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## Microsoft 365 Fundamentals

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### Module 1: Microsoft 365 productivity and teamwork capabilities

Learn about the productivity and teamwork solutions in Microsoft 365 and the capabilities that help people be more productive using Microsoft 365 - The World's Productivity Cloud.

#### Lessons

- Microsoft 365 productivity and teamwork solutions
- Engage employees with Microsoft Teams, Viva, and Yammer
- Get more done with Office across all devices
- File storage and sharing with OneDrive and SharePoint

### Module 2: Microsoft 365 business management capabilities

Learn about the business management solutions in Microsoft 365 and the capabilities that help organizations be more productive using Microsoft 365 - The World's Productivity Cloud.

#### Lessons

- Manage your business with Microsoft 365
- Simplify device management with Microsoft Endpoint Manager
- Get more done and stay secure with Windows 10
- Harness business intelligence with Microsoft 365 analytics and reporting

### Module 3: Microsoft 365 Licensing and support

Learn more about Microsoft 365 licensing, service, and support options.

#### Lessons

- Identify licensing options available in Microsoft 365



- Describe support offerings in Microsoft 365 services
- Describe the service life cycle in Microsoft 365
- Select a cloud deployment

#### **Module 4: Microsoft 365 security and compliance**

Learn about the Microsoft 365 security and compliance solutions areas and the capabilities available to help enterprises secure their enterprise and meet regulatory requirements.

##### **Lessons**

- Describe Microsoft security and compliance principles
- Describe identity and access management capabilities of Microsoft 365
- Describe threat protection
- Describe cloud security
- Describe information protection and governance
- Describe compliance management
- Manage risk, discovery, and audit