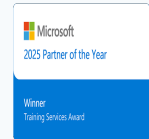


Administer Microsoft 365 and AI services

OEM: Microsoft • Code: AB-650T00-A



COURSE DESCRIPTION

Important **This course will be available on 10/30/2026. In this course, you learn to configure, manage, secure, govern, and optimize Microsoft 365 tenants, workloads, Microsoft 365 Copilot, agents, and Microsoft Agent 365. Through instructor-led discussions, demonstrations, scenarios, and hands-on labs, you practice tenant provisioning, licensing, workload configuration, identity and access management, threat protection, information protection, and data governance. You assess Copilot readiness, configure Copilot settings and extensibility, establish agent identities with Microsoft Entra Agent ID, and curate agents and tools through the Agent Registry. You also use Microsoft Agent 365 to monitor agent activity, manage permissions and policies, investigate risks, govern agent lifecycles, and evaluate adoption and effectiveness. By the end of the course, you can administer Microsoft 365 and AI services at enterprise scale while supporting secure collaboration, compliance, operational resilience, and responsible agent adoption.

AUDIENCE PROFILE

- As a Microsoft 365 and AI Services Administrator, you configure, manage, secure, and govern Microsoft 365 tenants, workloads, and AI services, including Microsoft 365 Copilot, agents, and connected AI capabilities. You enable secure, compliant, and scalable productivity across the organization by governing data access, protecting information, and supporting collaboration between users and agents. You operate and continuously optimize Microsoft 365 and AI services at enterprise-scale, ensuring reliable and effective outcomes in an AI-powered workplace. You collaborate with architects and administrators across workloads, infrastructure, identity, security, compliance, endpoints, and applications. You should have experience with Microsoft 365 workloads and Microsoft Entra ID, an understanding of Microsoft Defender XDR capabilities, and familiarity with Microsoft Graph PowerShell. As a Microsoft 365 administrator, you: Configure and manage Microsoft 365 tenants and workloads Secure and govern Microsoft 365 tenants and workloads Manage and secure Microsoft 365 AI services

PREREQUISITES

- This section doesn't contain any content.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- This section doesn't contain any content.

COURSE OUTLINE

Module 1: Configure and manage Microsoft 365 tenants and workloads

Provision and brand a Microsoft 365 tenant

- Introduction
- Understand microsoft 365 tenant
- Assign least privilege admin roles
- Add verify custom domain
- Exercise delegate domain add domain
- Configure organization branding
- Exercise configure branding
- Configure org settings
- Exercise configure org settings
- Knowledge check
- Summary

License Microsoft 365 and AI services at scale

- Introduction
- Assign manage microsoft 365 licenses
- Verify troubleshoot license assignments
- Exercise assign verify license assignments
- License ai services
- Understand microsoft 365 billing structure
- Set up pay as you go billing
- Exercise configure billing pilot team
- Knowledge check
- Summary

Keep a Microsoft 365 tenant resilient and healthy

- Introduction
- Configure microsoft 365 backup
- Exercise configure backup critical workloads
- Monitor service health
- Diagnose network connectivity copilot
- Exercise diagnose connectivity failure
- Monitor usage adoption
- Exercise interpret copilot adoption data
- Recognize endpoint management ecosystem
- Knowledge check
- Summary

Configure Exchange Online and Microsoft Teams workloads

- Introduction
- Create manage mailboxes
- Delegate mailbox access

- Exercise configure shared mailbox delegate access
- Understand mail routing
- Create manage teams channels
- Configure copilot teams meetings
- Exercise build copilot ready team
- Knowledge check
- Summary

Govern SharePoint and OneDrive for Microsoft Copilot

- Introduction
- Create manage sharepoint sites
- Configure sharing copilot boundary
- Find overshared sites reports
- Exercise setup audit governed site
- Restricted content discovery
- Restricted access control
- Restricted sharepoint search
- Choose right control
- Exercise remediate finance site choose control
- Knowledge check
- Summary

Module 2: Govern and secure Microsoft 365 tenants and workloads

Provision and govern identities in Microsoft Entra

- Introduction
- Manage user contact lifecycle
- Bulk identity management graph
- Exercise bulk provision graph powershell
- Manage guests external collaboration
- Create manage groups policies
- Scope administrative units
- Exercise scope administrative unit
- Govern roles role groups privileged identity management
- Exercise configure privileged identity management approval workflow
- Knowledge check
- Summary

