

Virtual Office Adoption Kit with Licensed eLearning

Virtual Office End-User Adoption Kit

All materials needed to train end-users to use Virtual Office apps are provided in one easy-to-use, downloadable kit. Contents include 8x8 Academy's licensed eLearning, *Getting Started With Virtual Office*; a project plan template, employee communication email templates, change management best practices, and links to 8x8 documentation and supplemental videos.

Your Adoption Kit license entitles you to:

- Unlimited internal dissemination of 8x8 Academy eLearning: *Getting Started With Virtual Office*, co-branded with your company logo. NOTE: Most end users will complete the *Getting Started* eLearning in 30 minutes or less
- Phone consultation with 8x8 Training Program Manager. Use this time to receive your download, review kit contents, and plan how to deliver training in your environment. Allow up to one hour for initial consultation, and up to 30 minutes for an optional follow-up call

Engagement Process

Adoption Kit contents are delivered to the IT Manager (or the person accountable for training employees to use Virtual Office apps).

Kit contents and eLearning training strategy are reviewed during the initial phone consultation with an 8x8 Academy customer training program manager.

We recommend that you schedule this phone consultation four to six weeks before training end-users at your location, to maximize the effectiveness of the kit.

Next Steps

Please email Training@8x8.com to schedule your initial phone consultation.

Getting Started With Virtual Office

Self-paced eLearning

New users learn Virtual Office at their own pace in this eLearning course from the Adoption Kit

Target Audience

End-users

Prerequisites

None

Course Length

30 minutes

eLearning Topics

- The Power of 8x8
- Virtual Office Desktop App
- Desk Phones
- Virtual Office Mobile App
- Add-Ons & Troubleshooting
- Additional modules available upon request:
 - Switchboard Pro
 - Virtual Office Analytics