

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

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## Audience Prerequisites

Before attending this course, students must have:

- Basic functional experience with Microsoft 365 services.
  - A proficient understanding of general IT practices.
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## Course Overview

This course 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.

This one-day course is composed of two Learning Paths – one that introduces learners to Microsoft 365 and Microsoft 365 administration, and another that introduces Microsoft 365 Copilot and Copilot agents and administration of each. Each Learning Path has three modules.

While there are no hands-on labs in this course, there's a 15-minute instructor demonstration at the end of each module.

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## Learning Paths & Modules

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### Learning Path 1 – Explore Microsoft 365 administration

Modules include:

1. Introduction to Microsoft 365 core services and admin controls
  2. Explore Microsoft 365 security foundations
  3. Protect and govern data in Microsoft 365
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### Learning Path 2 – Explore Microsoft 365 Copilot and agent administration

**Modules include:**

1. Explore Microsoft 365 Copilot and agents
2. Perform basic administrative tasks for Microsoft 365 Copilot
3. Perform basic administrative tasks for Microsoft 365 Copilot agents