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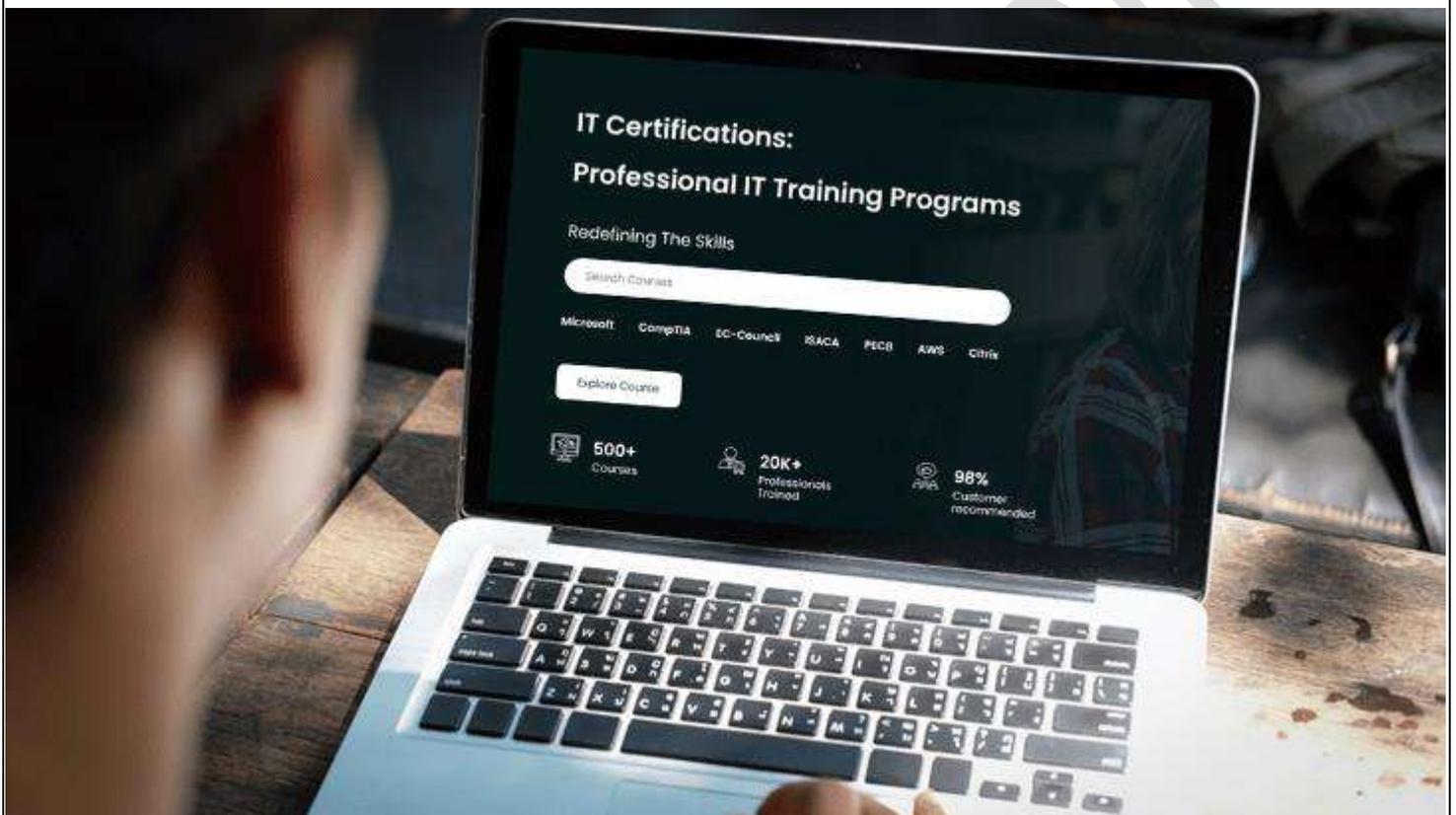
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MS-4017: Manage and extend Microsoft 365 Copilot Training

DURATION: 1 DAY

Course Description

MS – 4017 Managing and Extending Microsoft 365 Copilot Training is for examining how administrators manage and extend Copilot in order to tailor business needs. The core aim of this course is to comprehensively implement, administer, and explore the fundamentals of Copilot.

