

## 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.

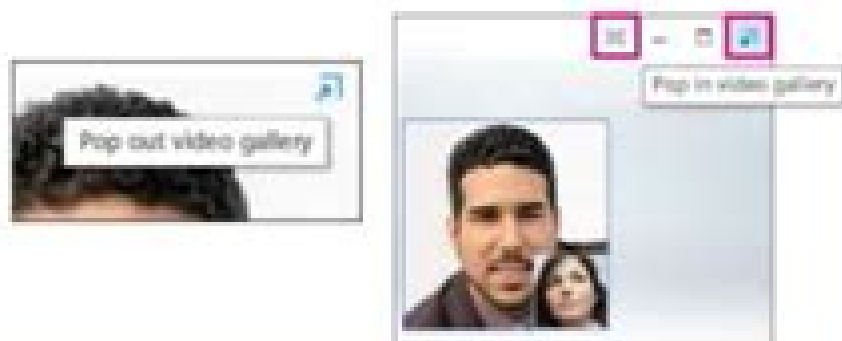
## Manage the participants

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

**J Spring**



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

**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

**SharePoint 2013 User's Guide** Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

**Office 365 Walkthrough Companion Guide** Steven Mann,2011-07-25 This guide was created to visually step you through Office 365 using the Professionals and Small Businesses edition of the service The purpose is to show you exactly what to do and how to do it Following the book from cover to cover will provide you the proper sequence of steps to perform in order to setup and configure Office 365 as well as quickly ramp up on the features and functionality available

**Mastering Microsoft Lync Server 2010** Nathan Winters,Keith Hanna,2012-01-10 An in depth guide on the leading Unified Communications platform Microsoft Lync Server 2010 maximizes communication capabilities in the workplace like no other Unified Communications UC solution Written by experts who know Lync Server inside and out this comprehensive guide shows you step by step how to administer the newest and most robust version of Lync Server Along with clear and detailed instructions learning is aided by exercise problems and real world examples of established Lync Server environments You ll gain the skills you need to effectively deploy Lync Server 2010 and be on your way to gaining all the benefits UC has to offer Gets you up and running with Lync Server whether you are migrating from Office Communications Server or new to Lync Server Walks you through all of the essential stages for deploying Lync Server Shows integration with Microsoft Exchange Server and Microsoft SharePoint Server Demonstrates how to monitor diagnose and troubleshoot problems more efficiently Mastering Lync Server 2010 is a must have resource for anyone looking to manage all the various forms of communication from one user interface

**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

**Microsoft Exchange Server 2013 Inside Out Connectivity, Clients, and UM** Paul Robichaux, 2013-10-15 With a focus on connectivity clients and unified messaging this book delivers the ultimate in depth reference to IT professionals planning and managing an Exchange Server 2013 deployment Guided by Paul Robichaux a Microsoft MVP and popular author you will Understand how Exchange Server 2013 works with previous versions Gain expert insights into supporting clients mobile devices and UM Take a deep dive into front end servers certificate and namespace management transport rules load balancing client management including Microsoft Outlook Outlook Web App OWA and POP3 IMAP4 mobile devices anti malware and anti spam features

Unified Messaging Microsoft Lync Office 365 Exchange Online      [Programming Microsoft's Clouds](#) Thomas Rizzo, Michiel van Otegem, Zoiner Tejada, Razi bin Rais, Darrin Bishop, George Durzi, David Mann, 2012-05-01 A detailed look at a diverse set of Cloud topics particularly Azure and Office 365 More and more companies are realizing the power and potential of Cloud computing as a viable way to save energy and money This valuable book offers an in depth look at a wide range of Cloud topics unlike any other book on the market Examining how Cloud services allows users to pay as they go for exactly what they use this guide explains how companies can easily scale their Cloud use up and down to fit their business requirements After an introduction to Cloud computing you ll discover how to prepare your environment for the Cloud and learn all about Office 365 and Azure Examines a diverse range of Cloud topics with special emphasis placed on how Cloud computing can save businesses energy and money Shows you how to prepare your environment for the Cloud Addresses Office 365 including infrastructure services SharePoint 2010 online SharePoint online development Exchange online development and Lync online development Discusses working with Azure including setting it up leveraging Blob storage building Azure applications programming and debugging Offers advice for deciding when to use Azure and when to use Office 365 and looks at hybrid solutions between Azure and Office 365 Tap into the potential of Azure and Office 365 with this helpful resource      [CCNA Collaboration CIVND 210-065 Official Cert Guide](#) Brian Morgan, Jason Ball, 2015-12-07 Trust the best selling Official Cert Guide series from Cisco Press to help you learn prepare and practice for exam success They are built with the objective of providing assessment review and practice to help ensure you are fully prepared for your certification exam Master Cisco CCNA Collaboration CIVND 210 065 exam topics Assess your knowledge with chapter opening quizzes Review key concepts with exam preparation tasks This is the eBook edition of the CCNA Collaboration CIVND 210 065 Official Cert Guide This eBook does not include the companion CD ROM with practice exam that comes with the print edition CCNA Collaboration CIVND 210 065 Official Cert Guide from Cisco Press enables you to succeed on the exam the first time and is the only self study resource approved by Cisco Expert Cisco Collaboration engineers Brian Morgan and Jason Ball share preparation hints and test taking tips helping you identify areas of weakness and improve both your conceptual knowledge and hands on skills This complete official study package includes A test preparation routine proven to help you pass the exam Do I Know This Already quizzes which enable you to decide how much time you need to spend on each section Chapter ending exercises which help you drill on key concepts you must know thoroughly A final preparation chapter which guides you through tools and resources to help you craft your review and test taking strategies Study plan suggestions and templates to help you organize and optimize your study time Well regarded for its level of detail study plans assessment features challenging review questions and exercises this official study guide helps you master the concepts and techniques that ensure your exam success CCNA Collaboration CIVND 201 065 Official Cert Guide is part of a recommended learning path from Cisco that includes simulation and hands on training from authorized Cisco Learning Partners and self study products from Cisco Press

