

Introduction to Microsoft 365 and AI administration (AB-900T00)

Duration: 1 day

Audience: Professionnel TI

Who is this training for?

AB-900 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.

Training objectives

By the end of the course, you will be able to:

- Understand the basics of Microsoft 365 security
- Understand and use Microsoft 365 core services
- Manage identity, authentication, and access
- Protect and govern data with Microsoft Purview
- Understand Microsoft 365 Copilot and AI agents

Summary

AB-900 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.

Course outline

Learning Path 1 – Explore Microsoft 365 administration.

- Module 1 - Introduction to Microsoft 365 core services and admin controls
- Module 2 - Explore Microsoft 365 security foundations

- Module 3 - Protect and govern data in Microsoft 365

Learning Path 2 – Explore Microsoft 365 Copilot and agent administration.

- Module 1 - Explore Microsoft 365 Copilot and agents
- Module 2 - Perform basic administrative tasks for Microsoft 365 Copilot
- Module 3 - Perform basic administrative tasks for Microsoft 365 Copilot agents

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually discover the basics of Microsoft 365 administration and artificial intelligence through concrete exercises inspired by professional scenarios, promoting an immediate application of the learnings.

They learn to understand key Microsoft 365 services, environment management principles, and fundamental AI concepts.

Led by a Microsoft certified trainer (MCT), the training focuses on interactivity and the development of directly transferable skills to effectively learn about Microsoft 365 technologies and AI in a professional context.

Prerequisites

Students

should have the following knowledge and experience before attending this course:

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

Recommendations

Optional Prerequisites:

- Interest in Microsoft 365 services
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General familiarity with IT security concepts

- Basic understanding of cloud environments
- Awareness of identity, authentication, and access principles
- Introductory knowledge of data governance and protection
- Awareness of generative AI and AI agents
- Familiarity with Microsoft 365 administration tools (portal, CLI)

Certifications

[Microsoft 365 Certified: Copilot and Agent Administration Fundamentals](#)

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