



## ***Microsoft Lync 2010 Courses to Get You Going!***

Microsoft Lync 2010 offers the same functionality you had with Communicator and more! Increasingly being rolled out at various agencies, Lync is enabling collaboration via conference and video calls, online meetings, instant messaging, and many more features. With multiple ways to communicate, these courses can help you integrate voice and video into your communications.

### ***Update Your To-Do List Today!***

#### [Microsoft Office 2010: Getting Started with Lync](#)

Lync 2010 is a dynamic communications platform that is ideal for local and remote use in the workplace. In this course, learn how to:

- + Sign in and out
- + Customize your personal preferences
- + Explore features: Instant messaging, audio and video-enabled meetings, group chat, skill search, activity feeds, enterprise voice, and Lync Attendant
- + Add and organize contacts and view contact information

#### [Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration](#)

This course will help you navigate the many ways that you can share and collaborate. With specific instruction on how to use the features, you will quickly become an expert. Learn how to:

- + Plan an online meeting, use the Online Meeting Options, and configure presenter options
- + Join a scheduled online meeting
- + Start unscheduled meetings using Meet Now and the Contacts list
- + Start and answer Lync calls, adding voice to in-progress conversations

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