

Study Guide

**MICROSOFT 365
FUNDAMENTALS: MS-900**

Daftar Isi

◆	Overview	1
◆	Glossary	2
◆	DOMAIN 1 Describe Cloud Concepts	6
	• 1.1. Describe the different types of cloud services available	
◆	DOMAIN 2 Describe Core Microsoft 365 Services and Concepts	7
	• 2.1. Identify core Microsoft 365 components	
	• 2.2. Compare core services in Microsoft 365 with corresponding on-premises services	
	• 2.3. Describe the concept of modern management	
	• 2.4. Describe office 365 ProPlus offerings	
	• 2.5. Identify collaboration and mobility options with Microsoft 365	
	• 2.6. Describe analytics capabilities in Microsoft 365	
◆	DOMAIN 3 Describe Security, Compliance, Privacy, and Trust Options in Microsoft 365	10
	• 3.1. Describe security and compliance concepts with Microsoft 365	
	• 3.2. Describe identity protection and management options	
	• 3.3. Describe the need for unified endpoint management, security usage scenarios, and services	
	• 3.4. Describe the capabilities of the Service Trust portal and Compliance Manager	

Daftar Isi

◆ DOMAIN 4 Describe Microsoft 365 Pricing and Support Options	12
• 4.1. Describe Licensing options available in Microsoft 365	
• 4.2. Describe pricing options	
• 4.3. Describe support offerings for Microsoft 365 services	
• 4.4. Describe the service lifecycle in Microsoft 365	
◆ Wrap Up	14
◆ References	17

Overview

Microsoft 365 is a cloud-based service that brings together best-in-class productivity apps from Office 365 with advanced device management, intelligent security, and innovative online services. The fundamental learning of Microsoft 365 consist of three learning paths that familiarize you with Microsoft 365 and it's many features through the various apps and services. The following list summarizes the three learning paths:

- Describe Microsoft 365 apps and services.
- Describe Microsoft 365 security and compliance capabilities.
- Describe Microsoft 365 pricing, licensing, and support.

Glossary

Terms	Definition
Access	Microsoft Access is a database program which is part of the Microsoft Office suite of products.
Access Reviews	Azure Active Directory (Azure AD) access reviews enable organizations to efficiently manage group memberships, access to enterprise applications, and role assignments.
Application Lifecycle Management	Set of standards and processes to analyze, design, build, test and deploy a software solution.
Azure Active Directory (AAD)	The Microsoft 365 source for all identity management, and much more. For example, Microsoft 365 Groups and applications permissions are stored in AAD.
Billing	Learn how to buy and manage business subscriptions, perform license management tasks, and manage billing and payments for your business accounts with Microsoft.
Business Premium	Microsoft 365 Business Premium brings together best-in-class Office apps and powerful cloud services with comprehensive security that helps protect your business against advanced cyber threats.

Glossary

Terms	Definition
Business Standard	Get work done and increase efficiency with Microsoft 365. Collaborate in real time with teamwork tools that are always up to date. Plus, get professional email and online storage—all with built-in security to help keep your data safe.
Compliance	If your organization needs to comply with legal or regulatory standards, start with the link to the left to learn about compliance in Microsoft 365.
Domains	Custom domains can be added into Microsoft 365. Your company might need multiple domain names for different purposes. For example, you might want to add a different spelling of your company name because customers are already using it and their communications have failed to reach you.
Dynamic 365	Dynamics 365 is a set of intelligent business applications that helps you run your entire business and deliver greater results through predictive, AI-driven insights.
Endpoint Manager	Microsoft Endpoint Manager helps deliver the modern workplace and modern management to keep your data secure, in the cloud and on-premises.

Glossary

Terms	Definition
Fundamentals	Microsoft 365 Certified: Fundamentals is a certification to prove that you understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implementing Microsoft 365 cloud service.
Hybrid Identity	Microsoft's identity solutions span on-premises and cloud-based capabilities. These solutions create a common user identity for authentication and authorization to all resources, regardless of location. This is called hybrid identity.
Identity Models	Microsoft 365 uses Azure Active Directory (Azure AD), a cloud-based user identity and authentication service that is included with your Microsoft 365 subscription, to manage identities and authentication for Microsoft 365.
Licensing	Microsoft 365 offers multiple licensing options (Kiosk, FI, EI, etc.), each of which turns on a different basket of capabilities for the user to whom the license is assigned.
Migration	Microsoft 365 or Office 365 supports several methods to migrate email, calendar, and contact data from your existing messaging environment to Microsoft 365 or Office 365 as described in Ways to migrate multiple email accounts to Microsoft 365 or Office 365.

