

Virtual Office End User Remote Training



Data sheet & course description

Virtual Instructor-Led Training

An instructor will guide end users through a remote training session and product demonstration introducing how to use Virtual Office apps. Class discussion will cover how to use the different apps, including Virtual Office desktop, meetings, and mobile apps.

The customer will receive an electronic copy of quick reference guides and training handouts, plus instructions on where to find video tutorials on the 8x8 Academy website that cover basic tasks for physical phones.

Virtual sessions can accommodate 40 participants per session. A maximum of four sessions per day can be scheduled.

Performance Objectives

At the end of this course, students will be able to:

- Place, receive and manage phone calls in Virtual Office desktop and mobile apps
- Schedule, host, and join Virtual Office meetings
- Access voicemail messages
- Send and receive instant messages via chat
- Access information in Corporate Directory

Engagement Process

To arrange a remote, virtual instructor-led training session, please contact Training@8x8.com at least two weeks before the desired training date. Dates are subject to availability.

Recommended Prerequisites

None

Target Audience

Virtual Office End-Users

Course Length

1 - 1.5 hours per session

Topics

- Virtual Office Desktop
- Meetings
- Mobile apps

Topics available on request:

- Switchboard Pro
- Virtual Office Analytics
- Calendar integration

Training Units

5 per session (40 people maximum per session)