

PRODUCT INFORMATION

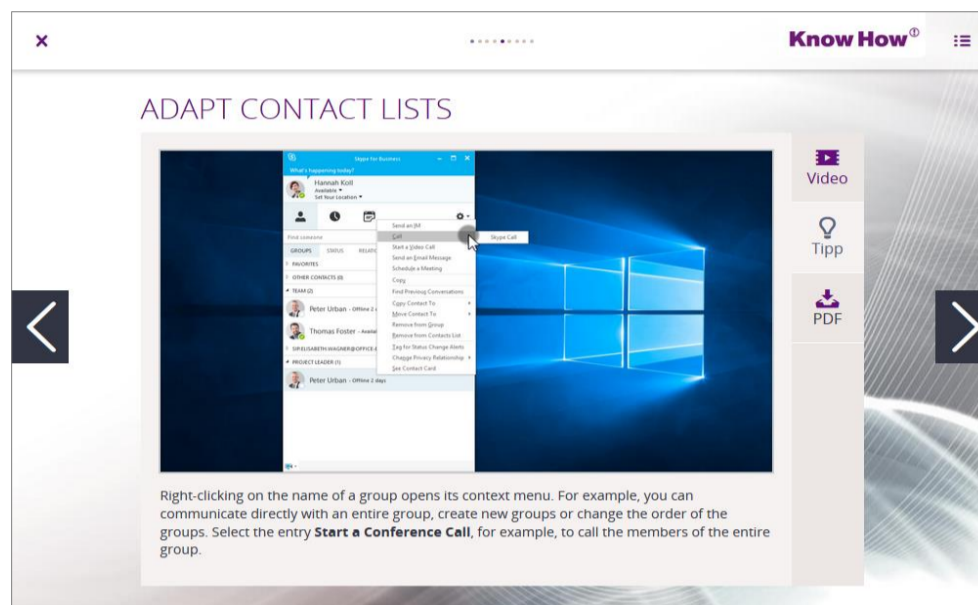
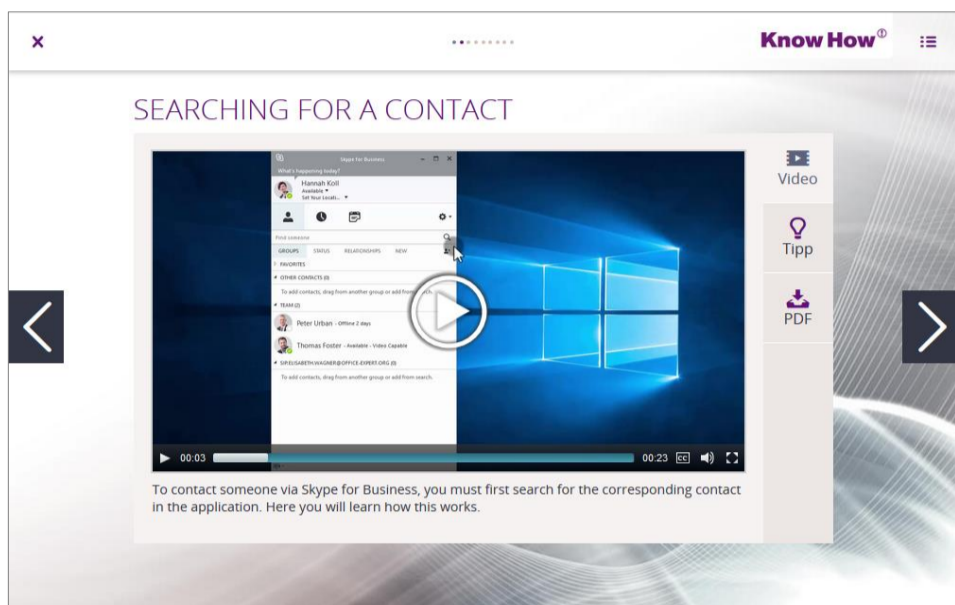
WBT SKYPE FOR BUSINESS 2016

WHAT DOES THIS COURSE OFFER YOU?

This course provides deep knowledge about the correct use of Microsoft Skype for Business 2016. The individual functions are explained on the basis of Video Nuggets and deepened by exercises. Prerequisites for successful learning are basic knowledge in the use of Microsoft Office.

Learning time: 2 hours

Languages: English, German, Chinese



Summary

Chapter	Section	Nuggets
Basic Work	First steps	Starting and logging into Skype for Business
		Setting your current location
		Setting availability status
		Resetting your availability status
	Finding people and adding contacts	Searching for a contact
		Create group
		Adding a contact to a group
		Adapt contact lists
		Adding a person to the contact list via a contact request
	Chat, calls and email	Adding another contact to a chat
		Calling a contact
		Starting a chat
		Starting a group conversation
		Starting a video call
		Starting a Skype chat with a SharePoint author
Virtual meetings	Planning conferences	Start an SfB call from a comment
		Accepting a call
		Planning an online meeting
		Using the Scheduling Assistant
		Designating another presenter
		Muting participants in the Options
	Holding an online meeting	Moving a meeting to a virtual room
		Defining access rights to the online meeting
		Configuring response options for a meeting
		Joining a Skype meeting as an external person
		Bringing participants into the meeting room
		Muting all participants
		Adding another person to a meeting in progress
		Passing control to a participant
		Recording a meeting
		Searching for previous conversations
	The whiteboard	End meeting
		Creating and presenting a whiteboard
Working together on the whiteboard		
Using the laser pointer for pointing		
Polls	Export whiteboard to OneNote	
	Creating a poll	
	Ending a poll	
	Showing poll results to the participants	
	Exporting poll results to Excel	

		Special aspects of multiple Presenters	
Special knowledge	Sharing the screen and editing together	Sharing the desktop with all participants	
		Presenting a program	
		Showing a presentation in a meeting	
		Navigating within a presentation	
		Sharing a OneNote notebook with all participants	
		Using a shared notebook in an online meeting	
		Sharing an Office document	
		Using the annotation tool in a presentation	
		Taking or giving control	Passing control to a participant
			Taking back control
	Requesting control		
	3 Chapters	9 Sections	52 Nuggets