Course Syllabus

Copilot Admin Bootcamp

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

Joining the Session

Before the first live session please confirm that you can access Zoom:

1. Visit https://support.zoom.us and click on **Getting Started**.

2. Attn Percipio Users - The **Join Now** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.

Course Description

This course will cover essential administrative features, initial setup, user access configuration, customization, and ongoing monitoring. Participants will gain the knowledge and skills needed to optimize Copilot's performance and ensure compliance with security and regulatory standards.

Target Audience

IT Administrators

Agenda

- An overview of Copilot's administrative features and its role within the organization.

- Steps for initial configuration, deployment, and integration with Microsoft Entra ID.

- Techniques for managing user access, roles, and organizational policies.

- Methods for customizing Copilot outputs based on organizational preferences.

- Strategies for monitoring usage and performance, including generating and interpreting reports.

- Best practices for ensuring data privacy, security, and compliance with industry standards.

Key Takeaways

- Comprehensive Understanding: Gain a thorough understanding of Copilot's role and administrative capabilities within your organization.

- Effective Configuration: Learn how to efficiently set up and deploy Copilot, including integration with Microsoft Entra ID.

- Access Management: Discover best practices for configuring user access, roles, and organizational policies.

- Output Customization: Understand how to define and implement content guidelines and restrictions to customize Copilot outputs.

- Monitoring and Reporting: Acquire skills to track usage, analyze performance metrics, and generate insightful reports.

- Security and Compliance: Ensure your organization's data privacy and security, and stay compliant with industry regulations.

Technical Support

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