

Introduction

This **one-day** instructor-led course provides students with an overview of the more **basic** features and functions of Microsoft Lync 2010.

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Instant Messaging and Presence

- Change your Personal and My Picture options
- Presence
- Change your Status
- Video - Change your Status
- Start an IM with Someone
- Video - Send an IM
- Change Display Options
- Search by Name / Keyword
- View a Contact Card
- View Frequent Contacts
- Add Frequent Contacts
- Video - Add a Contact
- Action Bar for Multimodal Communication
- Use the Action Bar
- Set your Location
- Create a Custom Location
- Personal Note
- Update your Personal Note
- Video - Add a Note
- Activity Feeds
- View your Feeds
- View Notifications
- Managing Conversations
- Manage Conversations

Module 2: Voice and Video

- Make a Call
- Click to Call
- Video - Make a Call
- Answer a Call
- Video - Answer a Call
- Manage a Call
- Forward a Call

Module 3: Conferencing and Collaboration

- Understanding Dial-in Conferencing
- Set up Your Personal Identification

Number

- Dial-in Conferencing Settings
- The Meeting Invitation
- Customize Your Meeting Options
- Customize Access to the Meeting
- Customize Presenter Options
- Customize Audio Options
- Save Your Customized Settings
- Send Your Invitation
- Join the Meeting
- Select Your Meeting Audio
- Share Your Desktop
- Video - Share your Desktop
- Share a Program
- Give and Take Control of Your

Sharing Session

- Request Control of a Sharing Session
- Deliver a PowerPoint Presentation
- Video - Share a PowerPoint

Presentation

- Insert a Whiteboard
- Insert a Polling Slide
- Take Meeting Notes with OneNote
- Add Video to Your Meeting
- Add or View Attachments
- Record a Meeting
- View Your Recording
- Share Your Recording
- Collaborate with Your Contacts



Learning Solutions



Taking Care of your Training Needs