

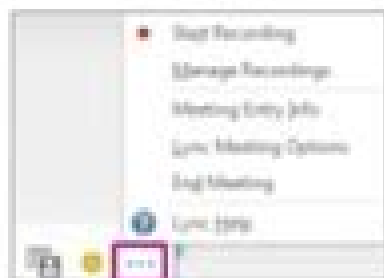
Record and playback the meeting

Lync recording captures audio, video, IM, program sharing, PowerPoint presentations, and whiteboards.

1. In the meeting window, click **More Options**, and then click **Start Recording**.

2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.

After the recording is stopped, Lync automatically saves it in a format that plays in **Windows Media Player** and **Zune**.



To play, rename, or delete a recording, click **Manage Recordings** on the **More Options** menu, and click your selection. You can also click **Browse** to go to the location of the recording and make a copy of the file to post on a shared location for others to view.

Manage participants

In the meeting window, point to the people button, and do any of the following:

- To manage a participant, on the **Participants** tab, right-click the person's name, and use the options to mute, unmute, remove, and so on.

- To manage all, on the **Actions** tab, click:

- **Invite More People** to add participants.
- **Mute Audience** to eliminate background noise.
- **No Meeting IM** to turn off meeting IM.
- **No Attendee Video** to block attendees from starting their videos.
- **Hide Names** to hide the names on the pictures.
- **Everyone an Attendee** if you have too many presenters.
- **Invite by Email** to send email invitations to additional people.



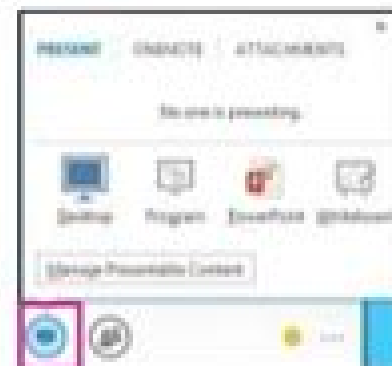
Share your desktop or a program

During a Lync meeting, you can share your desktop or a specific program.

1. In the meeting window, point to the presentation (monitor) button.
2. On the **Present** tab, click:

- **Desktop** to show the entire content of your desktop.
- **Program**, and double-click the program you want to share.

3. (Optional) Click **Give Control** on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.



NOTE You can take control back at any time by clicking **Give Control**, and then **Take back control**.

4. When you have finished presenting, click **Stop Presenting** on the toolbar.

Share a PowerPoint presentation

1. Point to the presentation (monitor) button.
2. On the **Present** tab, click **PowerPoint**, and upload the file in the meeting.
3. (Optional) Do any of the following:

- To move the slides, click **Thumbnail**, and then click the slide you want to show, or use the arrows at the bottom of the meeting window.
- To see your presenter notes, click **Notes**.
- Click the **Annotations** button on the upper-right side of the slide to open the toolbar and use highlights, stamps, laser pointer, and so on.



Lync 2013 User Guide

Mitch Tulloch

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

Lync 2013 User Guide:

Lync Server Cookbook Fabrizio Volpe, Alessio Giombini, Lasse Nordvik Wedø, António Vargas, 2015-01-27 If you work with Lync on a daily basis or if you have to use a specific feature of Lync for a project this is the book for you For solutions architects technical consultants and administrators if you have a Lync deployment and you want to upgrade integrate secure or extend it to the cloud you can get valuable information from the recipes in this book *SharePoint 2013 User's Guide* Anthony Smith, 2013-07-27 Microsoft SharePoint 2013 provides a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2013 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs The SharePoint 2013 User's Guide is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fourth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to best leverage them The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These real world experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Pick up a copy of the SharePoint 2013 User's Guide today [Mastering Microsoft Lync Server 2013](#) Keith Hanna, Nathan Winters, 2013-05-15 Everything you need to know to get Lync 2013 up and running smoothly As a Unified Communications UC technology Lync allows you to keep track of your contacts availability so you can communicate with anyone anywhere and at any time With this hands on book you will learn how to administer the newest and most robust version of Lync Server in order to send an IM start or join an audio video or web conference or make a phone call through a familiar interface Packed with real world exercises throughout this unique resource encourages you to learn from the best practices and deployments of others so that you can benefit from their experiences Walks you through designing and managing enterprise instant messaging and conferencing solutions Details how to configure voicemail enterprise voice dual forking and VoIP Teaches you how to automate management tasks Shares invaluable advice for monitoring diagnosing and troubleshooting problems Helps you understand SIP and authentication technologies With Mastering Microsoft Lync Server 2013 you'll gain the skills you need to effectively deploy Lync Server 2013 and be on your way to gaining all the benefits UC has to offer

