

# 8x8 Work Administration and Configuration (SP)



Data sheet & course description

## Self-Paced Training

This 2 hour and 30 minute 8x8 Work Administration and Configuration self-paced interactive course provides administrators with the knowledge and skills necessary to perform common 8x8 Work administrative tasks. Trainees will have the opportunity to review completed configuration settings, followed by practice exercises which simulate tasks within the actual interface.

## Performance Objectives

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

- Identify the primary administrative tasks involved with 8x8 Work configuration
- Review a business scenario to determine how to plan and configure initial setup features for an 8x8 Workflow
- Preview the setup of Users and Administrators and practice common tasks to set up users based on job role and location
- Preview and practice the steps to configure Work Groups: Call Queues, Ring Groups, Barge- Monitor- Whisper Groups, Group Call Pickup
- Identify the Auto Attendant in enabling call routing capabilities and practice the setup of Auto Attendant Schedules and Call Handling features.
- Practice the ongoing administrative tasks which are common to a business workflow once 8x8 Work is configured

## Course Topics

- Overview and Terms
- Initial Setup
- Users and Administrator
- Workgroups
- Auto Attendant
- Ongoing Administration
- Addition Resources

## Recommended Prerequisites

US End-User tutorials  
<https://www.8x8.com/university/free-online-training/virtual-office>

UK End-User tutorials  
<https://www.8x8.com/uk/university/free-online-training/virtual-office>

## Target Audience

System administrators who will administer and configure 8x8 Work solutions

## Course Length

2.5 hours self-paced

## Training Units

6 per person