

AB-900T00: Introduction to Microsoft 365 and AI Administration

Course ID #: 7000-1129-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

Course Content

Description:

This course provides a comprehensive introduction to Microsoft 365, Copilot, and AI-powered agents. It introduces learners to the foundational concepts, core services, and administrative controls of Microsoft 365. It then builds upon this foundation by exploring how Copilot and agents can utilize AI to automate tasks, enhance collaboration, and personalize user experiences across the Microsoft 365 suite.

Target Audience:

This course is designed for beginning-level technical IT/Pros and novice administrators seeking foundational understanding of Microsoft 365 services and Microsoft 365 Copilot. Learners are introduced to the essential components, concepts, and capabilities they need to utilize and manage Microsoft 365, Copilot, and agents without requiring prior hands-on experience.

Topics:

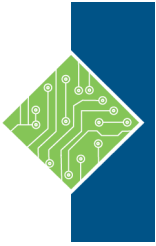
Explore Microsoft 365 administration

Explore Microsoft 365 security foundations

- Introduction
- Analyze the Zero Trust security model
- Implement Zero Trust in Microsoft 365
- Examine threat protection and intelligence in Microsoft 365
- Explore identity and authentication in Microsoft 365
- Manage access and permissions in Microsoft 365
- Explore identity and access management in Microsoft Entra
- Troubleshoot and monitor identity security
- Module assessment
- Summary

Introduction to Microsoft 365 core services and admin controls

- Introduction
- Explore the Microsoft 365 ecosystem and core service components
- Explore the Microsoft 365 admin center and key admin tools
- Examine Microsoft Exchange, Teams, and SharePoint
- Establish security, identity, and compliance foundations
- Assign admin roles using Role-Based Access Control
- Module assessment
- Summary



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Protect and govern Microsoft 365 data

- Introduction
- Introduction to Microsoft Purview and data governance
- Identify and respond to data risks with Microsoft Purview
- Examine compliance, AI data discovery, and eDiscoveryw
- Explore oversharing and data access governance in SharePoint
- Explore data protection in Microsoft 365 Copilot
- Module assessment
- Summary

Explore Microsoft 365 Copilot and agent administration

Explore Microsoft 365 Copilot and agents

- Introduction
- Introduction to Microsoft 365 Copilot
- What are agents?
- Compare Microsoft 365 Copilot and agents
- Compare Microsoft 365 Copilot licensing models
- Plan and deploy Microsoft 365 Copilot and agents
- Explore real-world use cases for Copilot and agents
- Module assessment
- Summary

Perform basic administrative tasks for Microsoft 365 Copilot

- Introduction
- Manage Copilot licenses and pay-as-you-go billing
- Monitor and adjust pay-as-you-go Copilot usage
- Monitor Microsoft 365 Copilot usage and adoption
- Manage and govern Microsoft 365 Copilot prompts
- Apply operational best practices for Microsoft 365 Copilot
- Module assessment
- Summary

Perform basic administrative tasks for Microsoft 365 Copilot agents

- Introduction
- Create a Microsoft 365 Copilot Chat agent - Part 1
- Create a Microsoft 365 Copilot Chat agent - Part 2
- Create a SharePoint agent
- Test and edit your agents
- Manage user access and permissions for agents
- Examine agent approval and governance
- Monitor and manage the agent lifecycle
- Module assessment
- Summary

Register for this class by visiting us at:

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Beginner

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study:

Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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