

## COURSE DESCRIPTION



**Course Name: Communicator End User Training**

### Course description:

This is a user training course aimed at all users of the Communicator application.

### Training Technique:

Instructor led

### What you will learn:

On completion of the session the user would have set up their Communicator Account and Contacts List and feel competent in using the functionality they have been assigned.

### Who should attend:

All Communicator 2007 users, although these can be run as more comprehensive Train the Trainer sessions.

### Pre-requisites:

- ▶ None

### Course information:

#### Course content:

- ▶ Sign in to Office Communicator 2007
- ▶ Update your Presence
- ▶ Manage your contacts
- ▶ Manage access levels
- ▶ Set user Options
- ▶ Send and receive instant messages
- ▶ Take part in Desktop sharing
- ▶ Make and manage audio and video calls
- ▶ Use the audio and IM conference features
- ▶ Using the integration with Live Meeting
- ▶ Initiate communication from Outlook

**Duration: 1 day (2 sessions)**

**Location: On site**

### Booking information:

To request a booking form and course availability telephone the Customer Training Department on 01403 244955 or email [clienttraining.uk@damovo.com](mailto:clienttraining.uk@damovo.com).