

PROFESSIONAL COURSE OUTLINE

Microsoft

AB-900

Microsoft 365 Copilot and Agent Administration Fundamentals

AB-900T00 Introduction to Microsoft 365 and AI administration provides a comprehensive introduction to Microsoft 365, Copilot, and AI-powered agents. It introduces learners to the foundational concepts, core services, and administrative controls of Microsoft 365. It then builds upon this foundation by exploring how Copilot and agents can utilize AI to automate tasks, enhance collaboration, and personalize user experiences across the Microsoft 365 suite.

AI

Beginner

Foundry Tools

PROGRAM CODE

AB-900

DELIVERY

Virtual, On-site, or Hybrid

DURATION

1 day

CERTIFICATION

**Microsoft 365
Certified: Copilot and
Agent Administration
Fundamentals**

AUDIENCE PROFILE

Who This Program Is For

AB-900T00 is designed for beginning-level technical IT/Pros and novice administrators seeking foundational understanding of Microsoft 365 services and Microsoft 365 Copilot. Learners are introduced to the essential components, concepts, and capabilities they need to utilize and manage Microsoft 365, Copilot, and agents without requiring prior hands-on experience.

PROGRAM SUMMARY

What This Course Covers

As a candidate for this Microsoft Certification, you should be familiar with Microsoft 365, including core services, security, identity and access, data protection, and governance, along with Microsoft 365 Copilot and agents.

TAILORED DELIVERY

Adapt the program around your team.

This outline can be adapted for virtual, on-site, or hybrid delivery, with emphasis adjusted for your team's platform priorities, role mix, and implementation goals.

Enterprise-ready delivery format

VNode ITeS can align labs, examples, delivery pace, and assessment checkpoints to the required audience profile while preserving the official program sequence where applicable.

COMPLETE MODULE SEQUENCE

Module Flow and Topic Coverage

The structure below presents the current delivery flow for this program, including the associated topics covered under each module.



Plan the next session

We can tune this outline around your delivery goals and team mix.

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MODULE 1

Explore Microsoft 365 administration

This Learning Path introduces the Microsoft 365 experience by helping you set up core services, manage users and access securely, and protect your organization's data using built-in tools and best practices.

- Explore Microsoft 365 security foundations
- Introduction to Microsoft 365 core services and admin controls
- Protect and govern Microsoft 365 data

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MODULE 2

Explore Microsoft 365 Copilot and agent administration

This Learning Path explores how to boost productivity and security in Microsoft 365 by using Copilot and AI-powered agents, while examining how to manage, customize, and govern these tools across your organization.

- Explore Microsoft 365 Copilot and agents
- Perform basic administrative tasks for Microsoft 365 Copilot
- Perform basic administrative tasks for Microsoft 365 Copilot agents

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