training code: AB-650 / ENG DL 3d / EN

Administer Microsoft 365 and AI services

The AB-650 course replaces the following Microsoft-retired courses:

- AB-6007 – Secure and Govern Your AI Agent Workforce
- MS-4002 – Prepare Security and Compliance to Support Microsoft 365 Copilot
- MS-4017 – Manage and Extend Microsoft 365 Copilot
- MS-102 – Microsoft 365 Administrator

This training teaches you how to manage your Microsoft 365 environment on a daily basis—covering everything from initial configuration and security to working with Copilot and AI agents.

Training recipients

- Microsoft 365 and AI Services Administrators who configure, manage, secure, and govern Microsoft 365 tenants, workloads, and AI services, including Microsoft 365 Copilot, Cowork, agents, and Microsoft Agent 365.
- IT Professionals who enable secure, compliant, and scalable productivity across the organization by governing identity and data access, protecting sensitive information, managing service entitlements and AI consumption boundaries, and supporting collaboration between users and agents.
- Administrators who operate and continuously optimize Microsoft 365 and AI services at enterprise scale, collaborating with architects and administrators across workloads, infrastructure, identity, security, compliance, endpoints, finance, and applications.

Benefits

- Comprehensive Microsoft 365 tenant administration – You'll learn to configure and manage Microsoft 365 tenants, domains, organizational branding, licensing, service health, and service recovery, ensuring a solid foundation for your AI-powered environment.
- Advanced collaboration workload governance – You'll master the configuration and governance of Exchange Online, Microsoft Teams, SharePoint, and OneDrive to support secure collaboration and Microsoft 365 Copilot grounding.
- Enterprise-scale identity and access management – You'll provision and govern identities, groups, delegated administrative roles, authentication methods, self-service password reset (SSPR), and Conditional Access in Microsoft Entra ID to ensure secure and compliant access.
- Multi-layered security and compliance implementation – You'll protect collaboration workloads and organizational information using Microsoft Defender for Office 365 and Microsoft Purview sensitivity labels, data loss prevention (DLP), retention, alerts, and Data Security Posture Management (DSPM).
- Microsoft 365 Copilot enablement and governance – You'll enable, configure, and govern Microsoft 365 Copilot, extensibility, connectors, and Cowork access and capacity-pack spending policies to optimize AI-powered productivity.
- Agent identity and lifecycle administration – You'll administer agent identities, lifecycle, registry curation, tool governance, sharing, and operational monitoring with Microsoft Entra Agent ID and Microsoft Agent 365.
- Practical hands-on experience – Through seven hands-on labs, you'll gain real-world experience in configuring, managing, and troubleshooting Microsoft 365 and AI services in an enterprise environment.
- Real-world scenario expertise – You'll work through architectural discussions and decision scenarios that mirror enterprise challenges, preparing you to handle complex administration tasks in your daily work.

Training program

1. Provision and brand a Microsoft 365 tenant
   - Introduction
   - Understand the Microsoft 365 tenant
   - Assign least-privilege administrator roles
   - Add and verify a custom domain
   - Configure organization branding across two portals
   - Configure organizational settings
2. License Microsoft 365 and AI services at scale
   - Introduction
   - Assign and manage Microsoft 365 licenses
   - Verify and troubleshoot license assignments
   - License AI services for the right populations

- Understand how Microsoft 365 billing is structured
- Set up pay-as-you-go billing for AI-service usage

3. Keep a Microsoft 365 tenant resilient and healthy
   - Introduction
   - Configure Microsoft 365 Backup for critical workloads
   - Monitor service health and configure notifications
   - Diagnose network connectivity issues affecting Microsoft Copilot
   - Monitor Microsoft 365 usage and adoption
   - Recognize the endpoint and client-management ecosystem
4. Configure Exchange Online and Microsoft Teams workloads
   - Introduction
   - Create and manage mailboxes
   - Delegate mailbox access: Full Access, Send As, and Send on Behalf
   - Understand how mail routes through Exchange Online
   - Create and manage teams, channels, owners, and members
   - Configure Microsoft Copilot in Teams meetings
5. Govern SharePoint and OneDrive for Microsoft Copilot
   - Introduction
   - Create and manage SharePoint sites
   - Set the boundary: SharePoint and OneDrive sharing settings
   - Find overshared sites before Microsoft Copilot does
   - Limit broad discovery, not access: Restricted Content Discovery
   - Enforce access with Restricted Access Control
   - Troubleshoot legacy Restricted SharePoint Search
   - Choose the right control for the job
6. Provision and govern identities in Microsoft Entra
   - Introduction
   - Manage the user and contact lifecycle
   - Perform bulk identity management with Microsoft Graph PowerShell
   - Manage guests and external collaboration
   - Create and manage groups, naming policy, and expiration policy
   - Scope delegated administration with administrative units
   - Govern roles with role groups and Privileged Identity Management
7. Implement authentication and access in Microsoft Entra
   - Introduction
   - Evaluate and scope the authentication method catalog
   - Enforce Password Protection for cloud accounts
   - Enable and troubleshoot self-service password reset
   - Evaluate Conditional Access policies and client app conditions
   - Investigate and resolve authentication issues
   - Resolve sign-in risk and device compliance in Conditional Access

