MS-4017: MANAGE AND EXTEND MICROSOFT 365 COPILOT

LEVEL		ROLE	ADMINISTRATOR, BUSINESS ANALYST, FUNCATIONL CONSULTANT
	INTERMEDIATE		
DURATION	1 DAY	PRODUCT	MICROSOFT 365

OVERVIEW

This course examines how administrators can manage and extend Microsoft 365 Copilot to meet their business needs. The course introduces you to Copilot, examines how to implement and administer it, and then explores the fundamentals of Copilot extensibility.

AUDIENCE PROFILE

This course is designed for administrators, Microsoft 365 administrators, and IT professionals who are interested in learning how to manage and extend Microsoft 365 Copilot.

In this course, you will learn how to:

- **Gain end-to-end knowledge of Microsoft 365 Copilot implementation:** Learn how to deploy, secure, manage, and extend Copilot across your organization.
- **Secure your AI environment with Zero Trust**: Apply comprehensive Zero Trust principles to every layer of your Microsoft Copilot deployment.
- **Drive value and adoption across the enterprise:** Equip your organization to fully leverage Copilot through smart planning, license management, and change enablement.

- **Customize Copilot with agents, connectors, and plugins**: Extend Copilot's capabilities to fit your business processes and data infrastructure.

Maintain visibility and control with enterprise-grade tools: Monitor usage, interactions, and data security using Microsoft Purview and built-in admin dashboards.

Course Prerequisites:

- Students should have basic functional experience with Microsoft 365 services.

- Students must have a proficient understanding of general IT practices.

Course Outline

Learning Objectives

Microsoft 365 Copilot Admin Course Outline

Learning Objectives

- **Implement Microsoft 365 Copilot**
  - Get ready for Copilot: prerequisites and planning
  - Use SharePoint Advanced Management to prepare
  - Prepare your data for Copilot searches
  - Protect data using Microsoft 365 security tools
  - Assign licenses and extend Copilot
  - Drive adoption across your organization
- **Examine Data Security and Compliance in Microsoft 365 Copilot**
  - Understand how Copilot uses proprietary data
  - Learn how Copilot protects sensitive business data
  - Explore isolation, access controls, and compliance boundaries
  - Review how Copilot meets regulatory mandates
- **Apply Principles of Zero Trust to Microsoft Copilots**
  - Prepare for Copilot using a Zero Trust framework

- Apply Zero Trust to identity, access, data, apps, devices, and threat protection
- Deploy secure collaboration and minimum permissions
- Validate your security posture across all layers

- **Manage Microsoft Copilot**
  - Understand the difference between Microsoft Copilot and Microsoft 365 Copilot
  - Manage Copilot with enterprise data protection
  - Administer Copilot in Edge and on mobile devices

- **Manage Microsoft 365 Copilot**
  - Administer Microsoft 365 Copilot settings and web access
  - Manage Copilot in Teams meetings and events
  - Apply Microsoft Purview AI Hub protections
  - Monitor usage, readiness, and interactions with dashboards and compliance tools

- **Microsoft 365 Copilot Extensibility Fundamentals**
  - Understand extensibility with agents, connectors, and plugins
  - Learn about declarative and custom engine agents
  - Add knowledge with Graph connectors and skills with plugins

- **Choose a Microsoft 365 Copilot Extensibility Development Path**
  - Decide why and how to extend Copilot
  - Choose the right development approach and tools
  - Explore real-world examples and ensure data privacy/security

- **Manage Microsoft 365 Copilot Extensibility**
  - Administer Copilot agents and Graph connectors
  - Monitor and manage data connections
  - Control how connector content is displayed in Copilot

Further Information:

For More information, or to book your course

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https://smartteklearning.com

info@smartteklearning.com