Mastering Microsoft 365 Copilot Readiness, Deployment and Management for IT Professionals

Duration : 3 days

Course Overview

Mastering Microsoft Copilot for Microsoft 365 Readiness, Deployment and Management for IT Professionals- Hands on

This 3 day course is for IT professionals deploying or considering Microsoft Copilot for Microsoft 365 Readiness for deployments. The course provides detailed information on Microsoft 365 Architecture, requirements and deployment steps and provides a 'hands on' learning experience using a series of compelling labs to compound learning.

This course also provides detailed guidance for discovering, protecting and preventing sensitive data overexposure with Microsoft Copilot for Microsoft 365.

Prerequisites

A Basic Understanding of Microsoft 365 Administration and PowerShell

Objectives

Upon successful completion of this course, delegates will be able to :

- Develop an understanding of Understanding of Microsoft Copilot for Microsoft 365 Architecture
- prepare and secure company data
- Discover Sensitive Data
- Protect Data
- Understand Data Governance
- Ongoing Data Protection Monitoring and Risk Mitigation
- Deploy Microsoft Copilot for Microsoft 365
- Microsoft Copilot for Microsoft 365 Extensibility
- Microsoft 365 Copilot Monitoring and Adoption

Course Content

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This course also provides detailed guidance for discovering, protecting and preventing sensitive data overexposure via Microsoft 365 Copilot

Mastering Copilot for Microsoft 365 Readiness, Deployment and Management for IT Professionals.

Module 1: Introduction

Overview of Copilot for Microsoft 365
- Isn't Copilot for Microsoft 365 simply ChatGPT with a Microsoft UI?

Understanding the architecture of Copilot for Microsoft 365
- Copilot for Microsoft 365 architecture key takeaway

Microsoft Copilot for Microsoft 365 requirements

Preparing company data before deploying Copilot for Microsoft 365

- Preparing and securing data
- Know your sensitive data
- Data cleansing and hygiene

Module 2: Classifying data

Data Classification Options

SharePoint columns (metadata)
- Creating columns
- Benefits of SharePoint columns for Microsoft Copilot for Microsoft 365 deployments
- SharePoint Column Administrator tasks for Microsoft Copilot for Microsoft 365

SharePoint Content Types

Creating content types
- Content types and SharePoint columns (Metadata)
- Benefits of SharePoint Content Types for Microsoft Copilot for Microsoft 365 deployments
- Which is better, columns or content types?
- SharePoint Content Type Administrator tasks for Microsoft Copilot for Microsoft 365
- Using SharePoint Premium (aka Microsoft Syntex) to perform content classification and entity extraction

Microsoft 365 Sensitive Information Types (SIT)
- Named entities
- Custom sensitive information types
- Sensitive information type functions
- Testing sensitive information types
- Exact data match (EDM)
- Benefits of Sensitive Information Types for Microsoft Copilot for Microsoft 365 deployments
- Sensitive Information Types Administrator tasks for Microsoft Copilot for Microsoft 365

DLP Fingerprinting

Trainable classifiers
- Creating a custom trainable classifier
- Trainable Classifier Administrator tasks for Microsoft Copilot for Microsoft 365

Sensitivity Labels
- Benefits of sensitivity labels for Microsoft Copilot for Microsoft 365 deployments
- Sensitivity Label Administrator tasks for Microsoft Copilot for Microsoft 365

Retention Labels
- Benefits of retention labels for Microsoft Copilot for Microsoft 365 deployments
- Retention Label Administrator tasks for Microsoft Copilot for Microsoft 365

Data classification key takeaways

Module 3: Discovering sensitive data

Microsoft Search

Microsoft Purview Data Classification Dashboard and Content Explorer
- Microsoft Purview Data Classification Dashboard
- Microsoft Purview Content Explorer

Content Search and eDiscovery Searches
- Content Search and eDiscovery Search key takeaway

