

AB 900 – Introduction to Microsoft 365 and AI Administration



Days: 1

Prerequisites: Students should have basic functional experience with Microsoft 365 services. Students must have a proficient understanding of general IT practices.

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.

Description: AB-900T00 Introduction to Microsoft 365 and AI administration 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.

OUTLINE:

MODULE 1: EXPLORE MICROSOFT 365 ADMINISTRATION

- Explore Microsoft 365 security foundations
- Introduction to Microsoft 365 core services and admin controls
- Protect and govern Microsoft 365 data

MODULE 2: EXPLORE MICROSOFT 365 COPILOT AND AGENT ADMINISTRATION

- Explore Microsoft 365 Copilot and agents
- Perform basic administrative tasks for Microsoft 365 Copilot
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