

# MS-900T01-A: Microsoft 365 Fundamentals

**Course Duration: 8 Hours (1 Day)**

## Overview

The MS-900T01-A: Microsoft 365 Fundamentals course is designed to introduce learners to the comprehensive suite of collaboration, security, and productivity tools available through Microsoft 365. This foundational course covers cloud computing principles and helps learners understand the value, capabilities, and considerations of Microsoft 365 in a business environment. Starting with Cloud concepts, participants will grasp the core principles of cloud computing and explore Microsoft 365's offerings, including how to select appropriate Cloud deployment models. The course then delves into Microsoft 365 productivity and teamwork capabilities, showcasing how tools like Microsoft Stream, Teams, Yammer, OneDrive, and SharePoint can revolutionize collaboration and file management. In the Business management capabilities module, learners will discover how to streamline Device management, enhance security with Windows 10, and leverage analytics for business intelligence. The Security and compliance section covers the robust security measures, Identity management, Threat protection, and Compliance features within Microsoft 365. Finally, the course addresses Microsoft 365 Licensing and support, helping learners identify various licensing options, understand the Service lifecycle, and what support Microsoft offers. Overall, this course empowers individuals with the knowledge to effectively use and manage Microsoft 365 services in their organizations.

## Audience Profile

1. The MS-900T01-A course covers Microsoft 365 fundamentals, targeting professionals seeking cloud-based productivity solutions expertise.
2. Target audience for the MS-900T01-A: Microsoft 365 Fundamentals course:
  - IT professionals looking to understand Microsoft 365 services
  - System administrators considering cloud services deployment
  - Network or Systems Engineers interested in Microsoft's cloud solutions
  - Helpdesk technicians aiming for career advancement in cloud technologies
  - Project managers overseeing teams using or migrating to Microsoft 365
  - Business decision-makers evaluating the potential of Microsoft 365 for their organization
  - Compliance officers needing knowledge of Microsoft 365's security and compliance capabilities
  - New users of Microsoft 365 interested in learning the platform's capabilities
  - Office Managers responsible for implementing and managing Microsoft 365 applications
  - Security Analysts interested in Microsoft 365's threat protection and identity management
  - DevOps engineers who integrate and manage Microsoft 365 services within their workflows
  - Productivity coaches providing training on Microsoft 365 tools and services

- Software developers looking to understand the Microsoft 365 environment for app development
- Technical support staff who assist customers with Microsoft 365 issues and queries
- Corporate trainers who develop and deliver Microsoft 365 training programs
- HR professionals who manage company-wide software licenses and compliance
- Sales and marketing professionals who need to understand Microsoft 365 to effectively sell the service
- Data analysts interested in business intelligence features within Microsoft 365.

## Course Syllabus

### Module 1: Cloud concepts

Explore the core concepts of cloud computing and how it can help your business.

#### Lessons

- Principles of cloud computing
- What is Microsoft 365?
- Select a cloud deployment

### Module 2: Microsoft 365 productivity and teamwork capabilities

Learn about the productivity and teamwork solutions in Microsoft 365 and the capabilities that help people be more productive using Microsoft 365 - The World's Productivity Cloud.

#### Lessons

- Microsoft 365 productivity and teamwork solutions
- Engage employees with Microsoft Stream, Teams, and Yammer
- Get more done with Office across all devices
- File storage and sharing with OneDrive and SharePoint

### Module 3: Microsoft 365 business management capabilities

Learn about the business management solutions in Microsoft 365 and the capabilities that help organizations be more productive using Microsoft 365 - The World's Productivity Cloud.

#### Lessons

- Manage your business with Microsoft 365
- Simplify device management with Microsoft Endpoint Manager
- Get more done and stay secure with Windows 10
- Harness business intelligence with Microsoft 365 analytics and reporting

## **Module 4: Microsoft 365 security and compliance**

Learn about the Microsoft 365 security and compliance solutions areas and the capabilities available to help enterprises secure their enterprise and meet regulatory requirements.

### **Lessons**

- Security principles and solution areas
- Identity and access management
- Threat protection
- Cloud security
- Information protection and governance
- Compliance management
- Manage risk, discovery, and audit

## **Module 5: Microsoft 365 Licensing and support**

Learn more about Microsoft 365 licensing, service, and support options

### **Lessons**

- Identify licensing options available in Microsoft 365
- Describe support offerings in Microsoft 365 services
- Describe the service life cycle in Microsoft 365