MS-900: Microsoft 365 Fundamentals Exam Study Guide
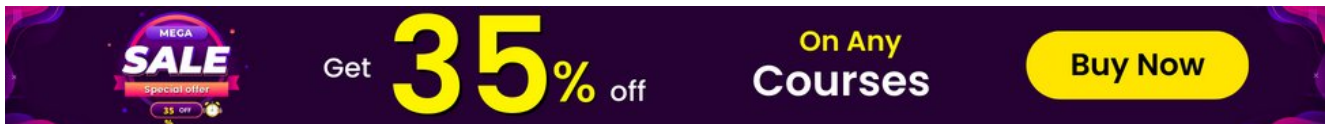
June 25, 2023 by Sonali Jain

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Welcome to our comprehensive guide on the MS-900: Microsoft 365 Fundamentals exam! Whether you're an experienced IT professional or just starting out, this exam validates your skills in managing Microsoft 365 services.

In this article, we will discuss in detail the various aspects of the MS900 certification, including the certification overview, prerequisites, exam retake policy, benefits, and much more.

MS-900 Certification Overview

The MS-900 certification serves as a valuable validation of your expertise in managing Microsoft 365 services. Designed for individuals already working in or aspiring to roles such as Microsoft 365 administrators, architects, or engineers, this certification showcases your competence in the workplace software market.

By passing the MS900 exam, you demonstrate your understanding of key concepts and best practices related to Microsoft 365. This certification covers a wide range of topics, including core services, security, compliance, and more. It equips you with the knowledge to effectively leverage the benefits of workplace software within your organization.

Earning the MS-900 certification not only enhances your professional credibility but also opens doors to career advancement opportunities. With the increasing demand for workplace software expertise, this

certification can make you an attractive candidate for higher-level positions and leadership roles.

Are you new to Azure Cloud? Do check out our blog post on the Microsoft Azure Certification Path 2023 and choose the best certification for you.

Who This Certification Is For?

The MS-900 certification is tailored for individuals seeking to validate their skills and knowledge in managing Microsoft 365 services. This certification is particularly relevant for those already working in or aspiring to roles such as:

1. Microsoft 365 Administrators: If you are responsible for managing and administering Microsoft 365 services within your organization, the MS900 certification is essential. It demonstrates your expertise in effectively utilizing and configuring workplace software.

2. Architects: As an architect, you play a crucial role in designing and implementing Microsoft 365 solutions. The MS 900 certification equips you with a comprehensive understanding of the platform, enabling you to make informed decisions and design robust solutions.

3. Engineers: If you're involved in the implementation and maintenance of Microsoft 365 services, the MS-900 certification validates your proficiency in deploying and managing these solutions effectively.

4. Support Technicians: Support technicians responsible for assisting organizations in transitioning to workplace software will benefit greatly from the MS900 certification. It showcases your in-depth knowledge of Microsoft 365, enabling you to provide valuable guidance and support.

Regardless of your current role, the MS 900 certification equips you with the necessary skills to navigate the ever-changing landscape of workplace software. Whether you aim to advance your career, expand your job prospects, or enhance your expertise, this certification is designed to empower you and demonstrate your competence in managing Microsoft 365 services.

Also Read: How to Prepare For Azure Certification Exams

Why MS-900 Certification

Earning the MS-900 certification offers numerous benefits and opportunities for individuals in the workplace software market. Here are some compelling reasons why pursuing this certification is a wise investment:

1. Validation of Skills: The MS900 certification serves as a credible validation of your skills and knowledge in managing Microsoft 365 services. It demonstrates to employers and peers that you have a solid understanding of the core concepts and best practices in workplace software.

2. Career Advancement: With the MS 900 certification, you enhance your career prospects and open doors to new opportunities. Employers

often seek certified professionals to fill roles such as Microsoft 365 administrators, architects, or engineers. This certification sets you apart from the competition and increases your chances of career growth.

3. Market Relevance: Workplace software, particularly Microsoft 365, is increasingly prevalent in organizations worldwide. By obtaining the MS900 certification, you position yourself as someone who is up to date with the latest industry trends and possesses the skills to leverage workplace software effectively.

4. Increased Organizational Efficiency: Through the MS-900 certification, you gain comprehensive knowledge of Microsoft 365 core services, security, compliance, and more. This expertise enables you to contribute to the successful implementation and management of workplace software, leading to improved organizational efficiency and productivity.

5. Professional Credibility: The MS 900 certification enhances your professional credibility in the workplace software market. It demonstrates your commitment to ongoing learning and professional development, making you a reliable and trusted resource for colleagues, clients, and stakeholders.

