# Choose the layout

In the video conversation window, click **Fick a Layout**, and choose one of the following:

- . Gallery View to show all the participants' videos...
- Speaker View to show only the presenters' videos.
- . Content View to show only the meeting content.
- · Compact View to show the tiles of the participants in a compact window.

# Manage the participants

To manage the participants, right-click a person's video or photo, and click:

- Mute, Unmute, or Remove to mute, unmute, or remove that person from the call.
- Lock the Video Spotlight to make that person's video the spotlighted video.
- . Pin to Gallery to keep that person in the Gallery View.

## Choose the view

In the wideo conversation window, click Pop out video gallery to see the videos in a separate window, Pull Screen Wew for a large view of the videos, and click Pop in video gallery to go back to normal view.







# Set up your video device

You need a camera to share your video, but you don't need one to see someone else's video.

To set up your camera:

- Click Options () in the Lync main window, then click Video Device.
- If your don't see your video preview, make sure the camera is working correctly.
- To adjust settings, click Camera Settings.



### Start a video call

In your Contacts list, point to a contact's photo and click the camera icon.



A message pops up on your contact's screen to accept your call.

To end the video portion of the call, point to the camera icon, and then dickone of the following:

- Stop My Video to stop your video stream. You'll still see others' video.
- End Video to stop seeing all video. You'll still have audio.

TIP During an instant messaging or audio call, dick the camera iconto make it a video call.



# **Microsoft Lync Client User Guide**

Thomas Rizzo, Michiel van
Otegem, Zoiner Tejada, Razi bin
Rais, Darrin Bishop, George Durzi, David
Mann

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#### **Table of Contents Microsoft Lync Client User Guide**

- 1. Understanding the eBook Microsoft Lync Client User Guide
  - The Rise of Digital Reading Microsoft Lync Client User Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Lync Client User Guide
  - Exploring Different Genres
  - o Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Lync Client User Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Lync Client User Guide
  - Personalized Recommendations
  - Microsoft Lync Client User Guide User Reviews and Ratings
  - Microsoft Lync Client User Guide and Bestseller Lists
- 5. Accessing Microsoft Lync Client User Guide Free and Paid eBooks
  - o Microsoft Lync Client User Guide Public Domain eBooks
  - Microsoft Lync Client User Guide eBook Subscription Services
  - o Microsoft Lync Client User Guide Budget-Friendly Options
- 6. Navigating Microsoft Lync Client User Guide eBook Formats
  - o ePub, PDF, MOBI, and More
  - Microsoft Lync Client User Guide Compatibility with Devices
  - Microsoft Lync Client User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Lync Client User Guide
  - Highlighting and Note-Taking Microsoft Lync Client User Guide
  - o Interactive Elements Microsoft Lync Client User Guide

- 8. Staying Engaged with Microsoft Lync Client User Guide
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Lync Client User Guide
- 9. Balancing eBooks and Physical Books Microsoft Lync Client User Guide
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Microsoft Lync Client User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Lync Client User Guide
  - o Setting Reading Goals Microsoft Lync Client User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Lync Client User Guide
  - Fact-Checking eBook Content of Microsoft Lync Client User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - $\circ$  Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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