

Manage and extend Microsoft 365 Copilot (MS-4017)

Duration: 1 day

Audience: Professionnel TI|Analyste de données

Who is this training for?

MS-4017: Manage and extend Microsoft 365 Copilot is designed for administrators, Microsoft 365 administrators, and IT professionals who are interested in learning how to manage and extend Microsoft 365 Copilot.

Training objectives

By

the end of this course, students will be able to:

- Understand the role and capabilities of Microsoft 365 Copilot in enterprise environments
- Identify organizational and technical requirements for Microsoft 365 Copilot adoption
- Plan and support the deployment of Microsoft 365 Copilot across an organization
- Manage and administer Microsoft 365 Copilot using available administrative tools and controls
- Apply governance, security, and compliance considerations related to Microsoft 365 Copilot
- Explain the core concepts of Microsoft 365 Copilot extensibility
- Evaluate options for extending Microsoft 365 Copilot to address business requirements
- Develop a strategy for managing and evolving Microsoft 365 Copilot within an organization

Summary

MS-4017: Manage and extend Microsoft 365 Copilot 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.

Course outline

Learning Path 1: Prepare Your Organization for Microsoft 365 Copilot

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Module 1: Introduction to Microsoft 365 Copilot

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Module 2: Prepare your organization for Microsoft 365 Copilot

Learning Path 2: Manage Microsoft 365 Copilot Administration

- Module 1: Manage Microsoft 365 Copilot administration
- Module 2: Secure and govern Microsoft 365 Copilot
- Module 3: Monitor and optimize Microsoft 365 Copilot

Learning Path 3: Prepare for Microsoft 365 Copilot Extensibility

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Module 1: Understand Microsoft 365 Copilot extensibility fundamentals

- Module 2: Extend Microsoft 365 Copilot with custom solutions and integrations

Approach and methodology

Practical and structured approach combining targeted theory, demonstrations, and guided hands-on activities. Participants progressively learn how to prepare for, manage, govern, and extend Microsoft 365 Copilot through realistic scenarios and practical exercises that reflect common organizational needs. The course emphasizes the application of administrative, security, governance, and extensibility concepts to help participants maximize the value of Copilot within their environment. Led by a Microsoft Certified Trainer (MCT), the training focuses on interactivity and the development of

practical skills that can be immediately applied to managing and extending Microsoft 365 Copilot in a professional setting.

Prerequisites

Students

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

- Optionally completed a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.
- Basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.
- A working knowledge of PowerShell.
- A general understanding of the Microsoft 365 Copilot design.

Recommendations

- Basics in Microsoft 365 (Teams, SharePoint, Exchange, OneDrive)
- Understanding of generative AI and Copilot concepts Knowledge of the Power Platform (Power Automate, Copilot Studio – asset)
- Notions of identity management and security (Entra ID)
- Understanding of business processes and automation