

Skype for Business 2015

What does this course offer you?

In this course, we will teach you how to work with MS Skype for Business 2015. You will learn how to add addresses to the Contact List and manage them in groups. You will use the various views and filter options in the Contact List. You will also learn how to hold conversations with one or more people using instant messaging or via audio and video conferences. You will learn the best ways to use the various sharing options, such as polls, whiteboard, desktop sharing, application sharing and document sharing. In addition, you will become familiar with the recording function in MS Skype for Business 2015 and will be shown how MS Skype for Business 2015 works together with other Office applications and how to plan online meetings from Outlook.

The main training topics:

Introduction and Contact List

- What is Skype for Business?
- The Contact List
- Settings in the Contact List
- Working with contacts

Conversations and conferences

- Instant messaging
- Group conversations
- Audio and video conferences
- Sharing of applications and documents
- Advanced meeting options
- Recording and publishing presentations
- Skype for Business Web App

Skype for Business in conjunction with other applications

- Working together with other Office applications
- Planning a Skype conference in Outlook

What knowledge is required before starting this course?

Operation of a mouse and keyboard are prerequisite.
Knowledge of standard Office programs is also an advantage.

Number of lessons: 13

Time required: approx. 1.5 hour

Audio Time approx. 45 min