Also Check: [Common Mistakes to Avoid in Azure Certification Exams](#)

MS-900 Exam Details

Exam Name	Passing Marks
MS-900: Microsoft 365 Fundamentals Exam	700

Exam Fee	Exam Duration
$99	150 Minutes
Exam Validity 1 Year	**Exam Languages** English, Japanese, Spanish, German, Chinese (Simplified), French, Korean, Portuguese (Brazil), Arabic (Saudi Arabia), Russian, Chinese (Traditional), Italian
Total Questions 40-60 Questions	**Exam Type** Multiple-choice and Multiple response questions

Check Out: Top 11 Reasons to Get a Microsoft Azure Certification

MS-900 Exam Skills Measured

Describe cloud concepts	**5-10%**
Describe Microsoft 365 apps and services	**45-50%**
Describe security, compliance, privacy, and trust in Microsoft 365	**25-30%**
Describe Microsoft 365 pricing, licensing, and support	**10-15%**

How to Register for MS-900 Certification Exam

You can register for the Microsoft 365 Fundamentals Exam (MS-900) by going to the Official Microsoft Page.

MS-900: Microsoft 365 Fundamentals Exam Tips and Tricks

Preparing for the MS-900 exam requires strategic planning and effective study techniques. Here are some valuable tips and tricks to help you optimize your exam preparation:

1. Understand the Exam Objectives: Familiarize yourself with the exam objectives and the topics covered. Take the time to review the official exam outline provided by Microsoft. This will ensure that you have a clear understanding of what to expect and can focus your study efforts accordingly.

2. Create a Study Plan: Develop a study plan that suits your schedule and learning style. Break down the exam topics into manageable sections and allocate dedicated study time for each. Set realistic goals and milestones to track your progress.

3. Utilize Official Study Resources: Microsoft provides official study

materials, including documentation, whitepapers, and online courses, to help you prepare for the exam. Make use of these resources to gain a comprehensive understanding of Microsoft 365 services, security, compliance, and other relevant topics.

4. Hands-On Experience: While theoretical knowledge is crucial, practical experience with Microsoft 365 services can significantly enhance your understanding. Set up a sandbox environment or leverage trial versions to explore and practice using the various features and functionalities.

5. Practice with Sample Questions: Practice with sample questions and practice exams to familiarize yourself with the exam format and assess your readiness. This will help you identify areas that require further attention and improve your time management during the actual exam.

6. Join Study Groups or Forums: Engage in discussions with fellow exam takers or join study groups and forums dedicated to the MS-900 exam. Sharing insights, asking questions, and discussing concepts with others can deepen your understanding and provide additional perspectives.

7. Review and Revise: Regularly review your study materials and notes to reinforce your understanding of key concepts. Focus on areas where you may feel less confident and seek clarification on any remaining doubts.

8. Simulate Exam Conditions: As the exam day approaches, simulate exam conditions during your practice sessions. Time yourself and create an environment that closely mimics the actual exam to build confidence and familiarity.

Remember, proper preparation is the key to success. By following these

tips and tricks, you can maximize your chances of achieving a favorable outcome in the MS-900 exam. Stay focused, maintain a positive mindset, and trust in your preparation. Best of luck on your journey to MS 900 certification!

Prerequisite for MS-900 Certification

The MS-900 certification does not have any specific prerequisites, making it accessible to a wide range of individuals. Whether you are an experienced professional in the IT industry or new to the field, you can pursue this certification to validate your skills and knowledge in managing Microsoft 365 services.

While no prerequisites are required, having a basic understanding of cloud computing concepts and familiarity with Microsoft 365 services can be beneficial. It is helpful to have some hands-on experience with Microsoft 365 applications, as practical knowledge enhances your comprehension of the exam topics.

Additionally, a passion for continuous learning and a commitment to staying updated with the latest advancements in workplace software are qualities that can contribute to your success in the MS-900 certification.

MS-900 Exam Study Guide

Describe cloud concepts (5–10%)

Describe the different types of cloud services available

- Describe Microsoft SaaS, IaaS, and PaaS concepts and use cases
  - What is PaaS?
  - What is IaaS?

