



# Microsoft Lync 2013 Training & Quick Tips, Tricks & Shortcuts - 6 Page Tri-Fold (Software Quick Reference Cards)

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**Do Better Work, Faster!**

*BrainStorm, Inc.* the leading industry provider of end-user software training, offers 365 degrees of instruction for Microsoft Lync 2013. This 6-page, tri-fold, illustrated quick reference training card, offers a variety of beginning and intermediate Lync 2013 tasks, shortcuts, and other resources. Not only will you become more familiar with Lync, but your productivity will improve and you'll be able to do better work faster.

Topics include an in-depth discussion on:

Getting Started, Signing In for the First Time, Keeping Track of All Your Contacts, Communicating through Instant Messaging, Communicating through Audio Calls, Making your Phone Settings Work for You, Taking Face to Face with Video Calls, Scheduling an Online Meeting, Starting and Unscheduled Meeting, Presenting via Lync, Using OneNote, Writing on a Whiteboard, and so much more!

**Plus, you get over 60-minutes of FREE video content**, showcasing additional features to increase the depth of your Lync training.

This BrainStorm's Quick Start Card is the ultimate reference guide for learning all the ins and outs of Microsoft Lync 2013.

Key Product Features:

Professional Software Training for Microsoft Lync 2013.

Full color screen shots and graphics to help demonstrate Lync 2013 tasks.

Thorough list of keyboard shortcuts for quick reference.

Sections organized by learning topics; beginner and intermediate users.

Accompanying videos provide an even deeper look into Microsoft Lync 2013.

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