

Are you still conducting teleconferences the “old-fashioned” way?

Were you adept with Communicator but now find you need a little help with some of the features of Lync?

Here’s a Resolution for 2013 — Become a Meeting Expert using Lync!

Using AgLearn, you can tap into these great courses right now:

Microsoft Office 2010: Getting Started with Lync This course introduces the features of Lync 2010. It describes how to sign in to and out of Lync 2010 and customize your personal preferences. It explains the various presence options that are available, how to add and organize contacts, view contact information, instant messaging single or multiple users, and other IM-related options.

[https://aglearn.usda.gov/learning/user/deeplink\\_redirect.jsp?linkId=ITEM\\_DETAILS&componentID=mo\\_lync\\_a01\\_dt\\_enus\\_SKILLSOFT&componentTypeID=Web+Based&revisionDate=1329852931000](https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=mo_lync_a01_dt_enus_SKILLSOFT&componentTypeID=Web+Based&revisionDate=1329852931000)

Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration Learn how to plan an online meeting, use the Online Meeting Options dialog box, and configure presenter options. This course covers how to join a scheduled online meeting, and start unscheduled meetings using the Meet Now feature and the Contacts list. It also includes starting and answering Lync calls, adding voice to in-progress conversations, starting a conference call, video calls, and recording options, as well as sharing and collaboration features.

[https://aglearn.usda.gov/learning/user/deeplink\\_redirect.jsp?linkId=ITEM\\_DETAILS&componentID=mo\\_lync\\_a02\\_dt\\_enus\\_SKILLSOFT&componentTypeID=Web+Based&revisionDate=1332856250000](https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=mo_lync_a02_dt_enus_SKILLSOFT&componentTypeID=Web+Based&revisionDate=1332856250000)

Although there is nothing wrong with traditional conference calls, you might be surprised how much technology can help you hold more productive, more efficient meetings!

Lync 2010 offers multiple methods of communicating with colleagues and allows you to integrate voice and video into your communications. Lync 2010 provides sharing and collaboration methods for both scheduled and unscheduled online meetings.

Don’t assume you know all there is to know!

Let AgLearn help you plan and conduct the most effective meetings possible!

Become THE meeting authority in 2013!

Go to AgLearn right now! <http://www.aglearn.usda.gov>