

Document Generated: 04/01/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

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



About This Course:

The MS-4007 course is designed for professionals who want to master the use of Microsoft 365 Copilot to enhance user adoption and enablement. As organizations increasingly embrace AI-powered tools, this course provides the knowledge and

skills needed to effectively integrate Microsoft 365 Copilot into everyday workflows.

Course Objectives:

- Understand the core capabilities of Microsoft 365 Copilot and its AI-driven features.
- Implement Microsoft 365 Copilot to streamline workflows and improve productivity.
- Use Copilot to assist users in navigating and maximizing the use of Microsoft 365 tools.
- Apply best practices for user adoption and engagement through personalized support and training.
- Leverage AI-driven automation to simplify tasks and enhance collaboration within Microsoft 365.
- Create and manage content more efficiently using Copilot's intelligent assistance.
- Address common challenges in user enablement and provide solutions to improve user experiences.
- Foster a culture of continuous learning and improvement within organizations using Microsoft 365 Copilot.
- Drive digital transformation and optimize the use of Microsoft 365 applications across the organization.

Audience:

- User Enablement Specialists: Focused on enhancing user adoption and support for Microsoft 365.
- IT Support Professionals: Assisting users with the effective use of Microsoft 365 tools and applications.
- Microsoft 365 Administrators: Managing Microsoft 365 deployments and ensuring successful user engagement.

Prerequisites:

- Basic understanding of Microsoft 365 applications and services (e.g., Word, Excel, Outlook, Teams, SharePoint).

- Familiarity with cloud computing concepts and the Microsoft 365 environment.
- Experience in user support, training, or IT administration.
- Basic knowledge of AI concepts and their applications in productivity tools (helpful but not required).

Course Outline:

- **Introduction to Microsoft 365 Copilot**
- **Explore the possibilities with Microsoft 365 Copilot**
- **Optimize and extend Microsoft 365 Copilot**
- **Explore user enablement strategies for adopting Microsoft 365 Copilot**
- **Envision a successful adoption of Microsoft 365 Copilot**
- **Onboard and empower your employees to use Microsoft 365 Copilot efficiently**
- **Drive value and maximize the impact of Microsoft 365 Copilot within your organization**
- **Extend and optimize Microsoft 365 Copilot in your organization**