Premium eDiscovery
- Premium eDiscovery Review Sets
- Review set capabilities
- Review set filters and queries
- Conversational/threaded views
- Review sets: tagging content
- Premium eDiscovery search and analytics

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- Ignoring text and optical character recognition
- Premium eDiscovery predictive coding

Microsoft Priva Privacy Risk Management
- Microsoft Priva Discovery and visualization of personal data within an organization

Microsoft Defender for Cloud Apps File Investigations
SharePoint Data Access Governance Reports
Information Discovery Key Takeaways

Module 4: Protecting sensitive data
Introduction
- Data, Privacy, and Security for Microsoft Copilot for Microsoft 365
- Customer Data Protection Responsibilities and Capabilities

SharePoint Permissions
- SharePoint Permissions Essentials
- SharePoint permissions key takeaway
- SharePoint permissions solution #1
- SharePoint permissions solution #2

Microsoft 365 Teams and Microsoft 365 Group Security
- Microsoft 365 groups
- Microsoft Teams Channels

Sensitivity labels
- Encryption of content using sensitivity labels
- Microsoft Copilot for Microsoft 365 Sensitivity label considerations
- Sensitivity label assignment

Data Loss Prevention Policies
Microsoft Defender for Cloud Apps Policies
Data protection takeaways
- Protect your data key takeaways
- Upcoming protection features
- Information Protection Ninja Training

Module 5: Deploying and managing Copilot for Microsoft 365
Prerequisites
Deploying Copilot
- Microsoft Copilot for Microsoft 365 and policy settings for connected experiences

Licensing
- Assigning Microsoft 365 Copilot licenses
- Microsoft Copilot for Microsoft 365 Welcome email

Microsoft 365 Admin Center Copilot Administration Page
- Licenses
- Latest info
- Microsoft Copilot for Microsoft 365 resources
- Settings

Copilot for Microsoft Teams meetings and events administration

Module 6: Copilot for Microsoft 365 Extensibility
Plug-ins and Microsoft Graph connectors
Managing Plug-ins
Integrated apps default settings
Microsoft Copilot for Microsoft 365 Copilot ready apps
Plugin Data, Privacy, and Security
Managing Microsoft Graph Connectors
- Connector architecture
- Deploying Graph Connectors

Module 7: Microsoft Copilot for Microsoft 365 Governance
Microsoft 365 Retention Policies
Data stored about user interactions with Microsoft Copilot for Microsoft 365
Purging Microsoft Copilot for Microsoft 365 user interaction history
Microsoft Copilot for Microsoft 365 Auditing
Microsoft Copilot for Microsoft 365 User Interaction Content Search and eDiscovery
- eDiscovery Standard & Premium

Module 8: Ongoing Data Protection
Alerts
- Microsoft 365 Alert Policies
- Microsoft Defender for Cloud Apps Alerts
- Microsoft Purview Insider Risk Management
Monitoring sensitivity labels
Microsoft Priva
- Microsoft Priva Privacy Risk Management policies
- Privacy policy alerts and issues
- Microsoft Priva Ninja Training
Communication compliance
SharePoint site lifecycle management
Removing old data
- Microsoft 365 group expiration policies
Privileged Information Management for Groups
Using Microsoft Search to verify information protection
Updates and changes to features
Microsoft Purview Compliance considerations
- Microsoft Copilot for Microsoft 365 Compliance features coming soon
- SharePoint Premium - Content event insights
- SharePoint Premium - site access reviews
- SharePoint Premium - Restricted Access control
- Copilot in the SharePoint admin center
- Information barriers
- Granular Conditional Access Policies

Module 9: Monitoring Usage and Adoption
Tools for monitoring Copilot
- Copilot for Microsoft 365 Usage Report
- Microsoft Copilot Dashboard
- AI Assistance Adoption Score Category
- Copilot for Microsoft 365 User Onboarding Toolkit
- Copilot Lab
- Microsoft Copilot for Microsoft 365 Admin challenge

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