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**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

Professional Unified Communications Development with Microsoft Lync Server 2010 George Durzi,Michael Greenlee,2011-05-04 Get the tools you need to build real software solutions on the UC platform Unified Communications UC integrates real time communications telephony video conferencing speech recognition with non real time communication voicemail e mail fax to unify users across multiple devices and media types This book offers practical development advice based on the authors experiences developing solutions on the UC platform You ll discover how to solve problems and get answers to common questions that you may encounter while developing solutions with the UC APIs Begins with an overview of Unified Communications UC development Covers areas of custom development with Microsoft UC APIs and describes in detail their various functions Goes beyond simple samples to teach you how to build real software solutions on the UC platform Demonstrates how to add context to build kiosk solutions integrate Communicator functionality into an application debug UCMA applications and more This book shows you how to integrate communications functionality into your applications and so much more

**The Telecommunications Handbook** Jyrki T. J. Penttinen,2015-01-13 THE TELECOMMUNICATIONS HANDBOOK ENGINEERING GUIDELINES FOR FIXED MOBILE AND SATELLITE SYSTEMS Taking a practical approach The Telecommunications Handbook examines the principles and details of all the major and modern telecommunications systems currently available to industry and to end users It gives essential information about usage architectures functioning planning construction measurements and optimization The structure of the book is modular giving both overall descriptions of the architectures and functionality of typical use cases as well as deeper and practical guidelines for telecom professionals The focus of the book is on current and future networks and the most up to date functionalities of each network are described in sufficient detail for deployment purposes The contents include an introduction to each technology its evolution path feasibility and utilization solution and network architecture and technical functioning of the systems signaling coding different modes for channel delivery and security of core and radio system The

planning of the core and radio networks system specific field test measurement guidelines hands on network planning advices and suggestions for parameter adjustments and future systems are also described With contributions from specialists in both industry and academia the book bridges the gap between communications in the academic context and the practical knowledge and skills needed to work in the telecommunications industry     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 architectureconsultants 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     **Office 365 in Business** David Kroenke,Donald Nilson,2011-06-24 Discover the Office option every business can afford Now your business can benefit from sophisticated communication and collaboration services fully integrated with Microsoft Office products Once limited to companies large enough to afford data centers and the expensive IT staff to support them these services can now be yours and this book shows you how Each chapter begins with a common

business problem you've most likely faced followed by the Office 365 solution You'll learn to share documents secure your communications manage and share calendars and tasks conduct video meetings and give your business the edge it deserves Teaches you how your business large or small can benefit from Office 365 Explains how to take advantage of Exchange Online Lync Online and SharePoint Online Shows you what makes Office 365 so affordable and why it doesn't require an IT staff Highlights what constitutes successful collaboration and how to facilitate it Explores specific Office 365 solutions for familiar business issues Addresses how to conduct video conferences schedule meetings set up discussions and make remote PowerPoint presentations with Office 365 With this book you'll discover how Office 365 can benefit your business every day of the year

**Windows Group Policy Troubleshooting** Kapil Arya, 2016-11-02 Find out how to isolate understand and solve problems encountered when managing users and PCs on Windows Learn from a Microsoft MVP with many years experience supporting Windows users with their Group Policy issues This book will help you face the complexity of real world hardware and software systems and the unpredictability of user behavior so you can get to the heart of the problem and set it right Windows Group Policy Troubleshooting is your best practice guide to Group Policy showing you all that it can achieve and how to repair problems when they occur What You'll Learn Understand how Group Policy works Take a simple step by step approach to troubleshooting problems Apply Group Policy in Office applications Absorb advanced Group Policy advice See expert tips and tricks related to Group Policy Who This Book Is For IT pros and system administrators are the audience for this book