Implementing NetScaler VPX™ Marius Sandbu, 2015-10-23 Implement the new features of Citrix NetScaler 11 to optimize and deploy secure web services on multiple virtualization platforms About This Book Learn how to design set up and

deploy NetScaler VPX along with the new Jumbo frames in a virtual environment using your GUI as well as your CLI for both public and private clouds to make all your web applications faster and more secure Enrich your networking skills utilizing the new features of AAA by following the instructions to optimize network traffic A step by step guide that will show you how to work with the latest NetScaler 11 by implementing its new features using sample scenarios and real world examples Who This Book Is For This book is for Citrix administrators who are just getting started with NetScaler have some basic networking skills This book does not require prior experience of NetScaler What You Will Learn Configure different VPN solutions and learn about ICA Proxy Unified Gateway and SSL VPN Set up load balancing for SharePoint Exchange Lync SQL and other Citrix components Gain insights into traffic management with NetScaler Wireshark and Citrix Insight Protect your web services with an application firewall HTTP DOS and AAA Optimize traffic using front end optimization caching and compression Deploy a high availability environment Use NetScaler in public cloud providers such as Azure or Amazon Advance your network knowledge of TCP and SSL optimization In Detail With a large demand for responsive websites and availability of services IT administrators are faced with an ever rising need for services that are optimized for speed NetScaler VPX is a software based virtual appliance that provides users with the comprehensive NetScaler feature set Implementing apps and cloud based services is much easier with its increased service performance and integrated security features This book will give you an insight into all the new features that NetScaler VPX has to offer Starting off with the basics you will learn how to set NetScaler up and configure it in a virtual environment including the new features available in version 11 such as unified gateway and portal theme customization Next the book will cover how to deploy NetScaler on Azure and Amazon and you will also discover how to integrate it with an existing Citrix infrastructure Next you will venture into other topics such as load balancing Microsoft and Citrix solutions configuring different forms of high availability Global Server Load Balancing GSLB and network optimization You will also learn how to troubleshoot and analyze data using NetScaler s extensive array of features Finally you will discover how to protect web services using an application firewall and will get to grips with other features such as HTTP DOS and AAA Style and approach This easy to follow guide is full of detailed step by step instructions on how to implement the key components in NetScaler using real world examples and sample scenarios

Skype for Business 2016: A Guide for Beginners Scott Casterson,2016-05-04 Office 2016 was designed by Microsoft to give IT more control and better performance of its applications Office 2016 has control that is centralized flexible click to run deployment multi factor authentication administrator s centralized control over privacy key security and compliance capabilities It offers data loss protection The IT now was more control over when and how updates are distributed with network traffic management and enhanced distribution

SharePoint 2013 Field Guide Errin O'Connor,2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and

proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

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Microsoft Lync 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Lync 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Signing In Out Show Hide the Menu Bar Using Presence Status Status Indicators Changing Status Manually Using Location Status Adding a Note to Your Status Viewing Other User s Notes Adding Contacts Deleting Contacts Emailing a Contact Using the Favorites Group Viewing Contact Cards Monitoring a Contact s Status Controlling Presence Privacy Creating and Using Groups Starting a Conversation Sending an Instant Message Inviting Additional Participants to Your Conversation Sending a File Receiving a File Working with Multiple Conversations Conversation Window On Top Sharing Your Desktop or a Program Sharing PowerPoint Whiteboard or Polls Scheduling an Online Meeting Joining an Online Meeting Using Meet Now Ending an Online Meeting Viewing Presence Information in Outlook Responding to an Email with an Instant Message Responding to an Email with a Call Also includes a list of keyboard shortcuts

Citrix XenDesktop & XenApp 7.7/7.8 Goeran Eibel,2016-03-31 This book provides an in depth insight into the new architectures and concepts of current Citrix XenDesktop and XenApp technologies for central provisioning of desktops and applications It is aimed both at newcomers to the Citrix virtualization world and at those upgrading from previous versions All the necessary steps for the creation of a design and the development and operation of a complete scalable virtualization environment are discussed in a detailed and practical manner Valuable advice and comprehensive background information also feature in this solution oriented

compendium making it an indispensable companion for IT solution architects consultants and administrators *Training Guide* Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities *Knowledge Discovery, Transfer, and Management in the Information Age* Jennex, Murray E., 2013-11-30 With the advent of electronic databases information technologies and the Internet organizations now more than ever have easy access to all the knowledge they need to conduct their affairs Identifying the useful information in all that data however can pose a challenge Knowledge Discovery Transfer and Management in the Information Age brings together the latest empirical research in knowledge management practices and information retrieval strategies to assist organizations in effectively and efficiently utilizing the data at their disposal Academics managers researchers and professionals within the field of knowledge management will make use of this book to increase their understanding of best practices in the manipulation of information resources *Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)* Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities **Office 2013 All-In-One Absolute Beginner's Guide** Patrice-Anne Rutledge, 2014 Covers Excel Word Outlook OneNote and PowerPoint Cover **Microsoft Exchange Server 2016 Administration Guide** Van Biljon Edward, 2020-09-03 Discover and work with the new features in Microsoft Exchange Server 2016 Key Features a Deploy Exchange 2016 in a new environment or coexisting environment with a legacy version of Exchange a Learn how to migrate your environment from Exchange 2010 or 2013 to Exchange 2016 a Get familiar with Failover Cluster Manager as well as

