

# Virtual Office End User Onsite Training

## Virtual Office Onsite Training

A professional 8x8 training specialist will cover topics to equip an end user to begin using Virtual Office apps in a live, onsite training session with lecture, demonstration, hands-on exercises, and discussion. The instructor will demonstrate how to use Virtual Office desktop, mobile, and meetings apps; plus desk phones (if required).

Participants receive a Virtual Office training student guide, an 88-second Cheat Sheet, and a Quick Reference voicemail guide. Video tutorials on how to perform basic tasks on physical phones are available on the 8x8 Academy website.

Training for up to 20 people per session will be delivered at the customer's location (provided the customer's site can accommodate groups of that size). Up to five sessions per day can be scheduled.

## Performance Objectives

At the end of training, participants will be able to:

- Place and receive phone calls using Virtual Office desktop and mobile apps
- Schedule, host, and join Virtual Office meetings
- Set up and listen to voicemail messages
- Customize Settings
- Send and receive instant messages via Chat

## Engagement Process

To arrange onsite training, please contact [Training@8x8.com](mailto:Training@8x8.com) at least two weeks before the desired date (or three weeks, if international travel is required). A signed training plan must be in place to schedule training. Dates are subject to availability.

## Prerequisite

None

## Target Audience

Virtual Office End-users

## Course length

1 – 1.5 hours per session

## Topics

- Virtual Office desktop, meetings, and mobile apps
- Desk phones (if required)
- Topics available upon request include:
  - Switchboard Pro
  - Virtual Office Analytics
  - Calendar Integration

## Training Units

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