

Manage and extend Microsoft 365 Copilot (MS-4017)

Duration: 1 day

Audience: Professionnel TI

Who is this training for?

This course is designed for Microsoft 365 administrators, and IT professionals who want to learn how to manage and extend Microsoft 365 Copilot

Training objectives

Understand the principles of Microsoft 365 Copilot extensibility: Learn how to extend Copilot capabilities to meet specific business needs

Implement and administer Microsoft 365 Copilot: Gain the skills to deploy and manage Copilot across the organization

Use Graph connectors: Improve data access and real-time discoverability with Graph connectors

Create plugin actions: Develop custom actions to extend Copilot's capabilities, enabling real-time data interaction

Apply Zero Trust principles: Embed Zero Trust security principles into Microsoft 365 Copilot management

Summary

This course examines how administrators can manage and extend Microsoft 365 Copilot to meet their business needs. The course introduces you to Copilot, examines how to implement and administer it, and then explores the fundamentals of Copilot extensibility.

Course outline

Content Implement Microsoft 365 Copilot

- Prepare for Microsoft 365 Copilot
- Implement SharePoint advanced management tools to prepare Microsoft 365 Copilot
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Prepare your data for searches in Microsoft 365 Copilot

- Protect your Microsoft 365 Copilot data with Microsoft 365 security tools
- Assign your Microsoft 365 Copilot licenses
- Extend Microsoft 365 Copilot
- Drive adoption of Microsoft 365 Copilot across your Organization
- Knowledge Verification Review Data Security and Compliance in Microsoft 365 Copilot Apply Zero

Trust Principles to Microsoft Copilots

Manage Microsoft Copilot Manage Microsoft 365 Copilot Microsoft 365 Copilot Extensibility

Fundamentals

Choose a Development Path for Microsoft 365 Copilot Extensibility

Manage Microsoft 365 Copilot Extensibility

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually manage and extend Microsoft 365 Copilot through real-world exercises inspired by professional scenarios, promoting immediate application of learning. They learn how to configure, customize, and administer Copilot, as well as integrate its capabilities into business processes to maximize value. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable technical skills to optimize the use of Copilot in a professional context.

Prerequisites

Basic computer literacy: A general understanding of IT concepts is required

Experience with Microsoft 365: Familiarity with Microsoft 365 tools and services is recommended

System administration skills: Experience in systems administration, especially with Microsoft 365, is helpful

Recommendations

- Basics in Microsoft 365 (Teams, SharePoint, Exchange, OneDrive)
- Understanding of generative AI and Copilot concepts Knowledge of the Power Platform (Power Automate, Copilot Studio – asset)
- Notions of identity management and security (Entra ID)
- Understanding of business processes and automation