PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Lync Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Office 365 Lync is the instant communications component of Microsoft Office 365. Learn how to use Lync for online meetings, instant messaging, audio and video calls and other functions by attending PD Training's Microsoft Office 365 Lync Essentials Training course.

After completing this course, you will have learned how to: sign in and sign out, set up and automatic startup of Lync, build your contacts list, manage your contacts (tag, pin, check status and location, send IM), enable privacy mode, share your desktop or a program, send an IM to a contact or a group, make a Lync call online and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Lync Online is Microsoft's premiere online communications software with instant messaging, audio and video calls, and online meetings that include sharing your desktop. Your participants will be well versed in this great tool that will provide a great benefit in their Office 365 usage.

Office 365 Lync Essentials will get your participants started on their path to using Lync for all your communications. We'll first look at how to sign into Lync Online. Then your participants will learn how to set up Lync to start automatically and configuring their Lync profiles.

Outcomes

By the end of this course, participants will:

- Sign in and out of Lync
- Set Lync to start up automatically
- Build your contacts list
- Tag or Pin a contact

- Check status, location, and calendar for contacts
- Change your status
- Hide your activity feed
- Enable privacy mode
- Send an IM to a contact or a group
- End a conversation
- Understand organizer and presenter best practices
- Share your desktop or a program
- Open a whiteboard
- Make a Lync Online Call

Modules

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Working with the Lync Online Web Scheduler

- Scheduling a Meeting or Call
- Sending Invitations
- Customizing Roles
- Joining a Meeting
- Viewing or Editing Meetings
- Deleting a Meeting
- Module Seven: Review Questions

Lesson 3: Welcome to Office

- Signing In to Lync
- Setting Up Lync to Start Automatically
- Adding a Picture
- Signing Out
- Module Two: Review Questions

Lesson 4: Working with PowerPoint Presentations

- Working with PowerPoint Presentations
- Controlling Permissions
- Changing Presenters
- Making Annotations
- Saving a Copy of the Annotated File
- Module Eight: Review Questions

Lesson 5: Working with Contacts

- Searching for People
- Building Your Contacts List
- Adding a Contact
- Tagging or Pinning a Contact
- Creating Groups
- Organizing Contacts
- Module Three: Review Questions

Lesson 6: Sharing Your Desktop or a Program

- Sharing Your Desktop
- Choosing an Open Program to Share
- Stopping Sharing
- Changing Control When Sharing
- Stopping People from Sharing

- Requesting Control
- Module Nine: Review Questions

Lesson 7: Working with Presence Indicators

- About Presence Indicators
- Changing Status
- Hiding Activity Feed
- Changing or Hiding Location
- Understanding Privacy Relationships
- Working with Privacy Settings
- Module Four: Review Questions

Lesson 8: Collaborating on a Whiteboard

- Opening a Whiteboard
- Working with Whiteboard Content
- Viewing a Whiteboard Privately
- Closing a Whiteboard
- Module Ten: Review Questions

Lesson 9: Working with Instant Messaging

- Sending an Instant Message
- Sending an Instant Message to a Group
- Accepting or Ignoring an Instant Message
- Inviting Another Contact to an Instant Message Conversation
- Using Emoticons and Formatting
- Ending a Conversation
- Module Five: Review Questions

Lesson 10: Using Audio and Video

- Making a Lync Call
- Making a Video Call
- Answering or Declining a Call
- Setting Your Ringtones and Sound Options
- Making a Conference Call
- Setting Options
- Module Eleven: Review Questions

Lesson 11: Working with Online Meetings

- Starting an Unscheduled Meeting
- Scheduling a Meeting
- Changing Access and Presenter Options
- Joining a Meeting
- Organizer and Presenter Best Practices
- Module Six: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone:

Email: