



Lotus Sametime Standard 8 User Essentials

Course Title	Lotus Sametime Standard 8 User Essentials
Course Code	STU8
Duration	01 day
Course Fee	Call to Request
Instructor	Certified Lotus Instructor or Certified Lotus Professional
Course Description	<p>Sametime enables people in different locations to communicate in real time over the network or Internet and gives you the chat, presentation, audio, and video tools you need to work together on projects or to make effective presentations.</p> <p>“Sametime” refers to a collection of several components that you can use to communicate with your colleagues or customers in real time. You will learn about these components in this course:</p> <ul style="list-style-type: none"> * Sametime Connect client * Sametime Meeting Room * Sametime Meeting Center. <p>In this course you will work with the Sametime Standard 8, which includes the full-featured Sametime Connect client and browser-based Instant Meetings.</p> <p>This is a hands-on classroom type. Trainee will be provided a computer to work on.</p> <p>Structured training material (140+ pages) will be provided.</p>
Course Goals	<p>In this course, you will learn how to:</p> <ul style="list-style-type: none"> • log in to Sametime Connect and set your online status • add people to your Contacts in Sametime Connect and chat with one or more of them • protect your privacy by allowing only certain people to know your online status • use text, voice, and video chat • conduct an Instant Meeting • use the various tools in the Meeting Room, such as the Whiteboard and Screen Sharing, send a Web page, and poll • control access and permissions to a Meeting Room • participate in a meeting and use the Meeting Room tools, such as hand raising and Group Chat • create and attend a scheduled meeting.
Audience	This course assumes basic personal computer and software skills, and is designed for individuals who can:

	<ul style="list-style-type: none"> • start and stop software applications in Microsoft Windows • perform basic Windows operations, such as to manage windows, cut and paste, drag/drop, etc. • use Microsoft Windows Explorer to find and organize files • use the Internet Explorer browser to open and navigate Web sites • use any type of email client • * create, format, and print documents using a graphical word processing software package.
Course Outline	<p>Topic 1: Get Started</p> <p>Why use Sametime? Why companies choose Sametime Sametime product family Sametime Standard components Optional Sametime components Start Sametime Connect Exercise: Log in to Sametime Connect Sametime Connect window tour Sametime Entry window tour Sametime Preferences Set your location Exercise: Set your location Directory-supplied Business Card information Automatically start Sametime Connect at system startup Manually change your status Exit Sametime Sametime Help Additional information about Sametime</p> <p>Topic 2: Contacts</p> <p>Add person to Contacts Exercise: Add people to Contacts Add personal group Exercise: Add personal group Add public group Exercise: Add public group Manage Contacts Save Contacts list to file Clean Contact List Primary Contacts Sametime Communities</p> <p>Topic 3: Chat Window</p> <p>Chat with one person Exercise: Chat with one person Search for a chat partner Chat formatting tools Timestamp Chat with multiple chat partners Exercise: Multi-person chat Tabbed chat window Manually save chat transcript Automatically save chat history View automatically saved chat histories Show daily chat history</p> <p>Topic 4: Awareness and Privacy</p> <p>Alert me when notification Clear alerts Automatically change your status Protect your privacy</p>

	<p>Privacy list caveats</p> <p>Topic 5: Audio and Video</p> <ul style="list-style-type: none"> Configuration Audio prerequisites Add audio: To a text chat Add audio: Call Selected Contact tool Chat window with audio Connection status Connection tools Audio tools Close audio channel Video prerequisites Add video: To a text chat Add video: Call Selected Contact tool <p>Topic 6: Send Tools</p> <ul style="list-style-type: none"> Send Announcement Send file Send email Send email if <p>Topic 7: Instant Meetings</p> <ul style="list-style-type: none"> Web Conference Tools preferences Test your equipment with a Test Meeting Start an Instant Meeting Roles in a meeting Example Participants list Control the microphone Video tab Exercise: Instant Meeting Use the Whiteboard Exercise: Whiteboard Send Web page Exercise: Send Web page Polling Exercise: Poll attendees Leave the meeting Exercise: Start an Instant Meeting <p>Topic 8: Screen Sharing</p> <ul style="list-style-type: none"> Screen Sharing tab Share your entire screen Share a resizable rectangular frame Share a currently running application Give others control of your screen <p>Topic 9: Scheduled Meetings</p> <ul style="list-style-type: none"> Meeting Center Server time, local time zone Open Meeting Center Schedule a new meeting New Meeting page Essentials tab People tab Slides tab Options tab Save the new meeting Exercise: Schedule a Meeting Attend a meeting Differences from an Instant Meeting Exercise: Attend a Scheduled Meeting
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Note.

Due to the time constraint, not all the topics are covered within one day. Nevertheless, the training material provided is a comprehensive one.