

**Copilot for Microsoft 365 User Enablement Specialist (MS-4007)**

**Course Number:** MOC-MS-4007
**Duration:** 1 day

**Overview**

This Copilot for Microsoft User Enablement Specialist course (MS-4007) teaches attendees how to drive adoption of Microsoft Copilot for Microsoft 365 using the user enablement framework to create and implement a robust adoption plan.

**Prerequisites**

Attendees must be familiar with Azure and the Azure portal.

**Materials**

All Microsoft 365 training students receive Microsoft official courseware. An exam voucher is included for each participant for all Microsoft Official Courses taught in their entirety that have a corresponding certification exam.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

**Objectives**

* Understand the key principles within the people-first strategy, the importance of user enablement, the Copilot for Microsoft 365 user enablement framework, and becoming an AI-powered organization
* Set the foundation for a transformative adoption process of Copilot for Microsoft 365 in your organization
* Empower your employees to use Copilot for Microsoft 365 effectively and efficiently
* Maximize the value and impact of Copilot for Microsoft 365 for your employees and your organization
* Capitalize on the established foundation and expand the capabilities of Copilot for Microsoft 365

**Outline**

* Introduction
* Explore user enablement strategies for adopting Copilot for Microsoft 365
	+ Describe the importance of user enablement
	+ Describe the journey to becoming an AI-powered organization
	+ Describe the people first strategy
	+ Describe the Copilot for Microsoft 365 user enablement framework
	+ Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365
* Envision a successful adoption of Copilot for Microsoft 365
	+ Assemble your team
	+ Secure sponsors and stakeholders
	+ Create an AI council
	+ Define a strategy
	+ Identify and prioritize scenarios
	+ Define success criteria, KPIs and success measurement plan
	+ Assess your organization’s readiness
* Onboard and empower your employees to use Copilot for Microsoft 365 efficiently
	+ Establish a Copilot for Microsoft 365 Center of Excellence
	+ Build your Champions and Early Adopters programs
	+ Build your engagement strategy
	+ Build your training strategy
* Drive value and maximize the impact of Copilot for Microsoft 365 within your organization
	+ Collect and analyze feedback
	+ Review success measures and user survey results
	+ Measure and report Copilot for Microsoft 365 usage
	+ Conduct health service reviews
* Extend and optimize Copilot for Microsoft 365 in your organization
	+ Describe how to enhance Copilot for Microsoft 365
	+ Design scenarios using the Modern Collaboration Architecture framework
	+ Deliver business process transformation with Copilot Studio
* Conclusion