

Microsoft Lync

Introduction



This course shows students how to use the powerful, all-in-one Microsoft communication tool. During the course delegates will

- Successfully navigate the Lync user interface
- Change status
- Make phone and video calls
- Schedule meetings
- Chat and share documents and applications
- Configure preferences
- Understand how Lync integrates with Office

COURSE CONTENT

Understanding the Interface and Managing Contacts

- What is Lync?
- Understanding the Interface
- Using Find
- Viewing and Adding Contacts
- Creating and Populating Groups
- Setting Telephony Options
- Using Right Mouse Click Menu
- Setting Preferences and Privacy

Using Instant Message

- Using IM to Chat
- Sending and Receiving Files
- Conferencing and Application Sharing

Working with Phone and Video

- Video and Audio Settings
- Calling a Lync User
- Calling a Non-Lync User
- Calling a Number from Website
- Video Calls

Integration with Unified Messaging

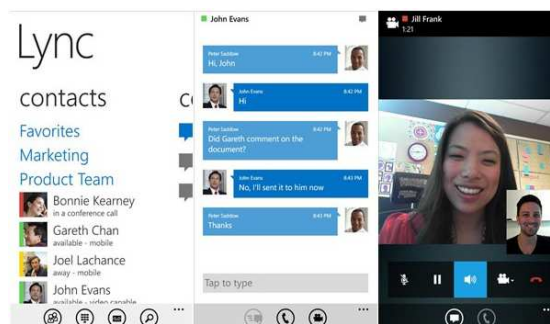
- Voicemail Notification
- Voicemail Options
- Calling into Voicemail

Meeting Scheduling

- Scheduling a Lync Meeting
- Using Meet Now
- Meeting Options
- Recording a Meeting

Integration with MS Office

- Integrating with MS Outlook
- Integrating with Other MS Office Applications



Mullan Training

**1st Floor, Blackstaff Studios, 8–10 Amelia Street
Blackstaff Square, Belfast BT2 7GS**

Tel: 028 9032 2228 Fax: 028 9032 2229

info@mullantraining.com www.mullantraining.com