

Course Name	Microsoft 365 Fundamentals
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>Internal policies and external requirements for data retention and investigation may be necessary for your organization. In this course you will learn about archiving and retention in Microsoft 365 as well as data governance and how to conduct content searches and investigations. Specifically, this course covers data retention policies and tags, in-place records management for SharePoint, email retention, and how to conduct content searches that support eDiscovery investigations. The course also helps your organization prepare for Global Data Protection Regulation (GDPR).</p> <p>Audience profile This course is for the Microsoft 365 security administrator role. This role collaborates with the Microsoft 365 Enterprise Administrator, business stakeholders and other workload administrators to plan and implement security strategies and ensures that the solutions comply with the policies and regulations of the organization. This role proactively secures Microsoft 365 enterprise environments. Responsibilities include responding to threats, implementing, managing and monitoring security and compliance solutions for the Microsoft 365 environment. They respond to incidents, investigations and enforcement of data governance. The Microsoft 365 Security administrator is familiar with Microsoft 365 workloads and has strong skills and experience with identity protection, information protection, threat protection, security management and data governance. This role focuses on the Microsoft 365 environment and includes hybrid environments.</p>
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Differentiate between the various cloud service models • Identify the key differences between Microsoft 365 and Office 365 • Plan for migration to Microsoft 365 services • Identify key differences between Microsoft on-premises services vs. Microsoft 365 cloud services • Define enterprise mobility in Microsoft 365 • Identify how Microsoft 365 services provide collaboration • Understand identities, including cloud, on-premises, and hybrid identity • Understand cloud device management and protection, including the use of Intune

COURSE OUTLINE: Microsoft 365 Fundamentals

	<ul style="list-style-type: none">• Understand data protection, including the use of Azure Information Protection• Describe compliance in general and the compliance features in Microsoft 365• Describe Microsoft 365 subscriptions, licenses, billing, and support
Course Details	<p>Topic 1: Understanding Cloud Fundamentals</p> <p>Topic 2: Microsoft 365 Fundamentals</p> <p>Topic 3: Security, Compliance, Privacy and Trust in Microsoft 365</p> <p>Topic 4: Subscriptions and support in Microsoft 365</p>