Who should attend this course?

- IT Professional
- Microsoft 365 Administrator

What you will learn

- Implement and administer Microsoft 365 Copilot effectively.
- Prepare organizational data for Copilot searches.
- Apply Zero Trust security principles to Copilot deployments.
- Manage Microsoft 365 Copilot settings and web access.
- Ensure data security and regulatory compliance with Copilot.
- Monitor Copilot usage and value through the Copilot Dashboard.
- Extend Copilot capabilities and drive organizational adoption.

Curriculum

Module 1: Prepare your organization for Microsoft 365 Copilot

Implement Microsoft 365 Copilot

- Identify the prerequisites for Microsoft 365 Copilot.
- Implement SharePoint Advanced Management to prepare for Microsoft 365 Copilot.
- Prepare your data for Microsoft 365 Copilot searches.
- Assign your Microsoft 365 Copilot licenses.
- Identify Microsoft 365 security features that control oversharing of data in Microsoft 365 Copilot.
- Explain how Copilot agents extend Microsoft 365 Copilot.
- Drive adoption by creating a Copilot Center of Excellence.

Examine data security and compliance in Microsoft 365 Copilot

- Describe how Microsoft 365 Copilot uses proprietary business data.
- Understand how Microsoft 365 Copilot protects sensitive business data.
- Describe how Microsoft 365 Copilot uses Microsoft 365 isolation and access controls.
- Understand how Microsoft 365 Copilot meets regulatory compliance mandates.

Module 2: Manage Microsoft 365 Copilot administration

Apply principles of Zero Trust to Microsoft Copilots

- Prepare for Microsoft Copilots using a Zero Trust security framework.
- Apply Zero Trust principles to your Microsoft Copilot and Microsoft 365 Copilot deployments.
- Understand Zero Trust recommendations for your Copilot configuration.
- Deploy and validate your data protection, identity and access, App Protection policies, device management protection, threat protection services, secure collaboration for Microsoft Teams, and minimum user permissions to data.

Manage Microsoft Copilot

- Identify the differences between Microsoft Copilot and Microsoft 365 Copilot.
- Understand how Microsoft Copilot employs commercial data protection.
- Manage commercial data protection in Microsoft Copilot.
- Manage Microsoft Copilot in Microsoft Edge.
- Manage Microsoft Copilot on mobile devices.

Manage Microsoft 365 Copilot

- Manage Microsoft 365 Copilot settings.
- Manage web access for Microsoft 365 Copilot.
- Manage Copilot for Microsoft Teams meetings and events.
- Identify Microsoft Purview data protections for AI apps.
- Manage Microsoft Copilot on mobile devices.
- Secure data for AI apps using the Microsoft Purview AI Hub.
- Monitor the value of Microsoft 365 Copilot through the Copilot Dashboard.
- Track Microsoft 365 Copilot readiness and usage across your organization.
- Monitor Microsoft 365 Copilot interactions using a communication compliance policy.
- Delete your Microsoft Copilot interaction history.

Module 3: Prepare for Microsoft 365 Copilot extensibility

Microsoft 365 Copilot extensibility fundamentals

- Explain how Copilot and agents work together to create a personalized, intelligent assistant with the knowledge and skills unique to your business.
- Describe the types of agents and the wide spectrum of capabilities with which they can be customized.
- Explain how to ground your Copilot responses with multiple enterprise data sources for more relevant and reliable responses.

Choose a Microsoft 365 Copilot extensibility development path

- Decide whether to extend Microsoft 365 Copilot using its existing orchestrator or to build a custom engine agent, based on their specific needs and goals.
- Gain insights into the various development tools and methods available, whether they prefer pro-code or low-code/no-code solutions, and how to set up their development environment for building these extensions.
- Understand the different ways to extend Microsoft 365 Copilot, including using declarative agents, custom engine agents, plugins, and connectors.
- Explain data privacy and security considerations for developing each extensibility option.

Manage Microsoft 365 Copilot extensibility

- Manage Copilot agents in integrated apps.
- Create a connection between a data source and a Microsoft Graph connector.
- Monitor your organization's Microsoft Graph connectors.
- Manage how Microsoft Graph connector content is displayed in Microsoft Copilot.

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