

AB-900

Introduction to Microsoft 365 and AI Administration

This course provides a comprehensive introduction to Microsoft 365, Copilot and AI-powered agents. It introduces learners to the fundamental concepts, core services and administrative controls of Microsoft 365. It then builds on this foundation by exploring how Copilot and agents can leverage AI to automate tasks, improve collaboration, and personalize user experiences across the entire Microsoft 365 suite.

Course Contents

- Exploring Microsoft 365 security fundamentals
- Introduction to Microsoft 365 core services and admin controls
- Protecting and controlling Microsoft 365 data
- Exploring Microsoft 365 Copilot and agents
- Performing basic administrative tasks for Microsoft 365 Copilot
- Performing basic administrative tasks for Microsoft 365 Copilot agents

E-Book The original Microsoft courseware is made available to you online.

Target Group

This course is aimed at technical IT specialists and beginners looking for basic knowledge of Microsoft 365 services and Microsoft 365 Copilot. Learners will be introduced to the essential components, concepts and features they need to use and manage Microsoft 365, Copilot and Agents without the need for prior hands-on experience.

Roles: Administrator, Technical Consultant

Prerequisites

- Course participants should have basic functional experience with Microsoft 365 services
- Course participants must have a good knowledge of general IT methods

Course Target

The course is a good preparation for the certification Microsoft 365 Certified: Copilot & Agent Administration Fundamentals

This Course in the Web



You can find the up-to-date information and options for ordering under the following link:

www.expertech-training.com/go/ABTD

Reservation

On our Website, you can reserve a course seat for 7 days free of charge and in a non-committal manner. This can also be done by phone under +49 6074/4868-0.

Guaranteed Course Dates

To ensure reliable planning, we are continuously offering a wide range of guaranteed course dates.

Your Tailor-Made Course!

We can precisely customize this course to your project and the corresponding requirements.

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Status 04/12/2026

Training		Prices, excl. of V.A.T.	
Classes in Germany	1 Day	€ 650	
Online Training	1 Day	€ 650	
Date/course venue	Course language German		
11/05-11/05/26	Online	31/08-31/08/26	Online
08/06-08/06/26	Online	02/11-02/11/26	Online



Our Training Offer for You:



Classroom Training

The live training experience in our training centers or on your premises on-site.



Online Training

Attend your course in online mode – without travel and accommodation expenses and effort.



Hybrid Training

Classroom & online in one course – choose how you wish to participate in your training event.



In-house Training

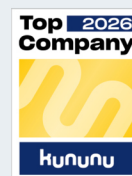
We create your customized training concepts for your project.



Guaranteed Course Dates

ExperTeach guaranteed course dates allow for secure and reliable planning.

Awards Won by ExperTeach



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