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| <b>Course</b>                 | <b>Microsoft Lync 2010</b>  |
| <b>Length</b>                 | 1- 2 hours  |
| <b>Audience/<br/>Synopsis</b> | This course is a foundational overview of Microsoft's communication messaging application, Lync 2010. This class will enable you to prepare, edit and distribute documents using Acrobat.   |
| <b>Prerequisites</b>          | Participants must be proficient with Windows or Microsoft Word on at least an introductory level.   |
| <b>Topics</b>                 | <p><b><i>Module 1: Lync 2010 Application Overview</i></b></p> <ul style="list-style-type: none"><li>◆ Explore 2010 interface</li><li>◆ Messaging capabilities</li><li>◆ Options</li></ul> <p><b><i>Module 2: Add Contacts</i></b></p> <ul style="list-style-type: none"><li>◆ Create contact files</li><li>◆ Communicate/ Collaborate</li></ul> <p><b><i>Module 3: Set-up Meetings</i></b></p> <ul style="list-style-type: none"><li>◆ Overview</li><li>◆ Audio / Video features</li><li>◆ Manage participants</li></ul> <p><b><i>Module 4: Distribute information</i></b></p> <ul style="list-style-type: none"><li>◆ Share information in meeting</li><li>◆ Using PowerPoint presentation</li><li>◆ Record/ Attend meeting features</li></ul> |