- Describe differences between Office 365 and Microsoft 365

Describe the benefits of and considerations for using cloud, hybrid, or on-premises services

- Describe public, private, and hybrid cloud models
  - What are public, private and hybrid clouds?
- Compare costs and advantages of cloud, hybrid, and on-premises services
  - Cloud storage vs. on-premises servers
  - Comparison of cloud and on-premises features
- Describe the concept of hybrid work and flexible work

Describe Microsoft 365 apps and services (45–50%)

Describe productivity solutions of Microsoft 365

- Describe the core productivity capabilities and benefits of Microsoft 365 including Microsoft Outlook and Microsoft Exchange, Microsoft 365 apps, and OneDrive
  - Describe productivity solutions of Microsoft 365
  - MS-900 Microsoft 365 Fundamentals: Describe Microsoft 365 apps and services
- Describe core Microsoft 365 Apps including Microsoft Word, Excel, PowerPoint, Outlook, and OneNote
  - Office applications details
  - About Microsoft 365 Apps in the enterprise
- Describe work management capabilities of Microsoft 365 including Microsoft Project, Planner, Bookings, Forms, Lists, and To Do
  - Microsoft 365 suite features
  - When to use Microsoft Project, Planner, To Do, or the Tasks app in Teams

Describe collaboration solutions of Microsoft 365

- Describe the collaboration benefits and capabilities of Microsoft 365 including Microsoft Exchange, Outlook, Yammer, SharePoint, OneDrive, and Stream
  - Describe collaboration solutions of Microsoft 365
  - Collaborating with Teams, SharePoint, and OneDrive
- Describe the collaboration benefits and capabilities of Microsoft Teams and Teams Phone
  - Introduction to Microsoft Teams for admins
  - Use Microsoft Teams for collaboration
  - Phone System features
- Describe the Microsoft Viva apps
- Describe the ways that you can extend Microsoft Teams by using collaborative apps
  - Microsoft Viva service description
  - Viva Insights app in Teams and on the web

Describe endpoint modernization, management concepts, and deployment options in Microsoft 365

- Describe the endpoint management capabilities of Microsoft 365 including Microsoft Intune, Windows AutoPilot, co-management with Configuration Manager, Endpoint Manager admin center, and tenant attach
  - Endpoint management at Microsoft
  - What is co-management?
- Compare the differences between Windows 365 and Azure Virtual Desktop
- Describe the deployment and release models for Windows-as-a-Service (WaaS) including deployment rings
  - Overview of Windows as a service
  - Manage Windows as a service using Configuration Manager

- Identify deployment and update channels for Microsoft 365 Apps
  - Overview of update channels for Microsoft 365 Apps
  - Change the Microsoft 365 Apps update channel for devices in your organization

Describe analytics capabilities of Microsoft 365

- Describe the capabilities of Viva Insights
  - Viva Insights app in Teams and on the web
- Describe the capabilities of the Microsoft 365 Admin center and Microsoft 365 user portal
  - Overview of the Microsoft 365 admin center
  - Microsoft 365 feature descriptions
- Describe the reports available in the Microsoft 365 Admin center and other admin centers
  - Microsoft 365 Reports in the admin center
  - Microsoft 365 Reports in the admin center – Microsoft 365 Apps usage

Describe security, compliance, privacy, and trust in Microsoft 365 (25–30%)

Describe Zero Trust security principles for Microsoft 365

- Describe the Zero Trust model
  - What is Zero Trust?
- Describe Microsoft Granular Delegated Admin Privileges (GDAP) principles
  - Introduction to granular delegated admin privileges (GDAP)
  - Support for granular delegated admin privileges (GDAP)

Describe identity and access management solutions of Microsoft 365

- Describe the identity and access management capabilities of Microsoft 365 including Azure Active Directory, part of Microsoft Entra, and Azure Identity
  - Microsoft Security, Compliance, and Identity Fundamentals: Describe the capabilities of Microsoft Azure Active Directory, part of Microsoft Entra
- Describe cloud identity, on-premises identity, and hybrid identity concepts
  - What is hybrid identity with Azure Active Directory?
  - Azure Active Directory Hybrid Identity Design Considerations
- Describe the purpose and value of implementing multi-factor authentication (MFA) and self-service password reset (SSPR)
  - How it works: Azure AD self-service password reset
  - Plan an Azure Active Directory self-service password reset deployment
  - What authentication and verification methods are available in Azure Active Directory?
  - Configure Azure AD Multi-Factor Authentication settings
- Describe the purpose and value of conditional access
  - What is Conditional Access?
  - Building a Conditional Access policy

Describe threat protection solutions of Microsoft 365

- Describe Microsoft 365 Defender, Defender for Endpoint, Defender for Office 365, Defender for Identity, Defender for Cloud Apps, and the Microsoft 365 Defender Portal
  - What is Microsoft 365 Defender?
  - Microsoft 365 Defender portal
  - Microsoft Defender for Endpoint
  - Microsoft Defender for Endpoint in Microsoft 365 Defender
  - Why do I need Microsoft Defender for Office 365?
- Describe Microsoft Secure Score benefits and capabilities

