



## Microsoft 365 Fundamentals

### Course MS-900T01: 1 days; Instructor-Led

#### Introduction

This course introduces Microsoft 365, an integrated cloud platform that delivers industry-leading productivity apps along with intelligent cloud services, and world-class security. You'll learn foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing. You will be introduced to Microsoft 365 and learn how Microsoft 365 solutions improve productivity, facilitate collaboration, and optimize communications. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

#### Audience

This course is designed for candidates looking to demonstrate foundational-level knowledge of cloud-based solutions to facilitate productivity and collaboration on-site, at home, or a combination of both. Candidates may have knowledge of cloud-based solutions or may be new to Microsoft 365.

**Job role:** Administrator

**Preparation for exam:** [MS-900](#)

#### Prerequisites

Students do not need to have any experience with Microsoft 365 before taking this course; however, a basic level of familiarity with computer technology and cloud computing is assumed.

#### Course Outline

##### Module 1: Describe cloud computing

This module introduces you to cloud computing. It covers things such as cloud concepts, deployment models, and understanding shared responsibility in the cloud.

In this module, you will:

- Define cloud computing.
- Describe the shared responsibility model.
- Define cloud models, including public, private, and hybrid.
- Identify appropriate use cases for each cloud model.
- Describe the consumption-based model.
- Compare cloud pricing models.

##### Lessons

- Introduction to Microsoft Azure Fundamentals
- Introduction to cloud computing
- What is cloud computing
- Describe the shared responsibility model
- Define cloud models
- Describe the consumption-based model

##### Module 2: Describe the benefits of using cloud services

This module introduces you to the benefits cloud computing can offer you or your organization.

In this module, you will:

- Describe the benefits of high availability and scalability in the cloud.

- Describe the benefits of reliability and predictability in the cloud.
- Describe the benefits of security and governance in the cloud.
- Describe the benefits of manageability in the cloud.

#### Lessons

- Introduction
- Describe the benefits of high availability and scalability in the cloud
- Describe the benefits of reliability and predictability in the cloud
- Describe the benefits of security and governance in the cloud
- Describe the benefits of manageability in the cloud

#### Module 3: Describe cloud service types

This module covers the different cloud service types and shares some of the use cases and benefits aligned with each service type.

In this module, you will:

- Describe Infrastructure as a Service (IaaS).
- Describe Platform as a Service (PaaS).
- Describe Software as a Service (SaaS).
- Identify appropriate use cases for each cloud service (IaaS, PaaS, SaaS).

#### Lessons

- Introduction
- Describe Infrastructure as a Service
- Describe Platform as a Service
- Describe Software as a Service

#### Module 4: What is Microsoft 365?

Learn about Microsoft 365, the productivity cloud designed to help each of us achieve what matters, in our work and life, with best-in-class Office apps, intelligent cloud services, and advanced security.

In this module, you will:

- Describe Office 365, Microsoft 365, and Windows 365
- Describe how Microsoft 365 empowers workers for hybrid and flexible work
- Create a Microsoft 365 trial organization

#### Lessons

- Introduction
- Describe the differences between Office 365 and Microsoft 365
- Describe Windows 365
- Describe how Microsoft 365 empowers workers in this hybrid world of work
- Explore Microsoft 365 tenant

#### Module 5: Describe productivity solutions of Microsoft 365

Learn about how the productivity solutions through Microsoft 365 help optimize operations, enhance content creation, and empower people to perform tasks in real-time from virtually anywhere.

In this module, you will:

- Describe how the capabilities of Microsoft 365 can boost productivity
- Describe how Microsoft 365 Apps help people craft compelling content in real-time
- Describe how the capabilities of the work management tools optimize operations
- Describe additional Microsoft 365 productivity apps

#### Lessons

- Introduction
- Describe the productivity capabilities and benefits of Microsoft 365

- Describe Microsoft 365 Apps
- Describe work management tools in Microsoft 365
- Describe additional Microsoft 365 productivity apps

### **Module 6: Describe collaboration solutions of Microsoft 365**

Learn about how the collaboration solutions through Microsoft 365 unlock new ways of working together by helping people and teams stay connected, engaged, and ensure fluid communication across organizations.

In this module, you will:

- Describe how the collaboration tools of Microsoft 365 promote synergy in the workplace
- Describe how Microsoft Teams helps boost teamwork
- Describe how Microsoft Viva helps organizations create thriving work cultures
- Describe how Yammer communities can help foster connections within your organization

#### **Lessons**

- Introduction
- Describe the collaboration capabilities and benefits of Microsoft 365
- Describe how Microsoft Teams promotes collaboration and enhances teamwork
- Describe the Microsoft Viva apps
- Describe how Yammer helps communities connect and grow

### **Module 7: Describe endpoint modernization, management concepts, and deployment options in Microsoft 365**

Learn about how the business management solutions through Microsoft 365 provide people with a secure, personalized desktop experience and help organizations easily manage updates for all devices with a simplified admin experience.

