

MICROSOFT OFFICE 365 LYNC ESSENTIALS TRAINING

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COURSE LENGTH: 1.0 DAYS

Learn how to use the basic features of the cloud-based Office 365 Lync Online; Microsoft's newest online communications and messaging software.

This half-day, PD Training MS Office 365 Lync Essentials Course teaches you the basic features like using PowerPoint presentations, working with the Lync Online web scheduler, collaborating with your team using the Lync whiteboard, conducting online meetings using audio and video tools and more.

This exciting new course is available now throughout Australia including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

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MICROSOFT OFFICE 365 LYNC ESSENTIALS TRAINING COURSE OUTLINE

FOREWORD

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 their communications. We'll first look at how to sign into Lync Online, then participants will learn how to set up Lync to start automatically, configure their Lync profiles and much more.

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 organiser and presenter best practices
- ▶ Share your desktop or a program
- ▶ Open a whiteboard
- ▶ Make a Lync Online Call
- ▶ Share a PowerPoint Presentation

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

Lesson 6: Working with Online Meetings

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

Lesson 7: Working with the Lync Online Web Scheduler

- ▶ Scheduling a Meeting or Call
- ▶ Sending Invitations
- ▶ Customising 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

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)