

Add “灣Plus” in

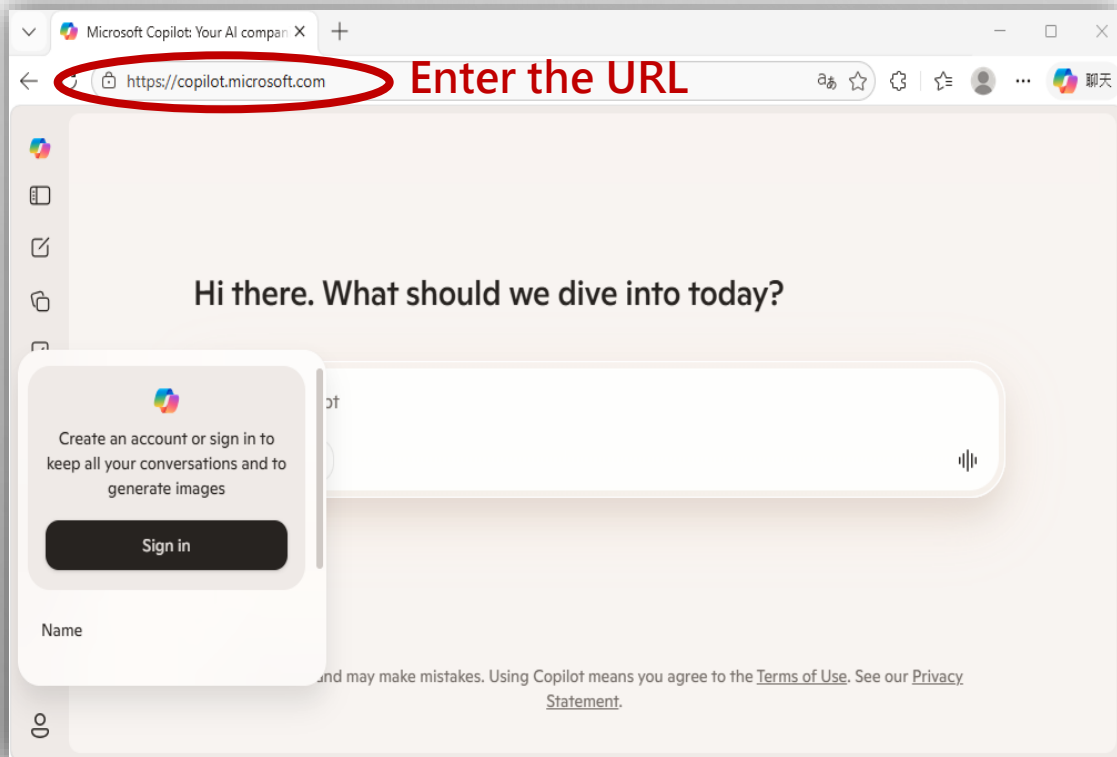
M365 COPILOT



1 OPEN M365 COPILOT

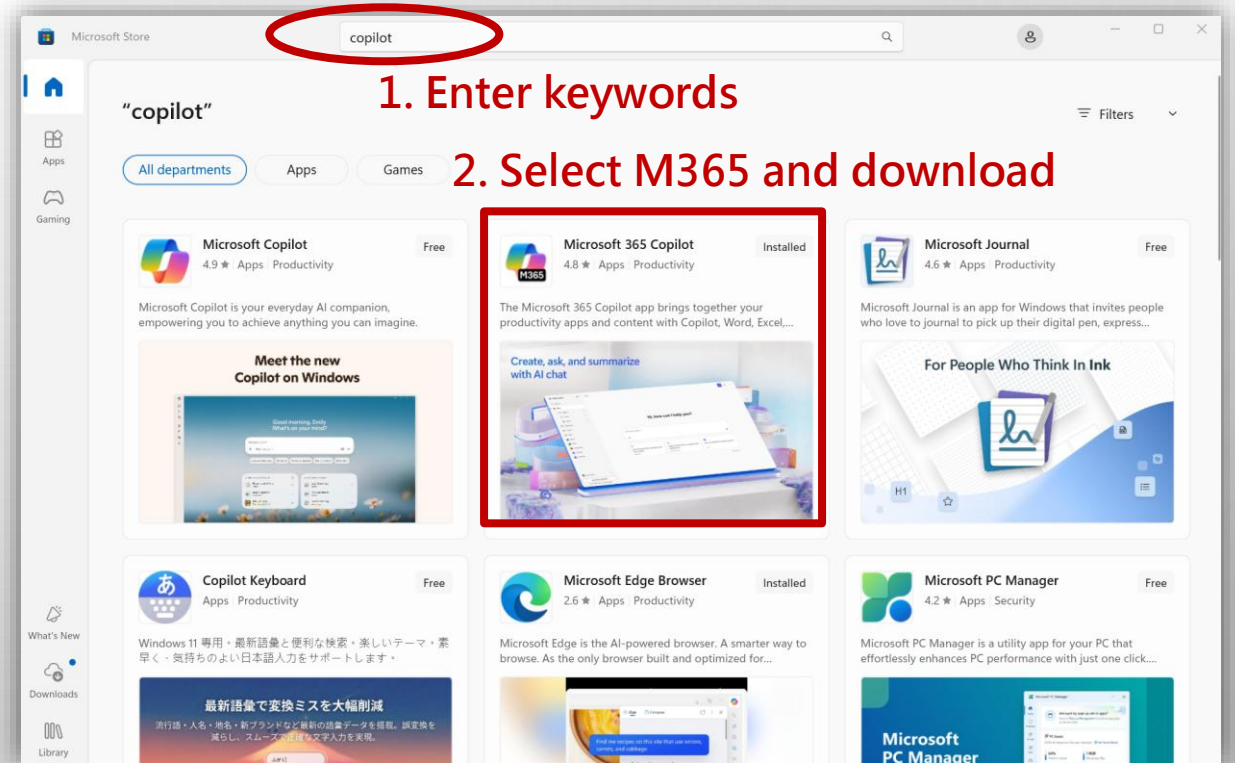