In this module, you will:

- Describe the endpoint modern management capabilities of Microsoft 365
- Describe the differences between Windows 365 and Azure Virtual Desktop
- Describe the deployment and release models for Windows-as-a-Service
- Describe the deployment methods and update channels for Microsoft 365 Apps

#### **Lessons**

- Introduction
- Describe the endpoint management capabilities of Microsoft 365
- Compare the differences of Windows 365 and Azure Virtual Desktop
- Describe the deployment and release models for Windows-as-a-Service (WaaS)
- Identify deployment methods and update channels for Microsoft 365 Apps

### **Module 8: Describe analytics capabilities of Microsoft 365**

Learn about how the analytics capabilities through Microsoft 365 help people build better work habits and business leaders improve the employee experience and business outcomes with data-driven insights and reports.

In this module, you will:

- Describe how Viva Insights help people and organizations work smarter and achieve balance
- Describe the capabilities of the Microsoft 365 admin center and user portal
- Describe the reports available in the Microsoft 365 admin center and other admin centers

#### **Lessons**

- Introduction
- Describe the capabilities of Viva Insights
- Describe the capabilities of the Microsoft 365 admin center and Microsoft 365 user portal
- Describe the reports available in the Microsoft 365 admin center and other admin centers

**Module 9: Describe the services and identity types of Azure AD**

Azure Active Directory (Azure AD) is Microsoft's cloud-based identity and access management service. Learn about Azure AD, its services and the types of identities it supports.

In this module, you will:

- Describe what Azure AD does.
- Describe the types of identities Azure AD supports.

**Lessons**

- Introduction
- Describe Azure Active Directory
- Describe the available Azure AD editions
- Describe Azure AD identity types
- Describe the types of external identities
- Describe the concept of hybrid identity

**Module 10: Describe the access management capabilities of Azure AD**

A key function of Azure AD is to manage access. Learn about the access management capabilities, its use cases, and benefits.

In this module, you will:

- Describe Conditional Access in Azure AD.
- Describe the benefits of Azure AD roles and role-based access control.

**Lessons**

- Introduction
- Describe Conditional Access in Azure AD
- Describe the benefits of Azure AD roles and role-based access control

**Module 11: Describe threat protection with Microsoft 365 Defender**

Protect against cyber threats with Microsoft 365 Defender across endpoints, identities, email, and applications.

In this module, you will:

- Describe the Microsoft 365 Defender service.
- Describe how Microsoft 365 Defender provides integrated protection against sophisticated attacks.
- Describe and explore Microsoft 365 Defender portal.

**Lessons**

- Introduction
- Describe Microsoft 365 Defender services
- Describe Microsoft Defender for Office 365
- Describe Microsoft Defender for Endpoint
- Describe Microsoft Defender for Cloud Apps
- Describe Microsoft Defender for Identity
- Describe the Microsoft 365 Defender portal

**Module 12: Describe security capabilities of Microsoft Sentinel**

Learn about Microsoft Sentinel a scalable, cloud-native, security information event management (SIEM) and security orchestration automated response (SOAR) solution.

In this module, you will:

- Describe the security concepts for SIEM and SOAR.
- Describe how Microsoft Sentinel provides integrated threat management.
- Describe the pricing models of Microsoft Sentinel.

**Lessons**

- Introduction
- Define the concepts of SIEM and SOAR
- Describe how Microsoft Sentinel provides integrated threat management
- Understand Sentinel costs

**Module 13: Describe the compliance management capabilities in Microsoft Purview**

Explore the Microsoft Purview compliance portal, the portal for organizations to manage their compliance needs. Learn about the Compliance Manager and compliance score, which can help organizations manage, simplify, and improve compliance across their organization.

In this module, you will:

- Describe the Microsoft Purview compliance portal.
- Describe Compliance Manager.
- Describe the use and benefits of compliance score.

**Lessons**

- Introduction
- Describe the Microsoft Purview compliance portal
- Describe Compliance Manager
- Describe use and benefits of compliance score

**Module 14: Describe the Service Trust Portal and privacy at Microsoft**

Microsoft runs on trust! Here you'll explore the Service Trust Portal for content on how Microsoft delivers on our commitment of trust. You'll also learn about Microsoft Priva, a solution to help meet privacy goals.

In this module, you will:

- Describe the offerings of the Service Trust Portal.
- Describe Microsoft's Privacy principles.
- Describe Microsoft Priva.

**Lessons**

- Introduction
- Describe the Service Trust Portal
- Describe Microsoft's privacy principles
- Describe Microsoft Priva

**Module 15: Describe Microsoft 365 pricing, licensing, and billing options**

Learn about the pricing models for Microsoft cloud services and how Microsoft 365 is available through various licensing and billing options to meet the needs of people and organizations.

In this module, you will:

- Describe the pricing models available for Microsoft cloud services
- Describe billing management features such as billing frequency and methods of payment
- Describe the differences between base licensing and add-on licensing

**Lessons**

- Introduction
- Explore pricing models for Microsoft cloud services
- Explore the billing and bill management options
- Explore the available licensing and management options

**Module 16: Describe support offerings for Microsoft 365 services**

Learn about how people and organizations can get the most out of their technology investments through the various support offerings for Microsoft 365 and how they can help improve Microsoft products for their organization.

In this module, you will:

- Describe the support offerings available for Microsoft 365 and how to create a support request
- Describe service level agreement (SLAs) concepts
- Identify how to track service health through the Microsoft 365 admin center
- Describe how organizations can provide feedback on Microsoft 365 products and services

**Lessons**

- Introduction
- Explore support options for Microsoft 365 services
- Explain service level agreement (SLAs) concepts
- Identify how to track the service health status
- Explore how organizations can share feedback on Microsoft 365 services