

# Virtual Class - Using Skype for Business to Communicate and Conduct Meetings

Learn how to communicate on your PC, Tablet, or Mobile with Skype for Business' instant messaging, voice, video call, and virtual meeting technology.

## Other courses you may be interested in

Eager to learn more?  
We recommend:  
Using MS Office 365  
Teams to  
Conduct Meetings  
and Collaborate

## Snapshot

- **Duration:** 90 minutes
- **Category:** Office 365
- **Platform:** Adobe Connect
- **Level:** Beginner
- **Pre-requisites:** Basic familiarity with Windows applications
- **Version:** Skype for Business

## Learning Outcomes

- Understand Skype for Business
- Contacts, Presence, and Instant Messaging
- Audio and Video Calls
- Scheduling and Attending Meetings
- Using Your Mobile Device

## Course Content

- Understanding the Skype for Business Environment
- Setting your Presence and Location
- Managing Contacts and Groups
- Instant Messaging
- Adjusting Your Settings
- Making Audio and Video Calls
- Scheduling and Attending Meetings
- Using Your Mobile Device

