

Administering Microsoft 365 and AI Services (Beta)

Course Name	Administering Microsoft 365 and AI Services
Level	Intermediate
Duration	5 day(8hrs/day)
Participant background (prerequisites)	- Students should have basic functional experience with Microsoft 365 services. - Familiarity with Microsoft Entra ID, Microsoft Teams, Exchange Online, and SharePoint Online is beneficial. - Basic understanding of identity, security, compliance, and cloud administration concepts is recommended. - Prior experience administering Microsoft 365 workloads will be helpful but is not mandatory.
Project Proposed	Labs
Expected Outcome	- Configure, manage, and maintain Microsoft 365 tenants and workloads. - Provision and govern identities using Microsoft Entra. - Implement authentication, authorization, and secure access controls. - Secure email, collaboration, and productivity services within Microsoft 365. - Protect sensitive information using Microsoft Purview Information Protection. - Implement Data Loss Prevention (DLP), retention, and data lifecycle management solutions. - Assess organizational readiness and deploy Microsoft 365 Copilot effectively. - Configure and manage Microsoft 365 Copilot settings and extensibility. - Establish governance and security controls for AI agents and AI-powered services. - Monitor, manage, and optimize Microsoft 365 AI services to improve operational efficiency, security, and compliance. - Apply Microsoft 365 administration, security, compliance, and AI governance best practices within enterprise environments.

Topics	Number of Days
Administering Microsoft 365 and AI Services	5 days(8hrs/day)
Total	5 days(8hrs/day)

Module 1: Configure and manage Microsoft 365 tenants and workloads

- Provision and brand a Microsoft 365 tenant
- License Microsoft 365 and AI services at scale
- Keep a Microsoft 365 tenant resilient and healthy
- Configure Exchange Online and Microsoft Teams workloads
- Govern SharePoint and OneDrive for Microsoft 365 Copilot

Module 2: Govern and secure Microsoft 365 tenants and workloads

- Provision and govern identities in Microsoft Entra
- Implement authentication and access in Microsoft Entra
- Secure email and collaboration with Microsoft Defender for Office 365
- Protect information with Microsoft Purview information protection
- Prevent data loss and govern the data lifecycle with Microsoft Purview

Module 3: Manage and secure Microsoft 365 AI services

- Assess readiness and roll out Microsoft 365 Copilot
- Configure Microsoft 365 Copilot settings and extensibility
- Establish agent identities and secure access with Microsoft Entra Agent ID
- Curate and control agents with the Agent Registry and Agent 365 tools
- Monitor and manage agents with Microsoft Agent 365
- Govern agents using Agent 365
- Monitor and optimize Microsoft 365 AI services