Course : Copilot for Microsoft 365 advanced

Practical course - 1d - 7h00 - Ref. CDB
Price : 930 CHF E.T.

★★★★⯪ 4,6 / 5

NEW

Master the deployment, configuration and extension of Microsoft 365 Copilot. This training course guides you through administration, agent creation and advanced capabilities for the strategic use of AI in your organization.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand what Copilot for Microsoft 365 is and how it works
- ✓ Discover the main features of Copilot in the various Microsoft 365 applications
- ✓ Use Copilot for Microsoft 365 to save time, improve document quality
- ✓ Optimize your data analysis
- ✓ Experiment with Copilot for Microsoft 365 in real-life situations through practical case studies tailored to your business.

Intended audience

M365 administrators, digital project managers, IT or innovation managers, wishing to deploy, configure and customize Microsoft 365 Copilot in their corporate environment.

Prerequisites

Basic knowledge of the Microsoft 365 suite and the web.

Course schedule

1 The basics of Copilot for Microsoft 365

- What is Copilot for Microsoft 365?
- Prerequisites, licenses required.
- LLM and related best practices.
- How do I access Copilot?

PARTICIPANTS

M365 administrators, digital project managers, IT or innovation managers, wishing to deploy, configure and customize Microsoft 365 Copilot in their corporate environment.

PREREQUISITES

Basic knowledge of the Microsoft 365 suite and the web.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Governance and strategic positioning

- Positioning Copilot in relation to other tools on the market (integration, confidentiality)
- Administration center.
- Manage data strategies.
- Set up Copilot deployment parameters.
- Manage application integration.

3 Copilot agents & automation

- Create your first web-connected agent.
- Create an agent connected to SharePoint.
- Introduction to Copilot Studio.
- Create an agent in Copilot Studio.

Hands-on work

Design a Copilot agent capable of retrieving, sorting and interacting with documents stored in SharePoint. returnchariot

4 Extensibility and advanced customization

- Copilot's pro-code scalability for Microsoft 365.
- Use plug-ins.
- Use Graph Connectors.

Dates and locations

REMOTE CLASS
2026 : 17 June, 9 Sep., 4 Nov.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.