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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Hour

Skype for Business

About this course:

In this course, we learn about Skype for Business. Skype for Business (Microsoft Office Communicator and Microsoft Lync formerly) is a texting customer utilized with the Server of Skype for Business or with Skype for Business Online (accessible with MS Office 365). This amateur course is intended to show users texting with Skype for Business (Lync). Understudies will explore Relationships in Skype and work with their Presence Status. Students will create groups and add contacts, figuring out how to work with and group edition. What's more, understudies will have the option to make IM (instant messages), Desktop, share documents, and applications.

Course Objective:

After finalizing this course, learners will be able to:

- Make a phone call
- Add Contacts
- Create a Skype Meeting
- Create Groups
- Create a Motto
- Join a Meeting

Audience:

This course is designed for:

Learners will utilize Skype to collaborate and communicate with others.

Prerequisites:

Learners must have awareness of the instant messaging concept.

Recommended prerequisites courses:

Microsoft Skype 6

Course Outline:

Introduction

Lesson 1: Getting Started

- Signing in and Singing out
- Status & Location
- Creating a Motto
- Uploading and Adding Profile Image

Lesson 2: Contacts

- Adding Contacts
- Creating Groups
- Organizing Contacts
- Deleting Contacts and Groups
- Knowledge Check

Lesson 3: Communicating with Contacts

- Instant Messaging
- Conversation Button
- Making a phone call

Lesson 4: Meetings

- Joining a Meeting
- Creating a Skype Meeting
- Screen Sharing

Course Summary