

KOENIG SOLUTIONS • COURSE OUTLINE

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

Learn to administer Microsoft 365 core services, security and data governance, plus Copilot and Copilot agents.

1 Day

DURATION

6

MODULES

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.

WHO THIS COURSE IS FOR

Microsoft 365 Administrators

IT Administrators

Security Administrators

Copilot Administrators

PREREQUISITES

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

TRAINING APPROACH

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6 Modules

01

Introduction to Microsoft 365 Core Services and Admin Controls

02

Explore Microsoft 365 Security Foundations

03

Protect and Govern Data in Microsoft 365

01

Explore Microsoft 365 Copilot and Agents

02

Perform Basic Administrative Tasks for Microsoft 365 Copilot

03

Perform Basic Administrative Tasks for Microsoft 365 Copilot Agents

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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