



# Microsoft Lync Online



INFOCUS COURSEWARE

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## ❖ General Description

The skills and knowledge acquired in **Microsoft Lync Online** are sufficient to be able to work with the basic elements of Lync including adding and working with contacts, sending and receiving calls and instant messages, using the presenting features and working with Lync settings.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- gain an understanding of **Lync**, it's features and how it can be used
- add and work with contacts in **Lync**
- understand and work with instant messages
- work with audio and video features in **Lync**
- create and join meetings in **Lync**
- use the present tools
- understand and work with the **Lync** mobile app
- understand, work with and modify **Lync** options

## ❖ Prerequisites

**Microsoft Lync Online** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

72 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



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