



Microsoft 365 Fundamentals

Duration: 1 Day

Who should attend:

This course is aimed at IT professionals who need to understand how Office 365 works and the benefits it offers.

This Microsoft 365 Fundamentals course provides foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, explicitly focusing on Microsoft 365 cloud service offerings.

Pre-requisites:

Delegates should have general knowledge of networking, computing, and cloud concepts.

Content

Module 1: Microsoft 365 productivity and teamwork capabilities

Learn about the productivity and teamwork solutions in Microsoft 365 and the capabilities that help people be more productive using Microsoft 365 - The World's Productivity Cloud.

Lessons

- Microsoft 365 productivity and teamwork solutions
- Engage employees with Microsoft Teams, Viva, and Yammer
- Get more done with Office across all devices
- File storage and sharing with OneDrive and SharePoint

Module 2: Microsoft 365 business management capabilities

Learn about the business management solutions in Microsoft 365 and the capabilities that help organisations be more productive using Microsoft 365 - The World's Productivity Cloud.

Lessons

- Manage your business with Microsoft 365
- Simplify device management with Microsoft Endpoint Manager
- Get more done and stay secure with Windows 10
- Harness business intelligence with Microsoft 365 analytics and reporting

Module 3: Microsoft 365 Licensing and support

Learn more about Microsoft 365 licensing, service, and support options.

Lessons

- Identify licensing options available in Microsoft 365
- Describe support offerings in Microsoft 365 services
- Describe the service life cycle in Microsoft 365
- Select a cloud deployment

Module 4: Microsoft 365 security and compliance

Learn about the Microsoft 365 security and compliance solutions areas and the capabilities available to help enterprises secure their enterprise and meet regulatory requirements.

Lessons

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- Describe Microsoft security and compliance principles
- Describe identity and access management capabilities of Microsoft 365
- Describe threat protection
- Describe cloud security
- Describe information protection and governance
- Describe compliance management
- Manage risk, discovery, and audit