

Microsoft Lync 2013 Essentials

Course Overview

This course provides students with the knowledge and skills to setup Lync 2013, use Presence, IM and Contacts, make audio and video calls, and schedule, join and conduct Lync meetings.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Unit 01 - Setup Lync 2013</u>	19m
Topic A: Sign-In and Get Oriented	
Signing Into Lync	
The Lync Interface	
Demo 1-1: Signing in to Lync	
Topic B: Establish Lync Options	
Using the Lync Options	
Setup Audio and Video	
Change your Picture	
Demo 1-2: Use and Set Lync Options	
Topic C: Add Contacts and Groups	
Add Contacts and Create a Group	
Demo 1-3: Adding Contacts and Groups	
Unit 01 Review	
<u>Unit 02 - Presence, IM and Contacts</u>	25m
Topic A: Use Presence	
Modifying Your Presence	
Presence Statuses	
Demo 2-1: Presence Feature	
Topic B: Send and Receive IM's	
Send and Receive IM's	
Instant Messaging	
Demo 2-2: Sending and Receiving IM's	
Topic C: Use Conversation History	
Use Conversation History	
Demo 2-3: Using Conversation History	
Topic D: Use the Contact Card	
Use the Contact Card	
Demo 2-4: Use Contact Card	
Unit 02 Review	
<u>Unit 03 - Make Audio and Video Calls</u>	15m
Topic A: Make an Audio Call	
Make an Audio Call	
Audio Call Controls	
Accept a Call	
Demo 3-1: Making an Audio Call	
Topic B: Make a Video Call	
Make a Video Call	
Add Video to IM	
Demo 3-2: Making a Video Call	
Unit 03 Review	

Unit 04 - Schedule, Join and Conduct Lync Meetings

28m

Topic A: Schedule a Meeting

Schedule a Lync Meeting

Participant Controls

Demo 4-1: Schedule a Lync Meeting

Topic B: Join a Meeting

Join a Lync Meeting

Demo 4-2: Joining a Meeting

Topic C: Conduct a Meeting

Presentation Controls

Conduct a Poll

OneNote and Attachments

Record a Lync Meeting

Demo 4-3: Conducting a Meeting

Unit 04 Review

Course Closure

Total Duration: 1h 28m