

# Introduction to Microsoft 365 and AI administration (AB-900T00)

Duration: 1 day

Audience: Professionnel TI

## Who is this training for?

This course is aimed at beginner IT professionals and novice administrators who want to learn the basics of Microsoft 365 and Microsoft 365 Copilot. It allows them to discover the essential components, key concepts, and capabilities needed to use and administer Microsoft 365, Copilot, and agents, without requiring any prior experience.

## Training objectives

By the end of the course, you will be able to:

- Understand the basics of Microsoft 365 security
- Understand and use Microsoft 365 core services
- Manage identity, authentication, and access
- Protect and govern data with Microsoft Purview
- Understand Microsoft 365 Copilot and AI agents

## Summary

This course provides an introduction to Microsoft 365, Copilot, and AI-powered agents. It introduces learners to the fundamental concepts, core services, and administrative controls of Microsoft 365. He then delves deeper into these notions by exploring how Copilot and agents can use AI to automate tasks, improve collaboration, and personalize the user experience across the Microsoft 365 suite.

## Course outline

### Explore the basics of Microsoft 365 security

- Analyze the Zero Trust security model
- Implement Zero Trust in Microsoft 365
- Review threat protection and security intelligence

- Explore identity and authentication in Microsoft 365
- Manage access and permissions
- Explore identity and access management in Microsoft Entra
- Troubleshoot and monitor identity-related security.

### **Introduction to Microsoft 365 core services and admin controls**

- Explore the Microsoft 365 ecosystem and its key services
- Explore the Microsoft 365 admin center
- Review Microsoft Exchange, Teams, and SharePoint
- Establish security, identity, and compliance foundations
- Assign administrative roles with the RBAC model.

### **Protect and govern Microsoft 365 data**

- Introduction to Microsoft Purview
- Identify and respond to data risks
- Explore compliance, AI discovery, and eDiscovery
- Explore governance of excessive sharing and SharePoint access
- Explore data protection in Microsoft 365 Copilot.

### **Explore Microsoft 365 Copilot and AI agents**

- Introduction to Microsoft 365 Copilot
- Define what an AI agent is
- Compare Copilot and agents
- Understand Copilot licensing models
- Plan and deploy Copilot and agents
- Explore real-world use cases

### **Approach and methodology**

Practical and structured approach combining focused theory and guided workshops. Participants gradually discover the basics of Microsoft 365 administration and artificial intelligence through concrete exercises inspired by professional scenarios, promoting an immediate application of the learnings. They learn to understand key Microsoft 365 services, environment management principles, and fundamental AI concepts. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable skills to effectively learn about Microsoft 365 technologies and AI in a professional context.

## **Prerequisites**

Basic knowledge of Microsoft 365 services General understanding of IT concepts

## **Recommendations**

Review: Virtualization Basics Data Center Architectures

Familiarize With: VMware Environments (ESXi, vCenter)

Identify Your Goals: Virtual Machine Management Performance Optimization Infrastructure Security