

MS-900T01: Microsoft 365 Fundamentals

Course Duration: 8 Hours

Course code: MS-900T01

1. Course Overview

The **MS-900T01: Microsoft 365 Fundamentals** course provides a broad introduction to Microsoft 365, covering its core services, cloud concepts, security, compliance, privacy, and pricing models. It is designed to help learners understand the benefits of adopting cloud services, the capabilities of Microsoft 365, and how it supports digital transformation for businesses of all sizes. This course is ideal for those seeking foundational knowledge before diving into more technical or specialized Microsoft 365 certifications.

2. What You'll Learn?

By the end of this course, you will be able to:

- Describe the core Microsoft 365 services and products.
- Explain the concepts of cloud computing and the benefits of Microsoft 365.
- Understand security, compliance, privacy, and trust in Microsoft 365.
- Explore Microsoft 365 subscription options, licensing, and support.
- Identify how Microsoft 365 supports collaboration and productivity.
- Outline the basics of deployment and service lifecycle.

3. Target Audience

This course is intended for:

- Business decision-makers evaluating Microsoft 365 solutions.
- IT professionals looking to learn the fundamentals of Microsoft 365.

- Students or beginners in cloud and productivity solutions.
- Anyone preparing for the Microsoft 365 Certified: Fundamentals exam (MS-900).

4. Pre-Requisites

There are no mandatory prerequisites for this course. However, having:

- A basic understanding of IT concepts.
- Familiarity with general productivity tools such as Microsoft Office. will be beneficial for learners.

5. Course Content

Module 1: Cloud Concepts Overview

- Principles and benefits of cloud computing
- Types of cloud services (IaaS, PaaS, SaaS)
- Microsoft's cloud offerings

Module 2: Core Microsoft 365 Services and Concepts

- Overview of Microsoft 365 applications and services
- Collaboration tools: Teams, SharePoint, OneDrive
- Productivity tools: Outlook, Word, Excel, PowerPoint

Module 3: Security, Compliance, Privacy, and Trust

- Microsoft security and compliance features
- Data protection, governance, and trust in Microsoft 365
- Compliance Manager and Security Center

Module 4: Microsoft 365 Pricing and Support

- Licensing options and subscription models

- Service level agreements (SLAs)
- Support and service lifecycle in Microsoft 365

Module 5: Microsoft 365 Deployment and Adoption

- Planning and setting up Microsoft 365
- Adoption strategies for organizations
- Available learning resources and support

