

training code: MS-4002 / ENG DL 1d / EN

Prepare security and compliance to support Microsoft 365 Copilot

Applied Skills: Prepare Security and Compliance to Support Microsoft 365 Copilot equips participants with the knowledge and skills needed to securely deploy and manage Microsoft 365 Copilot within organizational environments.

The program focuses on key areas such as identity and access management, configuration of administrative roles, data protection using Microsoft Purview DLP, and implementation of sensitivity labels. Participants will also learn best practices for secure installation and management of Microsoft 365 applications, as well as integration of Copilot with Microsoft Graph.

The course aligns with the APL-4002 certification requirements and can serve as preparation for exams validating skills in security and compliance within Microsoft 365 environments.



Training recipients

The training is designed for technical professionals and administrators responsible for security, compliance, and cloud service management within the Microsoft 365 environment.

It is especially recommended for:

- System and cloud service administrators planning to deploy Microsoft 365 Copilot in their organizations.
- IT security specialists responsible for protecting data, managing identities, and ensuring regulatory

compliance in Microsoft 365.

- IT teams in organizations preparing to adopt AI in Microsoft 365, who want to manage Copilot's new capabilities securely and effectively.
- Individuals preparing for the APL-4002 certification exam, seeking to earn a recognized credential in Microsoft cloud administration.
- Non-technical professionals looking to gain a solid foundation in Microsoft 365 security and compliance (no advanced IT knowledge required).



Benefits

- Fundamentals of automation and scripting – learn how to create your first PowerShell commands, even if you have no prior experience with scripting languages.
- Secure user access management – explore tools for managing identities, passwords, MFA, and conditional access within Microsoft Entra ID.
- Implementing data protection in Microsoft 365 – gain the skills to configure DLP policies and sensitivity labels to effectively protect sensitive information.
- Managing Microsoft 365 applications – learn how to install, configure, update, and administer Office apps for enterprise environments.
- Preparing for Copilot integration – understand how to prepare your data and systems for Microsoft 365 Copilot, and how to manage its features, permissions, and connectors



Training program

1. Implement Microsoft 365 Copilot

- Introduction
- Get ready for Microsoft 365 Copilot
- Implement SharePoint Advanced Management tools to prepare for Microsoft 365 Copilot
- Prepare your data for searches in Microsoft 365 Copilot
- Protect your Microsoft 365 Copilot data with Microsoft 365 security tools
- Assign your Microsoft 365 Copilot licenses
- Extend Microsoft 365 Copilot
- Drive Microsoft 365 Copilot adoption throughout your organization

2. Manage secure user access in Microsoft 365

- Introduction
- Examine the identity and access tools used in Microsoft 365

- Manage user passwords
- Implement Conditional Access policies
- Enable pass-through authentication
- Implement multifactor authentication
- Explore passwordless authentication options
- Explore self-service password management
- Implement Microsoft Entra Smart Lockout
- Explore Security Defaults in Microsoft Entra ID
- Investigate authentication issues using sign-in logs

3. Manage permissions, roles, and role groups in Microsoft 365

- Introduction
- Examine the use of roles in the Microsoft 365 permission model
- Manage roles across the Microsoft 365 ecosystem
- Explore administrator roles in Microsoft 365
- Examine best practices when configuring administrative roles
- Assign admin roles to users in Microsoft 365
- Delegate admin roles to partners
- Implement role groups in Microsoft 365
- Manage permissions using administrative units in Microsoft Entra ID
- Manage SharePoint permissions to prevent oversharing of data
- Elevate privileges using Microsoft Entra Privileged Identity Management

4. Deploy Microsoft 365 Apps for enterprise

- Introduction
- Explore Microsoft 365 Apps for enterprise functionality
- Complete a self-service installation of Microsoft 365 Apps for enterprise
- Deploy Microsoft 365 Apps for enterprise with Microsoft Configuration Manager
- Deploy Microsoft 365 Apps for enterprise from the cloud
- Deploy Microsoft 365 Apps for enterprise from a local source
- Manage updates to Microsoft 365 Apps for enterprise
- Explore the update channels for Microsoft 365 Apps for enterprise
- Manage your cloud apps using the Microsoft 365 Apps admin center
- Add Microsoft 365 Apps for enterprise to Microsoft Intune
- Deploy Microsoft 365 Apps for enterprise security baseline

5. Implement Microsoft Purview Data Loss Prevention

- Introduction
- Plan to implement Microsoft Purview Data Loss Protection
- Implement Microsoft Purview's default DLP policies
- Design a custom DLP policy
- Create a custom DLP policy from a template
- Configure email notifications for DLP policies
- Configure policy tips for DLP policies

6. Implement sensitivity labels

- Introduction
- Plan your deployment strategy for sensitivity labels
- Enable sensitivity labels for files in SharePoint and OneDrive
- Examine the requirements to create a sensitivity label
- Create sensitivity labels
- Publish sensitivity labels
- Remove and delete sensitivity labels

7. Manage Microsoft 365 Copilot extensibility

- Introduction
- Manage Copilot agents in integrated apps
- Create a connection between a data source and a Microsoft Graph connector
- Monitor your Microsoft Graph connectors
- Manage how Microsoft Graph connector content is displayed in Microsoft 365 Copilot



Expected preparation of the participant

- Copilot Foundations (AI-3018)
- Basic Knowledge of Microsoft 365 Services (MS-900)
- Familiarity with Azure and the Azure portal (AZ-900).
- PowerShell Knowledge (AZ-040)

Recommended and Featured Products

- MS-4017: Manage and extend Microsoft 365 Copilot
- MS-4014: Build a foundation to extend Microsoft 365 Copilot
- MS-4010: Build plugins and connectors for Microsoft 365 Copilot

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

* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

- access to the Altkom Akademia student portal

Product Includes

- Lectures (60%)
- Labs (40%)



Language

- Lecture: English
- Materials: English

Examination method

The assessment is conducted in an interactive lab environment, where you will perform various tasks related to Microsoft 365 Copilot.

Credential Name: Prepare security and compliance to support Microsoft 365 Copilot

Assesment

URL: <https://learn.microsoft.com/credentials/applied-skills/prepare-security-and-compliance-to-support-microsoft-365-copilot/>

Duration

1 days / 8 hours

Examination description

Credential Name: Prepare security and compliance to support Microsoft 365 Copilot

Assesment

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