Method 1 (Web version)

Sign in via a browser at <https://copilot.microsoft.com>



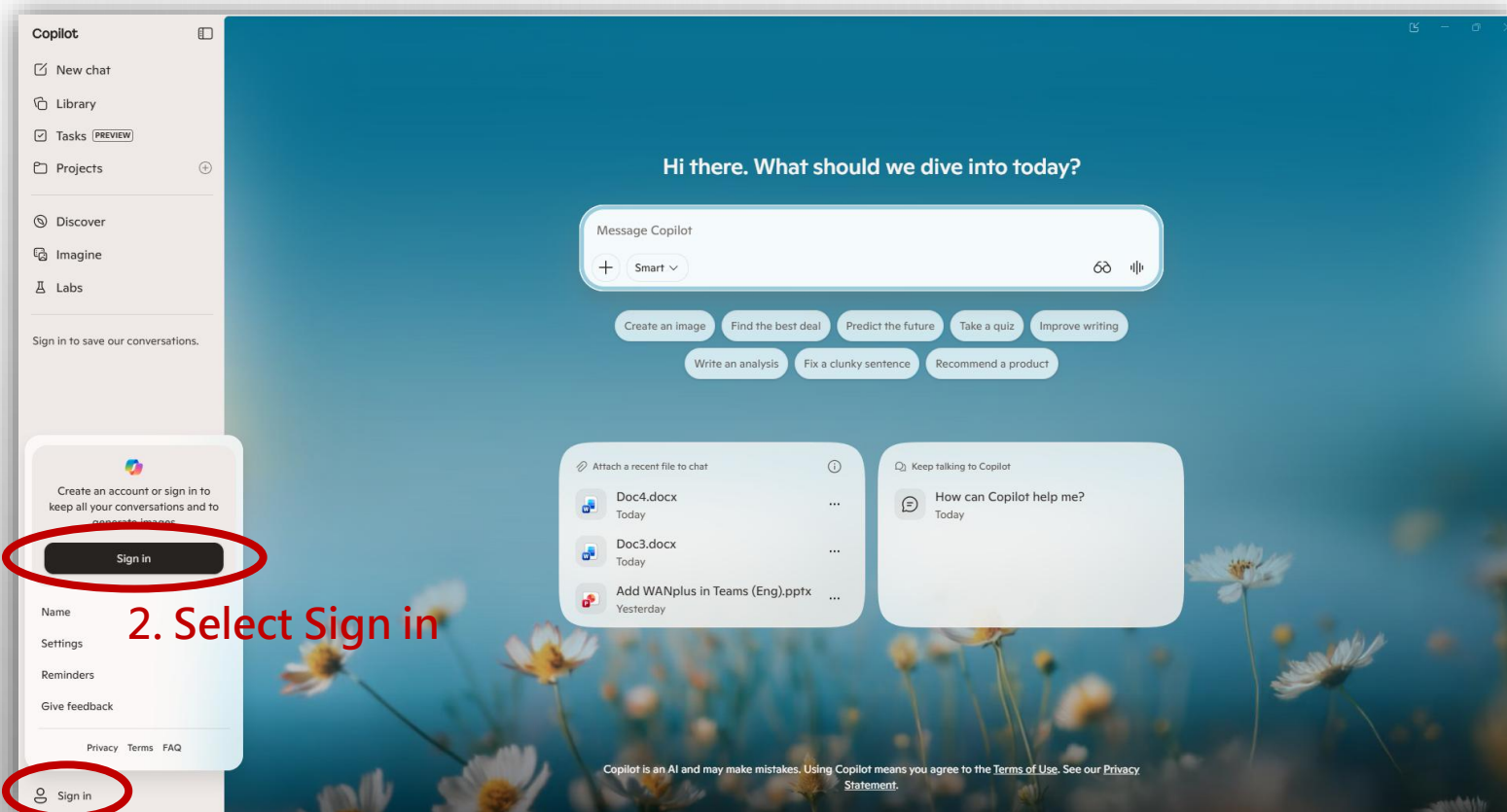
Method 2 (Desktop version)

