-up.



- You will see that the agent has been added under Agents in the side panel, and then you can start using it by clicking on that agent.



## Additional Tips

- For the best experience, we recommend using Google Chrome or Microsoft Edge as your browser.
- You can also view these agents in the Copilot mobile application, but it's recommended to add them using a desktop or laptop first.

## LEARN MORE

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→ <https://its.uiowa.edu/ai>