INTRODUCTION TO MICROSOFT 365 AND AI ADMINISTRATION (AB-900)

Course Code: 834117

Learn and build foundational concepts, core services, and administrative controls of Microsoft 365.

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.

Who Needs to Attend

This course is designed for beginning-level technical IT/Pros and novice administrators seeking foundational understanding of Microsoft 365 services and Microsoft 365 Copilot. Learners are introduced to the essential components, concepts, and capabilities they need to utilize and manage Microsoft 365, Copilot, and agents without requiring prior hands-on experience.

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CLASSROOM LIVE	$675 USD	1 Day

Classroom Live Outline

Module 1: Explore Microsoft 365 administration

- Explore Microsoft 365 security foundations
- Introduction to Microsoft 365 core services and admin controls
- Protect and govern Microsoft 365 data

Module 2:Explore Microsoft 365 Copilot and agent administration

- Explore Microsoft 365 Copilot and agents
- Perform basic administrative tasks for Microsoft 365 Copilot
- Perform basic administrative tasks for Microsoft 365 Copilot agents

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VIRTUAL CLASSROOM LIVE	$675 USD	1 Day

Virtual Classroom Live Outline

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Jun 26 - 26, 2026 | 9:00 AM - 5:00 PM EDT

Sep 11 - 11, 2026 | 9:00 AM - 5:00 PM EDT

Dec 7 - 7, 2026 | 9:00 AM - 5:00 PM EST

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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