



## Introduction to Microsoft 365 and AI administration (AB-900T00)

**ID** AB-900T00 **Price** 690.— €(excl. tax) **Duration** 1 day

### Course Overview

This course 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.

### Who should attend

This course 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.

### This course is part of the following Certifications

Microsoft 365 Certified: Copilot and Agent Administration Fundamentals (MCCAAF)

### Course Content

- Explore Microsoft 365 security foundations
- Introduction to Microsoft 365 core services and admin controls
- Protect and govern Microsoft 365 data
- Explore Microsoft 365 Copilot and agents
- Perform basic administrative tasks for Microsoft 365 Copilot
- Perform basic administrative tasks for Microsoft 365 Copilot agents

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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## Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

## Technologies & Solutions

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