

**Certification Courses**

# Lync 365 Essentials

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2987**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

The Microsoft Lync 365 Essentials course offered by Magna Skills is designed to equip participants with the fundamental knowledge and practical skills needed to effectively utilize Microsoft Lync within the Office 365 environment. Lync, now known as Microsoft Teams, is a powerful communication and collaboration platform that integrates instant messaging, video conferencing, file sharing, and more, fostering seamless teamwork and productivity.

This course provides hands-on experience and comprehensive insights into the features and functionalities of Microsoft Teams, empowering participants to optimize communication and collaboration in their professional settings.

## Course Outcomes

- Understand Microsoft Lync 365 Basics:**
  - Familiarize participants with the core features and functionalities of Microsoft Lync within the Office 365 suite.
  - Explore the interface and navigation of Microsoft Teams to facilitate efficient communication.
- Mastering Instant Messaging and Presence:**
  - Learn how to use instant messaging effectively for real-time communication.
  - Understand presence indicators and status settings for streamlined collaboration.
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### **Effective Audio and Video Conferencing:**

- Explore the capabilities of audio and video conferencing within Microsoft Teams.
- Practice hosting and participating in virtual meetings, including screen sharing and collaboration tools.

4.

### **Optimizing Team Collaboration:**

- Discover the power of Teams and Channels for group collaboration.
- Explore document sharing, co-authoring, and version control features.

5.

### **Integration with Office 365 Applications:**

- Learn how to integrate Microsoft Teams with other Office 365 applications for a seamless workflow.
- Understand best practices for using Teams alongside tools like SharePoint, OneDrive, and Outlook.

6.

### **Security and Compliance:**

- Gain insights into the security features of Microsoft Teams.
- Understand compliance and data protection considerations when using Teams.

7.

### **Customization and Administration:**

- Explore customization options for Teams to tailor the platform to specific organizational needs.
- Understand basic administration tasks for managing users, permissions, and settings.

## **Course Outline / Curriculum**

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## **Module 1: Introduction to Microsoft Lync 365**

- Overview of Microsoft Lync and its evolution to Microsoft Teams
- Navigating the Microsoft Teams interface

## **Module 2: Instant Messaging and Presence**

- Using instant messaging for effective communication
- Managing presence and status settings

## **Module 3: Audio and Video Conferencing**

- Hosting and participating in virtual meetings
- Utilizing audio and video conferencing features

## **Module 4: Team Collaboration**

- Creating and managing Teams and Channels
- Collaborating on documents and projects within Teams

## **Module 5: Integration with Office 365 Applications**

- Integrating Teams with SharePoint, OneDrive, and Outlook
- Best practices for a cohesive Office 365 experience

## **Module 6: Security and Compliance**

- Security features in Microsoft Teams
- Compliance considerations and data protection

## **Module 7: Customization and Administration**

- Customizing Teams to fit organizational needs
- Basic administration tasks for managing Teams

This course is suitable for professionals at all levels who want to enhance their collaboration and communication skills using Microsoft Teams within the Office 365 environment. Participants will leave with the knowledge and practical experience necessary to leverage the full potential of Microsoft Teams in their day-to-day work

## **Target Audience**

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## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa   Vic Falls, Zimbabwe  
Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda   Kampala, Uganda   Nairobi  
Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana   Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning   Remote Teams   Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite   Custom Dates   Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Lync 365 Essentials
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date