- Microsoft Secure Score
- Describe the most common types of threats against endpoints, applications, and identities
  - Microsoft Defender for Endpoint
  - What is Microsoft Defender for Identity?
- Describe how Microsoft 365 addresses the most common threats
  - Protect against threats
  - Threat investigation and response
- Describe the capabilities and benefits of Microsoft Sentinel and Microsoft 365 Lighthouse
  - What is Microsoft Sentinel?
  - Overview of Microsoft 365 Lighthouse

Describe trust, privacy, risk, and compliance solutions of Microsoft 365

- Describe Microsoft Purview risk and compliance solutions and other compliance features in Microsoft 365
  - Microsoft Purview risk and compliance solutions
- Describe how Microsoft supports data residency to ensure regulatory compliance
- Describe information protection features
  - Protect your sensitive data with Microsoft Purview
- Describe the capabilities and benefits of Microsoft Priva
  - Learn about Microsoft Priva
- Describe insider risk management solutions to protect against internal threats
  - Learn about insider risk management
- Describe auditing and eDiscovery solutions
  - Describe the eDiscovery and audit capabilities of Microsoft Purview

Describe Microsoft 365 pricing, licensing, and support (10–

Identify Microsoft 365 pricing and billing management options

- Describe the pricing model for Microsoft cloud services including enterprise agreements, cloud solution providers, and direct billing
  - What is the Cloud Solution Provider program?
  - Cloud Solution Provider program guide, agreements, price lists, and offers
- Describe available billing and bill management options including billing frequency and methods of payment
  - Understand your bill or invoice for Microsoft 365 for business

Identify licensing options available in Microsoft 365

- Describe license management
  - Understand subscriptions and licenses in Microsoft 365 for business
- Describe the differences between base licensing and add-on licensing
  - Describe Microsoft 365 pricing, licensing, and billing options

Identify support options for Microsoft 365 services

- Describe how to create a support request for Microsoft 365 services
  - Describe support offerings for Microsoft 365 services
- Describe support options for Microsoft 365 services
- Describe service level agreements (SLAs) including service credits
  - Service Level Agreements (SLA) for Online Services
- Determine service health status by using the Microsoft 365 admin portal or the Azure tenant portal
  - How to check Microsoft 365 service health

- Service health and continuity

MS-900 Exam Retake Policy

Microsoft follows a retake policy for the MS-900 exam to ensure fairness and maintain the integrity of the certification process. Here are the key points to understand regarding the retake policy:

Waiting Period: In the event that you do not pass the MS 900 exam on your first attempt, there is a mandatory waiting period before you can retake the exam. The waiting period is set at least 24 hours from the time of your first attempt.

Exam Fee: Each exam attempt requires a separate exam fee. If you need to retake the MS-900 exam, you will be required to pay the exam fee again. It is important to keep this in mind while planning your exam preparation and budget.

Conclusion

In conclusion, the MS-900 certification serves as a valuable validation of skills and knowledge in managing Microsoft 365 services. By obtaining this certification, professionals can enhance their career prospects and demonstrate their proficiency in workplace software. The exam covers various topics, including Microsoft 365 core services and security. It is essential to thoroughly prepare by understanding the exam objectives, utilizing official study resources, and practicing with sample questions.

With dedication and perseverance, individuals can unlock new opportunities in the workplace software market and contribute to organizational success. Embrace the MS900 certification as a stepping stone towards a rewarding career in managing Microsoft 365 services.

FAQs

Q1. Is MS-900 worth it?

Yes, MS-900 is worth it as it validates your skills and knowledge in managing Microsoft 365 services, enhancing career prospects and opening doors to better job opportunities in the workplace software market.

Q2. How long is MS-900 valid?

MS 900 certification is valid for One year from the date of issue.

Q3. How long is the MS-900 exam?

The MS900 exam lasts for 150 minutes.

Q4. How many questions are on the MS-900 exam?

The MS900 exam consists of 40-60 questions.

Q5. What is the passing score for the MS-900 exam?

To pass the MS 900 exam, you need to score at least 700 points out of a maximum of 1000.

Q6. How much does it cost to take the MS-900 exam?

The cost of the MS 900 exam varies by location and currency. Please visit the official Microsoft website for the latest pricing information.

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Sonali Jain is a highly accomplished Microsoft Certified Trainer, with over 6 certifications to her name. With 4 years of experience at Microsoft, she brings a wealth of expertise and knowledge to her role. She is a dynamic and engaging presenter, always seeking new ways to connect with her audience and make complex concepts accessible to all.

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