Microsoft 365 - managing SharePoint Copilot and SharePoint Premium

Course code: GOC224

The five-day hands-on course covers Microsoft 365 Copilot readiness and configuration, SharePoint Premium capabilities (eSignature, document extraction, backup, archive), governance with Advanced Management, automation with Power Automate, and copilot creation in Copilot Studio. We balance the fundamentals with hands-on labs and end with an operational rollout blueprint.

Who is the course for?

Administrators and solution engineers for SharePoint/M365

Governance, compliance and platform owners

Automation practitioners (low-code and pro-code)

Assumed entry knowledge

Knowledge in the scope of the courses listed in the **Previous courses** and **Related courses** sections>

SharePoint Online administration basics

Knowledge of Power Automate basics

Overview of Microsoft 365 licensing

Course outline

AI landscape and Copilot positioning

- Brief history of AI, LLM, principles of responsible AI

- ChatGPT vs. Microsoft Copilot: scope, grounding, and data boundaries

- Copilots across Microsoft 365 and where SharePoint Premium fits

- Lab: Readiness checklist and gap log

Licensing models and cost attitudes

- Copilot for Microsoft 365 — overview

- SharePoint Premium (pay-as-you-go) and typical scenarios

- SharePoint Advanced Management (governance attitude)

- eSignature, backup, archive: licensing touchpoints

- Lab: Licensing matrix and cost estimation

Step-by-step configuration

- Basic prerequisites and tenant settings

- SharePoint Copilot enablement and key drivers

- Search and resource configuration

- Change management and communication plan

- Lab: Tenant configuration dry-run (simulation)

SharePoint Premium basics

- What "Premium" brings over SharePoint Online

- Use cases for content processing and governance context

- Cost barriers and observability

- Lab: Setting up a sample library for Premium (simulation)

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eSignature scenarios

- eSignature concepts, partner connectors and governance

- Approval, auditability and interaction with retention

- Lab: eSignature approval flow (simulation)

Advanced Management for SharePoint

- Governance and access for risky sites (overview)

- Site lifecycle, sharing and policy enforcement

- Lab: Policy application and validation (simulation)

Power Automate — Inbound invoices

- Flow design, approval, metadata and storage

- Exception handling and operational barriers

- Lab: End-to-end flow for inbound invoices

Pro-code vs. low-code agents and extension patterns

- Comparison and explanation

- When to choose SPFx, Graph/REST or connectors

- Limits, security and maintainability

- Lab: Extending a flow with a custom action (simulation)

SharePoint backup

- Scope, RTO/RPO expectations and supported scenarios

- Recovery plan and test cadence

- Lab: Backup posture review &restore drill (simulation)

SharePoint archive

- Cold data strategy, access and costs

- Interaction with retention and compliance

- Lab: Archiving plan for a site collection (simulation)

Operational monitoring and compliance

- Audit trails, alerts and reporting

- Incident runbooks and communication patterns

- Lab: Operational monitoring — runbook

Copilot Studio — building on top SharePoint

- Grounding SharePoint content and security barriers

- Topics, prompts and evaluation

- Lab: Build a basic copilot (simulation)

Copilot Agents

- Agent concept, orchestration and data boundaries

- Security, compliance and observability

- Lab: Agent design and evaluation plan

Orchestry — Copilot management options

- Governance patterns, request center and templates (overview)

- Integration touches with Copilot scenarios

- Lab: Orchestration policy plan (simulation)

Capstone &next steps

- End-to-end rollout blueprint (configuration, automation, governance)

- Risk register, change enablement and roadmap

- Lab: Capstone — rollout blueprint