

## Choose the layout

In the video conversation window, click **Pick 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.

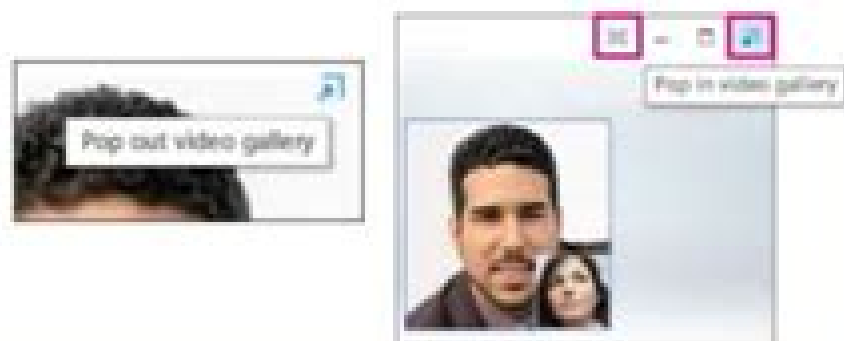
## Manage the participants

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 video conversation window, click **Pop out video gallery** to see the videos in a separate window. **Full Screen View** for a large view of the videos, and click **Pop in video gallery** to go back to normal view.



## Lync 2013 for Office 365 Quick Reference Video

### 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** (O) in the Lync main window, then click **Video Device**.
- If you 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 click one 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, click the camera icon to make it a video call.



# Microsoft Lync Client User Guide

**Yijin Wang**

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

## **Microsoft Lync Client User Guide:**

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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
  - 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

- Microsoft Lync Client User Guide Public Domain eBooks
- Microsoft Lync Client User Guide eBook Subscription Services
- Microsoft Lync Client User Guide Budget-Friendly Options
- 6. Navigating Microsoft Lync Client User Guide eBook Formats
  - 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
  - Interactive Elements Microsoft Lync Client User Guide
- 8. Staying Engaged with Microsoft Lync Client User Guide
  - 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
  - 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
  - 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

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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