Skills Copilot

FOR MICROSOFT 365

Tenant Setup Guide

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Introduction

Welcome to the Tenant Setup Guide for Skills Copilot! This guide will step you through the process for automatically adding Skills Copilot to the Microsoft Teams app for all (or selected) users in your Microsoft 365 tenant. The aim of this guide is to prevent all users from needing to find and install the Skills Copilot app from the Microsoft Store.

After completing the first procedures, users will have access to the Skills Copilot app without needing to install it themselves. After the second procedure, the app will be pinned to users' navigation bars in Microsoft Teams, usually the next time they log in.

Automatically Installing the Skills Copilot App for Users

1. Browse to https://portal.office.com, and ensure you are logged in with an administrative account for the Microsoft 365 tenant to which you want to add the Skills Copilot app.
2. Near the top-left of the page, click the **App Launcher** and then click **Admin**
   The Microsoft 365 admin center opens.
3. In the left pane, click **Show all**.
4. In the left page, under **Admin centers**, click **Teams**.
   The Microsoft Teams admin center opens.
5. In the left pane, expand the **Teams apps** section, and then click **Setup policies**.
6. In the center pane, click the **Global (Org-wide default)** policy (or any other policy that applies to the users you want to have the app).
7. In the **Installed apps** section, click **Add apps**.
8. On the right side of the screen in the **Add installed apps** pane, in the **Search by name** text box, type **Skills Copilot**. In the autocomplete drop-down list that appears, point to **Skills Copilot**, and then click **Add**.
9. On the right side of the screen in the **Add installed apps** pane, near the bottom of the screen, click the **Add** button.
10. Leave the page open – you will continue from here in the next procedure.

> **IMPORTANT:** If you do *not* want to complete the next procedure, you must click the **Save** button near the bottom of the page, and then click **Confirm** in the popup notification.

Pinning the Skills Copilot App for Users

1. Continuing from the above procedure, in the **Pinned apps** section click **Add apps**.
2. On the right side of the screen in the **Add pinned apps** pane, in the **Search by name** text box, type **Skills Copilot**. In the autocomplete drop-down list that appears, point to **Skills Copilot**, and then click **Add**.
3. On the right side of the screen in the **Add installed apps** pane, near the bottom of the screen, click the **Add** button.
4. In the **Pinned apps** section, drag and drop the **Skills Copilot** app to a position you want it pinned for end users.
5. Near the bottom of the page, click **Save**.
6. Read the popup notification, and then click **Confirm.**

Summary

Thank you for using Skills Copilot. If you have any questions or require additional information, please contact us at https://skillscopilot.com.