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## MS-900: INTRODUCTION TO MICROSOFT 365

LEVEL	BEGINNER	ROLE	ADMINISTRATOR
DURATION	1 DAY	PRODUCT	MICROSOFT 365

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## OVERVIEW

This course introduces Microsoft 365, an integrated cloud platform that delivers industry-leading productivity apps along with intelligent cloud services, and world-class security. You'll learn foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing. You will be introduced to Microsoft 365 and learn how Microsoft 365 solutions improve productivity, facilitate collaboration, and optimize communications. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

## AUDIENCE PROFILE

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## In this Microsoft 365 Fundamentals course, you will learn how to:

- Understand foundational cloud concepts, including service models and shared responsibility.
- Explore Microsoft 365's core productivity and collaboration tools like Teams and SharePoint.
- Leverage Microsoft 365 security and compliance features, such as Defender and Purview.
- Manage identities and access using Microsoft Entra ID.
- Evaluate pricing, licensing, and support options to maximize organizational value.

## Course Prerequisites:

Microsoft 365 Fundamentals is beginner-friendly, requiring no technical knowledge. However, basic IT concepts and cloud computing (like cloud models and SaaS) can help you better understand the material.

## Microsoft 365 Fundamentals Course Outline

### Learning Objectives

#### 1. Introduction to Cloud Concepts

- Overview of cloud computing models (IaaS, PaaS, SaaS).
- Key benefits and considerations of cloud services.
- Shared responsibility model in the cloud.

#### 2. Introduction to Microsoft 365

- Overview of Microsoft 365 as the productivity cloud.
- Core Microsoft 365 services and capabilities.
- Benefits of Microsoft 365 for business collaboration and productivity.

### **3. Microsoft 365 Core Services**

- Productivity solutions (e.g., Office apps and content creation tools).
- Collaboration solutions (e.g., Teams, SharePoint, OneDrive).
- Endpoint management and deployment options.
- Analytics and business intelligence capabilities in Microsoft 365.

### **4. Security, Compliance, and Identity**

- Overview of security capabilities in Microsoft 365 (Defender XDR, encryption).
- Microsoft Entra ID (identity and access management).
- Compliance solutions (e.g., Microsoft Purview, Compliance Manager).
- Trust and privacy principles supported by Microsoft.

### **5. Microsoft 365 Licensing and Support**

- Pricing models and licensing options for organizations.
- Billing options and subscription management.
- Overview of Microsoft's support and service offerings.

### **6. Microsoft 365 Trust Model**

- Handling privacy and data protection in Microsoft 365.
- Service Trust Portal and transparency resources.

### **Further Information:**

For More information, or to book your course

Course MS-900T: Introduction to Microsoft 365

<https://smartteklearning.com/Course/ms-900-microsoft-365-fundamentals/>

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