

Skype for Business

Modality: Self-Paced Learning

Duration: 1 Hour

SUBSCRIPTION: Learn, Master, Master Plus

About this course:

What is Skype for Business basically? Skype for Business (formerly Microsoft Office Communicator and Microsoft Lync) is an instant messaging client used with Skype for Business Server or with Skype for Business Online (available with Microsoft Office 365). This beginner course is designed to teach users about instant messaging with Skype for Business (formally Lync). Students will work with their Presence Status and explore Relationships in Skype. Students will add contacts and create groups, learning to work with and edit the groups. In addition, students will be able to create IM (instant messages), share files, their Desktop and applications.

Course Objective:

After completing this course, students will be able to:

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

Audience:

This course is intended for:

- Students who will be using Skype to communicate and collaborate with others.

Prerequisites:

- Students should have familiarity with the concept of instant messaging.

Suggested prerequisites courses:

- [Microsoft Skype 6](#)

Course Outline:

Introduction

Lesson 1: Getting Started

- Signing in and Signing 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