**Hacking Exposed Unified Communications & VoIP Security Secrets & Solutions, Second Edition** Mark Collier, David Endler, 2013-12-20 The latest techniques for averting UC disaster Establish a holistic security stance by learning to view your unified communications infrastructure through the eyes of the nefarious cyber criminal Hacking Exposed Unified Communications VoIP Second Edition offers thoroughly expanded coverage of today's rampant threats alongside ready to deploy countermeasures Find out how to block TDoS toll fraud voice SPAM voice social engineering and phishing eavesdropping and man in the middle exploits This comprehensive guide features all new chapters case studies and examples See how hackers target vulnerable UC devices and entire networks Defend against TDoS toll fraud and service abuse Block calling number hacks and calling number spoofing Thwart voice social engineering and phishing exploits Employ voice spam mitigation products and filters Fortify Cisco Unified Communications Manager Use encryption to prevent eavesdropping and MITM attacks Avoid injection of malicious audio video and media files Use fuzzers to test and buttress your VoIP applications Learn about emerging technologies such as Microsoft Lync OTT UC other forms of UC and cloud and WebRTC

**InfoWorld**, 1985-10-07 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

*Office 365: Migrating and Managing Your Business in the Cloud* Matthew Katzer, Don Crawford, 2014-01-23 Written for the IT professional and business owner this book provides the business and technical insight necessary to migrate your business to the cloud using Microsoft Office 365



This is a practical look at cloud migration and the use of different technologies to support that migration. Numerous examples of cloud migration with technical migration details are included. Cloud technology is a tremendous opportunity for an organization to reduce IT costs and to improve productivity with increased access, simpler administration and improved services. Those businesses that embrace the advantages of the cloud will receive huge rewards in productivity and lower total cost of ownership over those businesses that choose to ignore it. The challenge for those charged with implementing Microsoft Office 365 is to leverage these advantages with the minimal disruption of their organization. This book provides practical help in moving your business to the Cloud and covers the planning, migration and the follow on management of the Office 365 Cloud services.

**SharePoint 2013 Unleashed** Michael Noel, Colin Spence, 2013-08-19. Buy the print SharePoint 2013 Unleashed and get the eBook version for free. See inside the book for access code and details. SharePoint 2013 Unleashed is the most complete practical resource for all administrators, managers, architects, users and developers to make the most of Microsoft's powerful new SharePoint 2013 platform. Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Spence focus on what administrators and knowledge workers really need to know to effectively design, implement, configure and use SharePoint 2013. They fully address key SharePoint 2013 innovations such as PowerShell scripting to automate administration and farm provisioning, better virtualization support, improved security and authentication, new business intelligence tools, social networking improvements, enhanced lists, libraries, metadata and more. Step by step through easy to understand examples, they help you streamline administration, optimize performance, control cost and implement high value solutions for collaboration, document and web content management and business intelligence. Detailed information on how to optimize your SharePoint 2013 design, deployment, plan, right size your server farm(s) and improve scalability. Reduce costs by virtualizing your SharePoint environment and automating farm deployment. Optimize search with metadata, content types and taxonomies. Streamline management with PowerShell and the SharePoint Central Administration tool. Efficiently monitor, back up and restore SharePoint environments. Understand new Shredded Storage capabilities and new Service Applications built into the infrastructure layer of SharePoint. Deploy SharePoint's improved social networking features including microblogging. Deploy SharePoint as an extranet using various external authentication providers. Use powerful out of the box workflows and create your own with SharePoint Designer 2013 and Visual Studio 2013. Build Business Intelligence solutions with PerformancePoint and Business Connectivity Services.

**Microsoft Office 365 Administration Inside Out** Anthony Puca, Julian Soh, Marshall Copeland, 2013-10-15. Conquer Microsoft Office 365 administration from the inside out. Dive into Office 365 administration and really put your systems expertise to work. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips and workarounds. Discover how the experts tackle deployment, configuration and management and challenge yourself to new levels of mastery. Simplify enterprise deployment with planning tools and tasks. Automate Office

365 processes with Windows PowerShell Manage user identity with Active Directory and Single Sign On Monitor and maintain the health of Office 365 with Microsoft System Center Implement Microsoft Exchange Online SharePoint Online and Lync Online Control variables in an Exchange Server hybrid implementation Customize and deploy Office 365 Professional Plus Explore real world scenarios and apply insider management tips For Intermediate to Advanced IT Professionals **The Really Useful eLearning Instruction Manual** Rob Hubbard, 2013-10-10 Technology has revolutionised every aspect of our lives and how we learn is no exception The trouble is the range of elearning technologies and the options available can seem bewildering Even those who are highly experienced in one aspect of elearning will lack knowledge in some other areas Wouldn't it be great if you could access the hard won knowledge practical guidance and helpful tips of world leading experts in these fields Edited by Rob Hubbard and featuring chapters written by global elearning experts Clive Shepherd Laura Overton Jane Bozarth Lars Hyland Rob Hubbard Julie Wedgwood Jane Hart Colin Steed Clark Quinn Ben Betts and Charles Jennings this book is a practical guide to all the key topics in elearning including getting the business on board building it yourself learning management blended social informal mobile and game based learning facilitating online learning making the most of memory and more

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