# Administer Microsoft 365 and AI services

## Duration: 3 Days  Course Code: M-AB650

### Overview:

**In this course, you learn to configure, manage, secure, govern, and optimize Microsoft 365 tenants, workloads, Microsoft 365 Copilot, agents, and Microsoft Agent 365.**

Through instructor-led discussions, demonstrations, scenarios, and hands-on labs, you practice tenant provisioning, licensing, workload configuration, identity and access management, threat protection, information protection, and data governance. You assess Copilot readiness, configure Copilot settings and extensibility, establish agent identities with Microsoft Entra Agent ID, and curate agents and tools through the Agent Registry. You also use Microsoft Agent 365 to monitor agent activity, manage permissions and policies, investigate risks, govern agent lifecycles, and evaluate adoption and effectiveness. By the end of the course, you can administer Microsoft 365 and AI services at enterprise scale while supporting secure collaboration, compliance, operational resilience, and responsible agent adoption.

Updated Oct. 2026

### Target Audience:

This course is targeting IT specialists interested in becoming a Microsoft 365 and AI Services Administrator.

### Objectives:

- **At the end of this course, as a Microsoft 365 administrator, you will be able to:**
- Configure and manage Microsoft 365 tenants and workloads
- Secure and govern Microsoft 365 tenants and workloads
- Manage and secure Microsoft 365 AI services including Microsoft 365 Copilot, agents, and connected AI capabilities
- Enable secure, compliant, and scalable productivity across the organization by governing data access, protecting information, and supporting collaboration between users and agents
- Operate and optimize Microsoft 365 and AI services
- Collaborate with architects and administrators across workloads, infrastructure, identity, security, compliance, endpoints, and applications

### Prerequisites:

- MS-900 – Microsoft 365 Fundamentals
- M-AZ900 - Introduction to Cloud Infrastructure (AZ-900)
- M-SC900 - Introduction to Microsoft Security, Compliance, and Identity (SC-900)

### Testing and Certification

Related Certification Exam: AB-650: Administering Microsoft 365 and AI Services

### Follow-on-Courses:

None

## Content:

Module 1: Configure and manage Microsoft 365 tenants and workloads

- Provision and brand a Microsoft 365 tenant
- License Microsoft 365 and AI services at scale
- Keep a Microsoft 365 tenant resilient and healthy
- Configure Exchange Online and Microsoft Teams workloads
- Govern SharePoint and OneDrive for Microsoft Copilot

Module 2: Govern and secure Microsoft 365 tenants and workloads

- Provision and govern identities in Microsoft Entra
- Implement authentication and access in Microsoft Entra
- Secure email and collaboration with Microsoft Defender for Office 365
- Protect information with Microsoft Purview information protection
- Prevent data loss and govern the data lifecycle with Microsoft Purview

Module 3: Manage and secure Microsoft 365 AI services

- Assess readiness and roll out Microsoft Copilot
- Configure Microsoft Copilot settings and extensibility
- Establish agent identities and secure access with Microsoft Entra Agent ID
- Curate and control agents with the Agent Registry and Agent 365 tools
- Monitor and manage agents with Microsoft Agent 365
- Govern agents using Agent 365
- Monitor and optimize Microsoft 365 AI services

## Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

training@globalknowledge.com.eg

www.globalknowledge.com/en-eg/

Global Knowledge,  16 Moustafa Refaat St. Block 1137, Sheraton Buildings, Heliopolis, Cairo