8. Secure email and collaboration with Microsoft Defender for Office 365
    - Introduction
    - Configure threat policies: presets, custom policies, and precedence
    - Configure the settings inside each threat policy
    - Extend protection to Teams, SharePoint, and OneDrive
    - Manage alerts and investigate threats
    - Remediate and reduce human risk: AIR and attack simulation training
    - Coordinate with the broader Microsoft Defender security estate
9. Protect information with Microsoft Purview information protection
    - Introduction
    - Choose a classification technique for a data shape
    - Design what a sensitivity label protects
    - Publish label policies and resolve conflicting settings
    - Verify classification is working with Purview reporting
    - Verify classification supports safe Microsoft Copilot grounding
10. Prevent data loss and govern the data lifecycle with Microsoft Purview
    - Introduction
    - Specify DLP requirements across Microsoft 365 locations
    - Attribute DLP alerts across AI apps and agents
    - Respond to DLP alerts in Microsoft Defender XDR
    - Specify data lifecycle management requirements
    - Monitor AI activity and oversharing risk with Data Security Posture Management
    - Recognize the broader Microsoft Purview governance surface
11. Assess readiness and roll out Microsoft Copilot
    - Introduction
    - Assess tenant readiness for a Microsoft Copilot rollout
    - Identify and resolve data readiness issues
    - Plan a phased rollout across the organization
12. Configure Microsoft Copilot settings and extensibility
    - Introduction
    - Configure the Microsoft Copilot tenant-settings catalog
    - Manage web search for Microsoft Copilot and Copilot Chat
    - Manage Copilot Cowork
    - Configure Copilot Search
    - Manage third-party AI providers
    - Configure Copilot connectors
    - Govern SharePoint AI skills and the Frontier program
13. Establish agent identities and secure access with Microsoft Entra Agent ID
    - Introduction
    - Understand the Microsoft Entra Agent ID object model
    - Assign a sponsor and a Microsoft Entra owner

- Automate sponsor transfer with Lifecycle Workflows
- Apply Conditional Access to agent identities and choose the right license

14. Curate and control agents with the Agent Registry and Agent 365 tools
    - Introduction
    - Review, approve, and block tools for agents
    - Govern bring your own MCP servers
    - Perform ongoing Agent Registry curation
    - Audit the agent estate by publisher and channel
15. Monitor and manage agents with Microsoft Agent 365
    - Introduction
    - Introduction to Microsoft Entra Agent ID
    - Monitor and manage agents
16. Govern agents using Agent 365
    - Introduction
    - Govern agents scenarios
    - Security and governance policies
    - Manage tools
17. Monitor and optimize Microsoft 365 AI services
    - Introduction
    - Pick the right report source for a Microsoft Copilot adoption question
    - Read the Microsoft Copilot usage report and the Agent usage report
    - Reconcile Microsoft Copilot and agent costs across surfaces
    - Optimize AI spend across Microsoft 365 AI services
    - Assess AI-service health with the Copilot Control System



Expected preparation of the participant

- Hands-on experience administering Microsoft 365 workloads, including Exchange Online, Microsoft Teams, SharePoint, and OneDrive
- Working knowledge of Microsoft Entra ID, including users, groups, role-based access control (RBAC), authentication methods, and Conditional Access
- Understanding of Microsoft Defender XDR and Microsoft Purview information protection, data loss prevention (DLP), and data lifecycle concepts
- Familiarity with Microsoft Graph PowerShell and core networking, DNS, and identity fundamentals

To increase the comfort of work and training’s effectiveness we suggest using an additional monitor. The lack of additional monitor does not exclude participation in the training, however, it significantly influences the comfort of work during classes.

You can find information and requirements of participation in Distance Learning trainings at: https://www.altkomakademia.pl/en/how-it-works/about-courses/

Training Includes

* podręcznik w formie elektronicznej dostępny na platformie: https://learn.microsoft.com/pl-pl/training/
* dostęp do portalu słuchacza Altkom Akademii

Duration

3 days / 21 hours

Language

- Training: English
- Materials: English