

Office 365 Remote Meetings – Using Skype

If a goal is to conduct more efficient meetings then you must build the skills to use **Skype**. **Skype**, along with your **Calendar**, can schedule shorter focused meetings with no travel time. This will improve the efficiency of meetings because the **Calendar** will notify everyone to begin on time. You can also meet face-to-face online using various tools to communicate such as **PowerPoint Online**, **Web Conferencing**, speak voice-to-voice across the internet, and **Instant Messaging** (chat). Understanding the **Status Indicators** in **Skype** will help to locate people and determine when they will be in the office. This will help to increase productivity. This course will specifically cover how to use **Skype**.

Course length: 1:45 to 2:00 hours

Course Method: Instructor-Led or Remote Online

Delivery Method: This is a hands-on course.

Courseware: TBD

Concepts Covered:

Skype Overview

Message Status, Presence Status, Location, Search Bar, Connect With Someone, Color Status, Contact Card, Favorites, Group, Tagging, and Block Contact.

Skype Tools

Instant Messaging, Voice, Web Conferencing, Share Desktop, Presentation Button, and Invite More People.

Skype System Options

Install Lync, Configure Default Settings, Add a Picture, Audio Settings, Camera, Record A Meeting

Skype Outlook Integration

Meeting, Create A Skype Meeting in Outlook, Meeting Invitation Recipient, and Conversation History