

# Virtual Office Adoption Kit with Licensed eLearning

## Virtual Office End-User Adoption Kit

This kit contains complete resources to plan a successful training roll-out and equip new End Users to adopt Virtual Office apps.

The license permits unlimited internal dissemination of self-paced eLearning, *Getting Started With Virtual Office*, in PowerPoint format.

Consult with an 8x8 Customer Training Project Manager to:

- Review Adoption Kit resources, and plan how to deliver training in your environment
- Select kit modification options, including:
  - Co-brand the eLearning package with your company logo
  - Select up to 6 Bonus Content slides to add to the eLearning package
  - Choose to delete Standard Content from the eLearning course (for example, if content is not relevant to your environment)
- Request access to additional modules, Switchboard Pro and Virtual Office Analytics

Allow up to one hour for initial phone call, 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 project manager.

## Next Steps

Please email [Training@8x8.com](mailto:Training@8x8.com) to schedule your initial phone consultation. For best results, please schedule this call 4-6 weeks prior to your end-user training roll-out. This ensures time to review and implement kit resources, including the training project schedule, pre-written email announcements, and Best Practices tips for end user adoption.

## 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

- Virtual Office Desktop App, including Virtual Office Meetings
- Virtual Office Mobile App
- Add-Ons, Troubleshooting, & optional Bonus Content
- Modules available upon request:
  - Switchboard Pro
  - Virtual Office Analytics

### Training Units

12

*Optional: +6 Training Units to convert PowerPoint eLearning to SCORM package*