Glossary

Terms	Definition
Mobile Device Management	A device management solution that relies on the built-in management capabilities of Windows. This feature is based on the Open Mobile Alliance (OMA) Device Management (DM) standard.
On Premises	On premises refers to running servers yourself, whether they are in your physical building, a data center where you rent space, or at a hosting company that runs servers specifically for you.
SharePoint	Microsoft SharePoint is a cloud-based service that helps organizations share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.
Teams	Teams is built on Microsoft 365 groups, Microsoft Graph, and the same enterprise-level security, compliance, and manageability as the rest of Microsoft 365 and Office 365.
Yammer	Engaging your people is more critical than ever. Yammer connects leaders, communicators, and employees to build communities, share knowledge, and engage everyone. Yammer helps you connect and engage across your organization, so you can discuss ideas, share updates, and network with others.

DOMAIN 1

Describe Cloud Concepts

- 1.1.** Describe the different types of cloud services available

1.1. Describe the Different Types of Cloud Services Available

There are three types of cloud you will learn about. There are:

- Infrastructure as a service (IaaS)
- Platform as a service (PaaS)
- Software as a service (SaaS)

Each cloud service type determines the flexibility you'll have with managing and configuring resources. You will learn how the shared responsibility model applies to each cloud service type, and about various use cases for each cloud service type.

For further materials regarding types of cloud services, click **[here](#)**

DOMAIN 2

Describe Core Microsoft 365 Services and Concepts

- 2.1.** Identify core Microsoft 365 components
- 2.2.** Compare core services in Microsoft 365 with corresponding on-premises services
- 2.3.** Describe the concept of modern management
- 2.4.** Describe office 365 ProPlus offerings
- 2.5.** Identify collaboration and mobility options with Microsoft 365
- 2.6.** Describe analytics capabilities in Microsoft 365

2.1. Identify Core Microsoft 365 Components

Microsoft 365 includes many familiar services to help users be more productive such as, SharePoint Online, Microsoft Teams, and others. For the further materials regarding core Microsoft 365 components, click [**here**](#)

2.2. Compare Core Services in Microsoft 365 with Corresponding On-Premises Services

There are differences between Microsoft 365 and on-premises in offering solution. For further materials about difference between on-premise and cloud or office 365, click [**here**](#)

2.3. Describe the Concept of Modern Management

As organizations move more of their workload to cloud, they can have employees work from any location. Microsoft has built comprehensive cloud computer management solutions to provide IT departments with remote computer configuration and simplified endpoint management tools to ensure the security of all their endpoints while keeping their employees devices current and giving them a consistent and personalized experience. For further materials, click [**here**](#)

2.4. Describe Office 365 ProPlus Offerings

There are differences between managing and maintaining Office365 ProPlus and Office 2016. Armed with knowledge of the capabilities of both software suites, you can determine what licensing method is best for your needs. For the further materials regarding query differences between Office365 ProPlus and Office 2016, click [here](#)

2.5. Identify Collaboration and Mobility Options with Microsoft 365

In today's modern world, people are working together more often in different groups and multiple locations. Microsoft 365 deliver industry-leading collaboration solutions that can help foster teamwork and promote synergy in the workplace. For the further materials regarding collaboration options, click [here](#)

In addition, mobility and security for Microsoft 365 helps you secure and manage users' mobile devices such as iPhones, iPads, Androids, and Windows phones. For further materials, click [here](#)

2.6. Describe Analytics Capabilities in Microsoft 365

The analytics capabilities of Microsoft 365 unlock the data the user's organization needs to empower their employees to reflect on their work habits and find ways to balance productivity and wellbeing. It also gives leaders guidance on strategic decision-making based on people and technology experience patterns and trends. For the further materials regarding analytics capabilities in Microsoft 365, click **here**

DOMAIN 3

Describe Security, Compliance, Privacy, and Trust Options in Microsoft 365

- 3.1.** Describe security and compliance concepts with Microsoft 365
- 3.2.** Describe identity protection and management options
- 3.3.** Describe the need for unified endpoint management, security usage scenarios, and services
- 3.4.** Describe the capabilities of the Service Trust portal and Compliance Manager

3.1. Describe Security and Compliance Concepts with Microsoft 365

Security, compliance, and identity solutions through Microsoft help people and organizations secure their entire digital estate, simplify compliance and reduce risks. You can learn more about Microsoft 365 security and compliance abilities [here](#)

3.2. Describe Identity Protection and Management Options

Azure Active Directory (Azure AD) is Microsoft's cloud-based identity and access management service. To learn more about Azure AD, its services and the types of identities it supports, click [here](#)