Download M365 Copilot from the Microsoft Store and sign in.



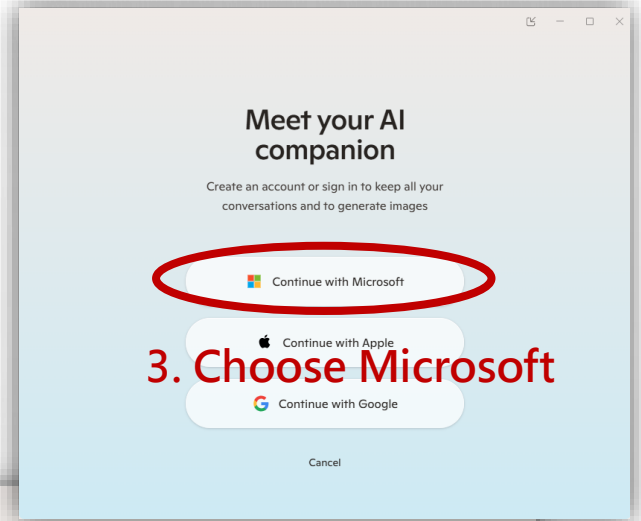
Note: If you have installed Office 365, M365 Copilot is usually installed at the same time.

2 SIGN IN TO M365 COPILOT

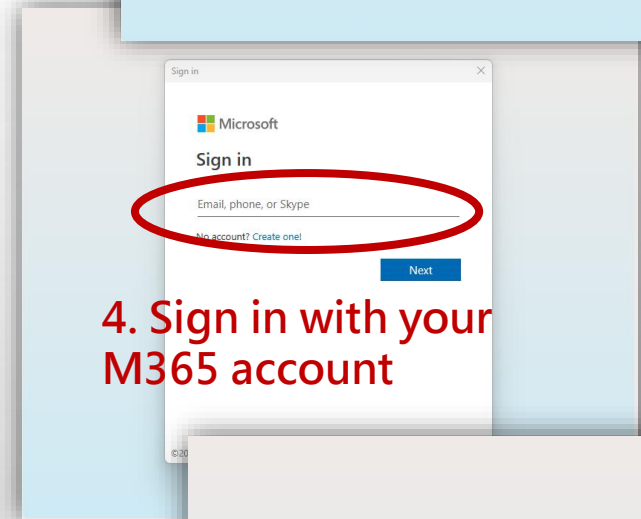


1. Click Sign in Icon

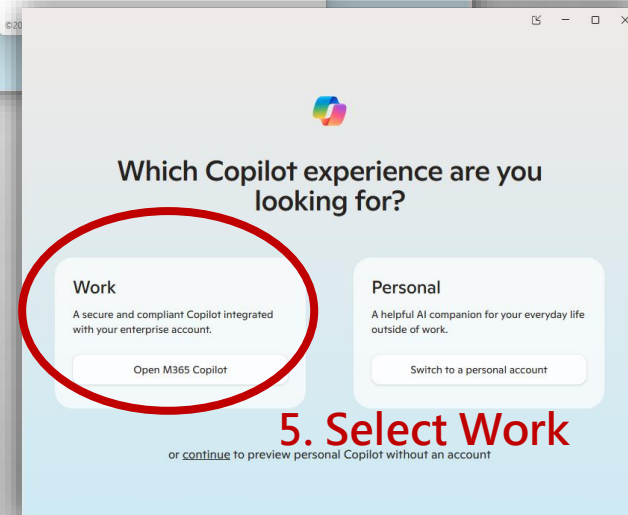
2. Select Sign in



3. Choose Microsoft

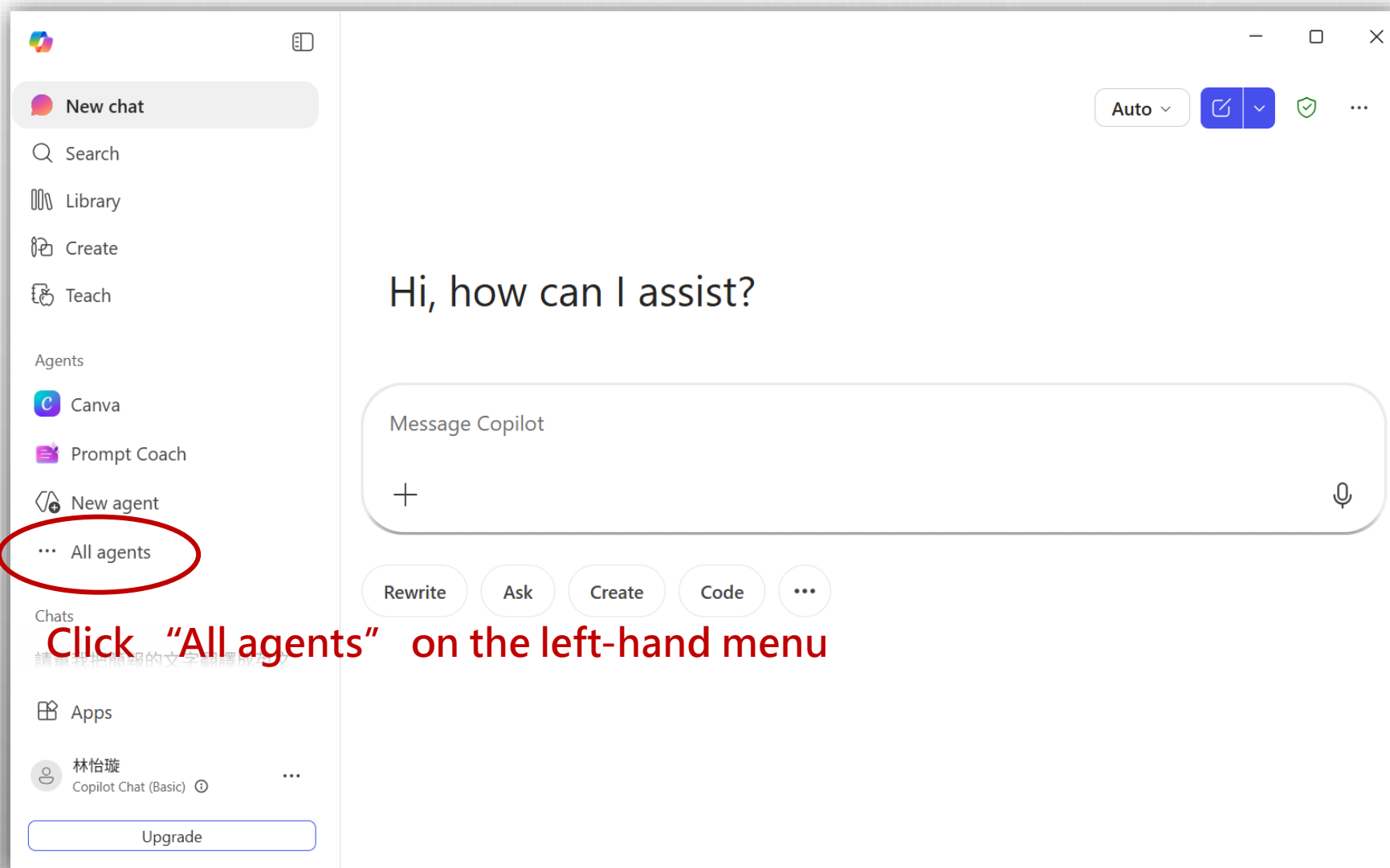


