PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Lync Essentials Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Lync Online is an online communications software that allows instant messaging, audio and video calls, and online meetings that include sharing your desktop.

This Microsoft Office 365 Lync Essentials training course is ideal for participants who want to learn how to use the online productivity services provided by their Office 365 subscription. This course will get your employees started on the path to using Lync for all your communications. After this program, participants will be able to sign in and out of Lync, build their contacts list, check status, location, and calendar for contacts, and much more!

This training course is now available in Hong Kong.

This Microsoft Office 365 Lync Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

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

- 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: Welcome to Office

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

Lesson 3: 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 4: 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 5: Working with Instant Messaging

- Sending an Instant Message
- Sending an Instant Message to a Group
- Accepting or Ignoring an Instant Message

Lesson 6: Working with Online Meetings

- Starting an Unscheduled Meeting
- Scheduling a Meeting
- Changing Access and Presenter Options
- Joining a Meeting

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

- Organizer and Presenter Best Practices
- Module Six: Review Questions

Lesson 7: 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 8: 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 9: 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 10: Collaborating on a Whiteboard

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

Lesson 11: 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 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: 5808 8521

Email: enquiries@pdtraining.com.hk