

Ref. : VBSKYV1

Skype for Business

Communicating in real time (v1)

Aim

Learn to communicate in real time: discuss, share and collaborate with all your contacts thanks to the instant messenger and the web conference (online meeting) features available in Skype for Business.

Target audience

Any users wishing to use the different features of Skype for Business efficiently.

Level required

No prior knowledge of Office 365 is necessary

Estimated time to complete the essential module

51 min
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential module

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Video

This module offers to view a video lasting 51 minutes.

Instant messages, audio and video calls

- About Skype for Business
- Sending an instant message, making an audio or video call
- Sending files during a conversation Team settings

Contacts and groups

- Managing contacts
- Managing groups

Online meetings

- Creating online meetings
- Participant management during a meeting
- Sharing a PowerPoint presentation during a meeting
- Sharing a whiteboard or notes during a meeting
- Sharing the Desktop or an application during a meeting

Conversation history

- Using the conversation history