

Course Name

Azure & Microsoft 365 Administration with Microsoft Copilot

Duration

- **5 Days**
- **Level:** Intermediate to Advanced
- **Reference:** AZ-104 + MS-102 + Microsoft Copilot

Prerequisites

Participants should have:

- Basic knowledge of **Microsoft Azure**
- Basic understanding of **Microsoft 365**
- Familiarity with cloud computing concepts
- Basic understanding of networking, such as IP addresses, DNS and virtual networks
- Basic knowledge of users, groups and permissions
- Familiarity with Microsoft Entra ID
- Basic understanding of security and identity concepts
- Experience using Microsoft 365 applications such as Teams, Outlook, Word and Excel
- No previous Copilot experience is required

Course TOC

Day 1 – AZ-104: Azure Identity & Governance

- **Microsoft Entra ID**
- **Users, Groups & RBAC**
- **Subscriptions & Resource Groups**
- **Azure Policy & Governance**
- **Cost Management**

Day 2 – AZ-104: Azure Infrastructure

- **Virtual Machines & Storage**
- **Virtual Networks**
- **Network Security**
- **Load Balancing**
- **Monitoring, Backup & Recovery**

Day 3 – MS-102: Microsoft 365 Administration

- **Microsoft 365 Tenant Management**
- **Users, Groups & Licences**
- **Identity & Authentication**
- **Conditional Access**
- **Microsoft 365 Services**

Day 4 – MS-102: Security & Compliance

- **Microsoft Defender**
- **Microsoft Purview**
- **Information Protection**
- **Data Loss Prevention**
- **Retention & eDiscovery**

Day 5 – Microsoft Copilot & AI

- **Generative AI & Copilot**
- **Prompt Engineering**
- **Copilot in Word, Excel & PowerPoint**
- **Copilot in Outlook & Teams**
- **Copilot Studio & Agents**
- **Security & Responsible AI**
- **Hands-on Exercise / Assessment**