Implement authentication and access in Microsoft Entra

- Introduction
- Evaluate scope authentication methods
- Enforce password protection
- Enable troubleshoot self service password reset
- Exercise scope methods self service password reset

- Evaluate conditional access client apps
- Investigate resolve authentication issues
- Resolve risk device compliance
- Exercise conditional access risk device compliance
- Knowledge check
- Summary

Secure email and collaboration with Microsoft Defender for Office 365

- Introduction
- Preset custom policy precedence
- Configure threat policy settings
- Extend protection teams sharepoint onedrive
- Exercise configure scope finance team protection
- Manage alerts investigate threats
- Remediate air attack simulation training
- Exercise investigate threat attack simulation training
- Broader microsoft defender security estate
- Knowledge check
- Summary

Protect information with Microsoft Purview information protection

- Introduction
- Choose classification technique
- Exercise create custom sit transaction pattern
- Design label scope
- Publish label policy resolve conflicts
- Exercise publish label policy verify priority
- Verify classification reporting
- Verify copilot grounding
- Knowledge check
- Summary

Prevent data loss and govern the data lifecycle with Microsoft Purview

- Introduction
- Specify data loss prevention requirements
- Exercise data loss prevention copilot policy
- Attribute data loss prevention alerts ai agents
- Respond data loss prevention alerts defender xdr
- Exercise review data loss prevention defender xdr
- Specify data lifecycle retention
- Monitor ai activity dspm
- Exercise review dspm ai data risk assessment
- Recognize purview governance surface
- Knowledge check

- Summary

Module 3: Manage and secure Microsoft 365 AI services

Assess readiness and roll out Microsoft Copilot

- Introduction
- Assess tenant readiness
- Exercise run interpret readiness report
- Identify resolve data readiness
- Exercise remediate oversharing risk
- Plan phased rollout
- Exercise stage phased rollout group
- Knowledge check
- Summary

Configure Microsoft Copilot settings and extensibility

- Introduction
- Configure copilot settings catalog
- Exercise configure copilot settings catalog
- Manage web search copilot copilot chat
- Manage copilot cowork
- Configure copilot search
- Exercise configure web search copilot search
- Manage third party ai providers
- Exercise enable third party ai provider
- Configure copilot connectors
- Govern sharepoint skills frontier
- Knowledge check
- Summary

Establish agent identities and secure access with Microsoft Entra Agent ID

- Introduction
- Understand agent id object model
- Assign sponsor owner agent identity
- Exercise assign sponsor owner agent identity
- Automate sponsor transfer lifecycle workflows
- Exercise configure sponsor transfer lifecycle workflow
- Apply conditional access agent licensing
- Exercise apply conditional access agent blueprint
- Knowledge check
- Summary

Curate and control agents with the Agent Registry and Agent 365 tools

- Introduction

- Review approve block tools
- Exercise review approve block tool
- Govern bring your own model context protocol servers
- Exercise review bring your own model context protocol server registration
- Perform registry curation
- Exercise reassign active agent owner
- Audit agent estate publisher channel
- Knowledge check
- Summary

Monitor and manage agents with Microsoft Agent 365

- Introduction
- Introduction agent identity
- Monitor agent
- Observe agents scenarios
- Exercise view agent overview
- Exercise explore agents inventory
- Exercise explore agents map
- Exercise view exceptions delete
- Exercise measure effectiveness
- Exercise view connected platforms
- Check
- Summary

Govern agents using Agent 365

- Introduction
- Govern agents scenarios
- Exercise agent settings
- Security governance policies
- Exercise set up policy template
- Exercise set up permissions
- Exercise set up policies
- Exercise deploy agents
- Exercise assign owners agents
- Exercise block agent
- Exercise use rules
- Manage tools
- Exercise manage tools
- Exercise view audit logs
- Check
- Summary

Monitor and optimize Microsoft 365 AI services

- Introduction

- Pick right report source
- Exercise pick right report source
- Read copilot agent usage reports
- Exercise read copilot agent usage reports
- Reconcile copilot agent costs
- Exercise reconcile copilot agent costs
- Optimize ai spend
- Assess ai service health copilot control system
- Knowledge check
- Summary