

MS-4007: Copilot for Microsoft 365 User Enablement Specialist

Duration – 1 Day

Content:

Module No. 1: Explore user enablement strategies for adopting Copilot for Microsoft 365

Lessons:

- Describe the importance of user enablement.
- Describe the three-part approach to becoming AI-powered with Copilot for Microsoft 365.
- Describe the People-First strategy and its three key principles.
- Extending Copilot for Microsoft 365 with Microsoft Graph connectors
- Describe the Copilot for Microsoft 365 user enablement framework.
- Discover insights from an organization who adopted Copilot for Microsoft 365 to transform their business.

Module No. 2: Envision a successful adoption of Copilot for Microsoft 365

Lessons:

- Understand the key roles needed to assemble the appropriate user enablement team.
- Create an AI council.
- Define a user experience strategy.
- Identify and prioritize scenarios.
- Establish success measures and reporting plans.
- Assess your organization's readiness.

Module No. 3: Onboard and empower your employees to use Copilot for Microsoft 365 efficiently

Lessons:

- Establish a Copilot for Microsoft 365 Center of Excellence.
- Build a Champions and Early Adopters Program.
- Build an engagement strategy.
- Build a training strategy.
- Describe rapid enablement training

Module No. 4: Drive value and maximize the impact of Copilot for Microsoft 365 within your organization

Lessons:

- Gather feedback from users through listening sessions.
- Track end user adoption through distribution of surveys.
- Review and track adoption score and usage reports in the Microsoft Copilot Dashboard in the Microsoft 365 admin center.
- Conduct monthly service health reviews.
- Encourage ongoing engagement of Copilot for Microsoft 365.

Module No. 5: Extend and optimize Copilot for Microsoft 365 in your organization

Lessons:

- Describe the three-part strategy to enhance Copilot for Microsoft 365.
- Design scenarios using the Modern Collaboration Architecture framework.
- Describe how Copilot Studio helps you customize Copilot for Microsoft 365.