

# Introduction to Copilot for Microsoft 365

A 2-hour course for MS365 administrators

## Course Objectives

- Explain what Copilot for Microsoft 365 is and how it can help MS365 administrators manage their cloud environment.
- Demonstrate how to install, configure, and use Copilot for Microsoft 365.
- Explore the features and benefits of Copilot for Microsoft 365, such as security, compliance, automation, and reporting.

## Course Summary

This course will introduce Copilot for Microsoft 365, a cloud management tool that helps MS365 administrators monitor, manage, and optimize their cloud environment. The course will cover the following topics:

- What is Copilot for Microsoft 365 and how it can help MS365 administrators.
- How to install and configure Copilot for Microsoft 365.
- How to use Copilot for Microsoft 365 to perform common tasks and operations, such as managing users, groups, licenses, policies, and alerts.
- How to access and customize reports and insights with Copilot for Microsoft 365, such as usage, activity, security, and compliance.
- What are the features and benefits of Copilot for Microsoft 365, such as security, compliance, automation, and reporting.

By the end of this course, learners will be able to install, configure, and use Copilot for Microsoft 365 to enhance their MS365 administration.

## Course Outline

- **Module 1: What is Copilot for Microsoft 365?**
  - Overview of Copilot for Microsoft 365 and its components.
  - Use cases and scenarios for Copilot for Microsoft 365.
  - Comparison of Copilot for Microsoft 365 with other MS365 management tools.
- **Module 2: How to install and configure Copilot for Microsoft 365?**
  - Prerequisites and requirements for Copilot for Microsoft 365.
  - Installation steps and best practices for Copilot for Microsoft 365.
  - Configuration options and settings for Copilot for Microsoft 365.
- **Module 3: How to use Copilot for Microsoft 365?**
  - Overview of the Copilot for Microsoft 365 dashboard and navigation.
  - How to perform common tasks and operations with Copilot for Microsoft 365, such as managing users, groups, licenses, policies, and alerts.
  - How to access and customize reports and insights with Copilot for Microsoft 365, such as usage, activity, security, and compliance.
- **Module 4: What are the features and benefits of Copilot for Microsoft 365?**
  - How Copilot for Microsoft 365 enhances security and compliance for MS365 environments, such as by detecting and resolving issues, enforcing policies, and auditing actions.
  - How Copilot for Microsoft 365 simplifies and automates MS365 administration, such as by creating workflows, schedules, and notifications.
  - How Copilot for Microsoft 365 improves visibility and control over MS365 resources, such as by providing dashboards, reports, and alerts.