3.3. Describe the Need for Unified Endpoint Management, Security Usage Scenarios, and Services

Azure Active Directory Domain Services (Azure AD DS) provides managed domain services such as domain join, group policy, lightweight directory access protocol (LDAP), and Kerberos/NTLM authentication. For further materials about service available in Azure AD DS, click [here](#)

3.4. Describe the Capabilities of the Service Trust Portal and Compliance Manager

The Microsoft Service Trust Portal provides a variety of content, tools, and other resources about how Microsoft cloud services protect your data, and how you can manage cloud data security and compliance for your organization. For further materials about Service Trust portal, click [here](#)

In addition, Compliance Manager can help organizations throughout their compliance journey, from taking inventory of data protection risks, to managing the complexities of implementing controls, staying current with regulations and certifications, and reporting to auditors. For further materials, click [here](#)

DOMAIN 4

Describe Microsoft 365 Pricing and Support Options

- 4.1.** Describe Licensing options available in Microsoft 365
- 4.2.** Describe pricing options
- 4.3.** Describe support offerings for Microsoft 365 services
- 4.4.** Describe the service lifecycle in Microsoft 365

4.1. Describe Licensing Options Available in Microsoft 365

Microsoft offers various subscription plans and a range of licensing options to meet the needs of people and organizations. For further materials regarding available licensing and management options in Microsoft 365, click [here](#)

4.2. Describe Pricing Options

There are pricing models for Microsoft cloud services, such as enterprise agreement, direct billing, trial and others that you can explore [here](#)

4.3. Describe Support Offerings for Microsoft 365 Service

Administration and users can receive assistance for Microsoft 365 services whenever they need it through various support options. For further materials regarding support options in Microsoft 365, click [here](#)

4.4. Describe the Service Lifecycle in Microsoft 365

data lifecycle management provides users with tools and capabilities to retain the content that you need to keep, and delete the content that you don't. Retention policies are the cornerstone for data lifecycle management. Use these policies for Microsoft 365 workloads that include Exchange, SharePoint, OneDrive, Teams, and Yammer. For further materials regarding service lifecycle in Microsoft 365, click [**here**](#)

WRAP UP

Microsoft 365 Fundamentals : MS-900

1 The following are sources does Microsoft Viva Learning source content from, EXCEPT...

- A. Skillsoft
- B. LinkedIn Learning
- C. Microsoft Learn Training
- D. Microsoft Learn Documentation

2 A company wants to migrate on-premises applications to hybrid cloud deployments over time. Which of the following option does NOT support hybrid deployments?

- A. Exchange
- B. SharePoint
- C. Microsoft Viva Insights
- D. Skype for Business

3 Which service allows you to estimate the cost savings you can realize by migrating your workloads to Azure?

- A. Pricing Calculator
- B. Total Cost of Ownership Calculator
- C. Dynamics 365
- D. Microsoft Excel

4 Which option allows an organization to store files and enable collaboration with different teams both internally and externally?

- A. Microsoft Dynamic 365
- B. Sway
- C. SharePoint
- D. Intune

WRAP UP

Microsoft 365 Fundamentals : MS-900

- 5** **Enterprise social network that enables community collaboration and idea-sharing for your organization, is the use of?**
- A. Microsoft Teams
 - B. Yammer
 - C. Microsoft Viva
 - D. Microsoft Teams
- 6** **Which service that provides a central point of access that your teams can use to work together on their projects through chat-based workspace?**
- A. Microsoft Stream
 - B. Yammer
 - C. Microsoft Viva
 - D. Microsoft Teams
- 7** **Which product that used to create chatbots without writing any code?**
- A. Connectors
 - B. Tabs
 - C. Webhooks
 - D. Power Virtual Agents
- 8** **Which product that enable your external services to send messages to your Teams channels through an HTTP endpoint?**
- A. Connectors
 - B. Tabs
 - C. Webhooks
 - D. Power Virtual Agents

WRAP UP

Microsoft 365 Fundamentals : MS-900

9

A company wants to implement Intune and Azure Information Protection (AIP). You need to recommend a business subscription for the company. What should you recommend?

- A. Business Basic
- B. Apps for business
- C. Business Standard
- D. Business Premium

10

Which support type that support directly through a certified Microsoft 365 Cloud Solution Provider?

- A. Microsoft 365 community support
- B. Microsoft Partner
- C. FastTrack for Microsoft 365
- D. Microsoft 365 Support and Recovery Assistant

References

- ✦ [Microsoft Learn](#)
- ✦ [Objective Domain](#)
- ✦ [Wrap Up: Microsoft Learn](#)

Study Guide

**MICROSOFT 365
FUNDAMENTALS : MS-900**