creating and managing Database Availability Groups DAG a Learn how to migrate unified messaging using Microsoft s guidelines Description This book is a handy guide on how you can use the features of Microsoft Exchange Server 2016 It begins with sharing the new features of Exchange 2016 and compares it with the previous versions This book will help you install Exchange 2016 and give you an in depth understanding of how to configure its server end to end to ensure its fully operational You will then go through the client connectivity protocols by configuring each one of them Later you will learn how to view create and configure Databases and Database Availability Groups Next you will perform migrations of Unified Messaging and also mailbox migrations in different ways in Exchange 2016 Lastly you will work with the new commands of Exchange Management Shell and Exchange Admin Center Towards the end you will go through the common issues in Exchange 2016 and learn how to fix them What will you learn a Learn how to configure all the Client connectivity protocols View Create and Configure Database and Database Availability Group a Create Public folders and Migrating Public folders from earlier versions of Microsoft Exchange a Understand the working of Exchange Management Shell and Exchange Admin Center a Troubleshoot some common issues in Exchange 2016 Who this book is for This book is for anyone interested in or using Microsoft Exchange 2016 It is also for professionals who have been using Microsoft Exchange 2013 and would like to get familiar with the new features of Exchange 2016 Table of Contents 1 Introduction to Exchange 2016 2 Installation of Exchange 2016 3 Post Configuration 4 Post Configuration Continued 5 Client Connectivity 6 Databases and Database Availability Groups 7 Public Folders 8 Unified Messaging 9 Migrations 10 Exchange Management Shell vs EAC 11 Troubleshooting common issues About the Author Edward van Biljon is an Experienced Messaging Specialist with a demonstrated history of working in the information technology and services industry He is a four time Office Apps Services MVP with 18 years of experience in Exchange Edward is also a Microsoft Certified Trainer and spends a lot of time teaching Exchange and other technologies like Azure and Office 365 Edward is a passionate blogger and creates videos and articles on how to do things in Exchange or how to fix a problem in Exchange You can also find him on the TechNet Forums assisting people that require help with their Exchange environment Your Blog links <https://collaborationpro.com> <https://everythingpowershell.com> Your LinkedIn Profile <https://www.linkedin.com/in/edwardvanbiljon75946840> **Getting Started with XenDesktop® 7.x** Craig Thomas Ellrod,2014-04-22 This is a step by step task based practical guide to learning and getting your basic XenDesktop 7 x site up and running It is fast easy and makes learning desktop and application virtualization simple If you are a system administrator consultant or beginner who wants to implement and administer Citrix XenDesktop sites then this book is for you Familiarity with virtualization of desktops and applications and datacenter concepts will be helpful The ability to read network diagrams and understand servers data flow clients devices and the interworking of these pieces will be beneficial **Office 2013 Bible** Lisa A. Bucki,John Walkenbach,Michael Alexander,Richard Kusleika,Faithe Wempen,2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features

of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference

Microsoft Exchange Server 2019 Administration Guide Edward van Biljon, 2021-04-14 Manage Exchange 2019 single handed and empower your organization with secure communications KEY FEATURES _ Uncover the latest features in Exchange Server 2019 and learn to make use of it _ Expert techniques to manage databases file management and improve search _ Cutting edge coverage on MAPI and Exchange Management Shell EMS DESCRIPTION Prepare your environment so you can introduce Exchange Server 2019 or build a new environment from scratch and learn along the way This guide will help the readers how to deploy Exchange 2019 and perform all the post administrative tasks like creating a certificate request that you can submit to an external source and completing this setup You will learn how to configure your virtual directories to match the name on your certificate You will also learn how to build your first Database Availability Group DAG or extend the Database Availability Groups in your environment to ensure you have high availability You will learn how to perform mailbox moves from your existing Exchange environment or simply create new mailboxes for your users You can do all your tasks using the Exchange Management Shell EMS and learn about the new features of Exchange 2019 and the next version of Exchange In this administration guide you will learn about Exchange 2019 what is new and what has been removed You will learn how to deploy Exchange 2019 configure it and understand what is required to run in coexistence with Exchange 2013 or Exchange 2016 Lastly you will learn how to work with the Exchange Management Shell compared to the Exchange Admin Center WHAT YOU WILL LEARN _ Learn how to install Exchange 2019 in a new environment and in a coexistence environment _ Learn how to work with Database Availability Groups DAG and implement them _ Learn how to perform migrations from Exchange 2013 or Exchange 2016 to Exchange 2019 WHO THIS BOOK IS FOR This book is a go to guide for System Administrators Windows Administrators Network Administrators System Engineers who

plays key role in managing the infrastructure and support of the business communication throughout the company Sound knowledge of email client and basic use of windows exchange server is expected to make the best use of this book

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Microsoft Exchange Server 2013 Unleashed Rand Morimoto,2013 Presents information on the design implementation migration and administration of a Microsoft Exchange Server environment

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