



Microsoft 365 Copilot Technical Overview for IT Professionals

Duration : 1 day

Course Overview

The Technical overview of Microsoft 365 Copilot for the IT Professional Course, delves into the capabilities of Microsoft 365's AI-powered feature designed to enhance productivity and efficiency within organizations. This course will explore the following key areas:

Microsoft 365 Copilot Features: Uncover the ways in which Microsoft 365 Copilot can streamline tasks across applications such as Word, Excel, PowerPoint, Outlook, Teams (and many more applications!). Understand Microsoft 365 Copilot functionality including content generation, summarization, text refinement and tone suggestions via natural language prompts.

Microsoft Business Chat, an innovative cross-app experience unlocking capabilities to improve information discovery and context across multiple apps including calendar, emails, chats, documents, meetings and contacts. Microsoft Business chat is available to users from Microsoft 365.com, Bing (when signed in with a work account), or within Microsoft Teams.

Microsoft 365 Copilot Architecture: Gain insights into the inner workings of Microsoft 365 Copilot as it harnesses vast language models (LLMs) and organization's data via the Microsoft Graph. Discover the power of Microsoft Semantic Index, a cutting-edge technology facilitating swift and accurate retrieval of contextually relevant information.

Microsoft 365 Copilot Prerequisites and Licensing: Navigate the technical prerequisites and feature enablement necessary for an organization to leverage Microsoft 365 Copilot's potential. Explore pricing and licensing options for both Microsoft 365 Copilot and Business Chat.

How Microsoft 365 Copilot ensures enterprise-grade data security and privacy through integration with Microsoft 365 security and compliance features including Data Loss Prevention, Sensitivity Labels, Defender for Cloud Apps File Policies, Data Access Governance Reports

Microsoft 365 Data Collaboration, Classification and Reporting features to identify and protect sensitive data including Collaboration Insights, Sensitive Information Types, Microsoft Syntex and Microsoft Priva.

IT Professional's Readiness and Deployment Tasks for Microsoft 365 Copilot: Understand required the skills and tasks to ready your organization for Microsoft 365 Copilot's integration. This includes configuring permissions, managing administrative controls, change management, promoting adoption, and overseeing usage monitoring.

Upon completing this course, you will possess a holistic comprehension of Microsoft 365 Copilot and its potential transformative impact on an organization and requirements as an IT Professional to deploy, secure, manage, promote and support a Microsoft 365 Copilot Deployment.

Prerequisites

A very basic understanding of Microsoft 365

Course Content

What is Microsoft 365 Copilot
Understanding Microsoft Copilot vs Microsoft 365 Copilot
Microsoft 365 Copilot features

Demo – Microsoft 365 Copilot functionality

What is Microsoft Business Chat?
What are the benefits of Microsoft 365 Copilot
Will Microsoft 365 Copilot replace my job?
Microsoft 365 Copilot architecture

- Microsoft 365 Apps
 - Grounding
 - Microsoft Semantic Index
 - Microsoft Graph
 - Microsoft Search
 - Microsoft AI Content Filtering
 - Microsoft Responsible AI checks
- LLM
- Pre and Post processing

Microsoft 365 Copilot extensibility

- Plugins
- Graph Connectors
- Copilot Studio

Is Microsoft AI and Microsoft 365 CoPilot Safe?
Microsoft 365 Copilot Data Residency
Microsoft 365 Copilot IP and Copyright

IT Professional Readiness tasks for Microsoft 365 Copilot (aka the easy bit)

Microsoft 365 Copilot Licensing
Microsoft 365 Apps

Microsoft 365 Copilot Data, Privacy, and Security for Microsoft 365 Copilot (aka the tricky bit)

How Microsoft 365 Copilot accesses organizational data
Overview of Securing Data for Microsoft 365 Copilot

- SharePoint Permissions
- Microsoft 365 Group/Microsoft Team Security
- Data Loss Prevention Policies
- Sensitivity Labels
- Data Access Governance Reports
- Collaboration Insights
- Data Access Governance - Site access reviews and applying restricted site access
- Microsoft Defender for Cloud Apps File Policies
- SharePoint Admin Center insights

Demo – Protecting Data using permissions and advanced features

Overview of Data Classification

- Sensitive information types
- Microsoft Syntex
- Microsoft Priva

Overview of Microsoft 365 Copilot investigations

- Retention Policies
- eDiscovery and Premium eDiscovery
- Communication Compliance

Demo – Classification of data and integration with data protection

Microsoft 365 Copilot adoption and dashboard
Microsoft 365 Usage Monitoring and Auditing
Keep up to date with Microsoft 365 Copilot
Microsoft Fastrack Copilot Support