AB-650T00 - Administer Microsoft 365 and AI services

Overview

Course Duration: 3 Days

About This Course

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

Course Outline

Module 1: Configure and manage Microsoft 365 tenants and workloads

Configure and manage an existing Microsoft 365 tenant as Relecloud rolls out Microsoft Copilot to its workforce. Five modules cover tenant domains and branding, licensing at scale, resilience and health monitoring, Exchange and Teams collaboration, and SharePoint and OneDrive governance. Use these foundations to configure services and review the access that Copilot relies on.

- Provision and brand a Microsoft 365 tenant
- License Microsoft 365 and AI services at scale
- Keep a Microsoft 365 tenant resilient and healthy
- Configure Exchange Online and Microsoft Teams workloads
- Govern SharePoint and OneDrive for Microsoft Copilot

Module 2: Govern and secure Microsoft 365 tenants and workloads

Govern and secure a Microsoft 365 tenant as Relecloud protects Woodgrove Bank's regulated financial data. Five modules cover identity governance, authentication and access, threat protection, information protection, and data loss prevention.

- Provision and govern identities in Microsoft Entra
- Implement authentication and access in Microsoft Entra
- Secure email and collaboration with Microsoft Defender for Office 365
- Protect information with Microsoft Purview information protection
- Prevent data loss and govern the data lifecycle with Microsoft Purview

Module 3: Manage and secure Microsoft 365 AI services

Roll out, secure, and monitor Microsoft Copilot and the agents that run alongside it. Follow Relecloud as it scales Copilot and agents across engineering, customer success, and its Woodgrove Bank fraud-investigation work. Seven modules take you from Copilot readiness and rollout, through Copilot settings and extensibility, into agent identity and agent curation, then into monitoring and governing agents in production, and finally to the cost and adoption evidence that keeps AI services healthy.

- Assess readiness and roll out Microsoft Copilot
- Configure Microsoft Copilot settings and extensibility
- Establish agent identities and secure access with Microsoft Entra Agent ID
- Curate and control agents with the Agent Registry and Agent 365 tools
- Monitor and manage agents with Microsoft Agent 365
- Govern agents using Agent 365
- Monitor and optimize Microsoft 365 AI services

Prerequisites

- Experience with Microsoft 365 workloads (Exchange, SharePoint, Teams, OneDrive) and Microsoft Entra ID
- Basic understanding of DNS concepts
- Familiarity with Microsoft Entra and core identity concepts
- Experience with cloud-based productivity services at an administrator level
- Beginner-level PowerShell
- Experience administering Microsoft 365 workloads and Microsoft Entra ID
- Familiarity with Microsoft Copilot and its capabilities
- Access to a Microsoft 365 E5 tenant; Microsoft 365 E7 (Frontier Suite) is preferred, since it bundles Microsoft Agent 365 and Microsoft Entra Suite licensing used in agent-identity labs