Office 365, Part 3 of 5: Skype for Business

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Office 365 is assumed.

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Course description: If collaboration is what you're looking for, Skype for Business is a solution that won't let you down. Take a close look at the Skype for Business client and take a deep dive into the different ways you can collaborate with others using Skype for Business. Finally, discover how Skype for Business is seamlessly integrated within Microsoft Office and in the cloud.

Course outline:

Skype for Business
- Introduction
- Overview of Skype for Business
- Accessing Skype for Business
- Demo: Skype for Business
- Demo: Instant Messaging
- Demo: Log in and out
- Summary

Get Aquainted with Skype for Business
- Introduction
- Getting Acquainted
- Demo: Skype for Business Environment
- Demo: Contacts
- Demo: Conversations
- Demo: Settings
- Summary

Collaboration Features
- Introduction
- Privileges in Skype for Business
- Collaboration Features
- Presenters Have Access To
- Attendees Have Access To
- Demo: Collaboration
- Demo: Multiple Calls
- Demo: Participants
- Demo: Set Meeting Permissions
- Summary

More Collaboration Features
- Introduction
- Demo: Sharing
- Demo: Other People Sharing
- Demo: Whiteboards, Polls, and Q&As
- Demo: Views
- Summary

Integrate with Office
- Introduction
- Manage a Modern Meeting
- Integration with Office
- Demo: Integrate with Outlook
- Setting up a Meeting in Outlook
- Demo: Meeting Notes
- Demo: Add Image and Notes
- Summary

More Integrate with Office
- Introduction
- Demo: My Notes
- Demo: Share Notebooks
- Demo: Share Tasks
- Demo: Integration with Excel
- Demo: Sharing Workbooks
- Demo: Other Office Applications
- Summary