4. Sign in with your M365 account



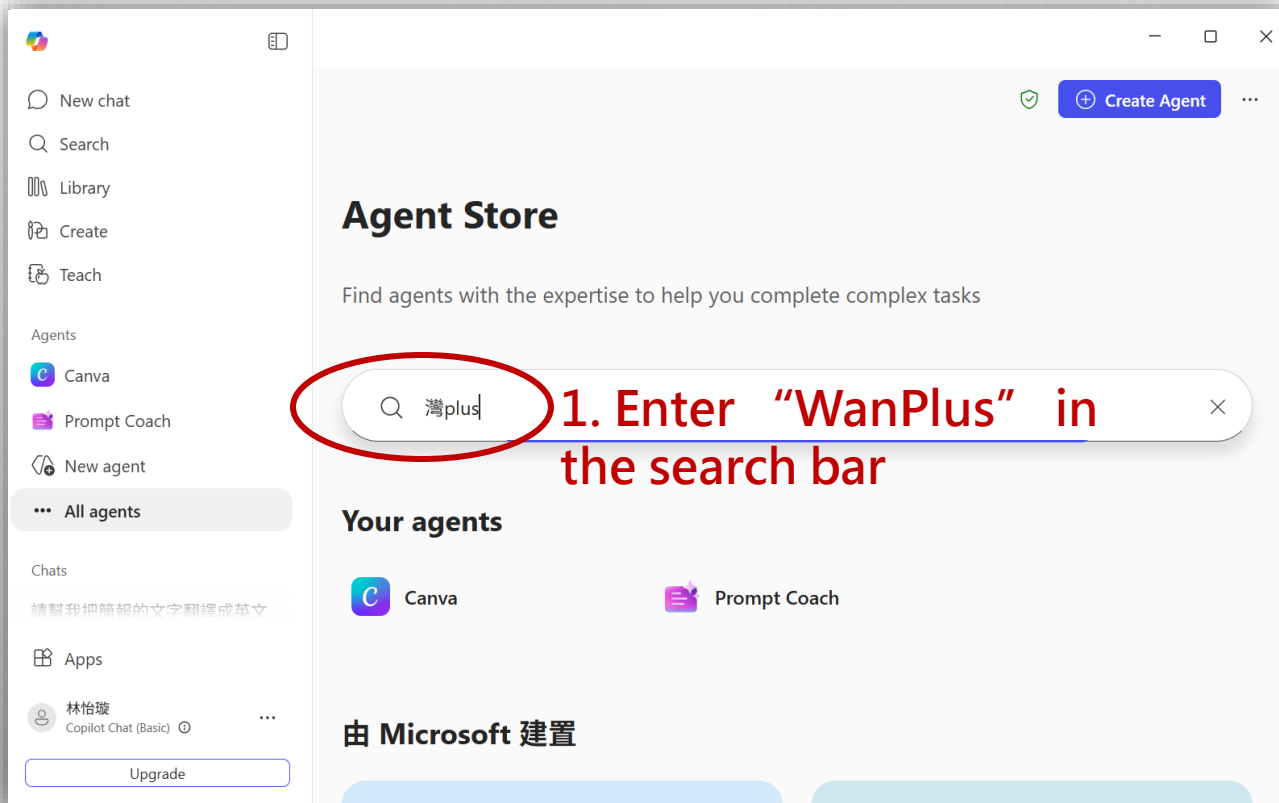
5. Select Work

3 OPEN THE AGENT LIST



4

SEARCH FOR AND ADD “WANPLUS”



5 PIN TO THE TOP (RECOMMENDED SETTING)

The screenshot displays the Microsoft Copilot interface. On the left sidebar, under the 'Agents' section, the '灣plus' agent is highlighted and has a red circle around its pin icon. A red text overlay reads: "Click the pin icon to keep it displayed at the top of the agent list." The main chat area shows the '灣plus' agent's profile, including its logo and the text "Created by 中山大學圖資處". Below the profile is a message input field with the placeholder text "Message Copilot" and a plus sign. At the bottom of the interface, there is a footer with the text: "灣plus 現有服務：法規諮詢、資安稽核、圖資服務及論文初審等輔助服務。系統持續優化中，正式資訊仍請以相關單位說明為準。"