Record and playback the meeting

Lync recording captures audio, video, 3M program sharing, PowerPoint presentations, and whiteboards

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

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

After the recording is stopped, Lync automatically sives it in a format, that plays in Windows Media Player and Zure. Stage Securiting
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Meeting Setty Julia
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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-dick 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 bedground noise.
 - ... No Meeting IM to turn off meeting IM.
 - Ne Attendee Video to block attendees from starting their vides.
 - Hide Names to hide the names on the pictures.
 - Everyone an Attendee if you have too many presenten.
 - Invite by Email to send entail invitations to additional people.

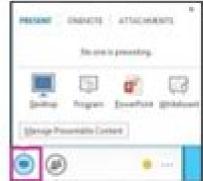


Share your desktop or a program

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

- In the meeting window, point to the presentation (monitor) button.
- On the Present tab, click:
 - Desktop to show the entire content of your desktop.
 - Program and double-click the program you want to sham.
- (Optional) Click Give Coetrol 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 time 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.
- On the Present tall, click PowerPoint, and upload the file in the meeting.
- 3. Optional) Do any of the following:
 - To move the slides, click Thumbeails, 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 Amotations button on the upper-right side of the slide to open the toolbar and use highlights, stemps, leser pointer, and so on.



Lync 2013 User Guide

M Walker

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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 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 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

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and collaborators to exploit the resources on the Web and many others. The book has 29 chapters organized into sections that focus on ways that Google's suite of tools can be applied to address problems in a specific area of library concern The section headings are Library Instruction for Users Collaboration within and among libraries Library Administration Collection Management and Library Productivity In each topical area the chapters show how librarians are taking advantage of these tools to change the way that their library works All of this without the burden of an additional bill to pay Through these carefully selected case studies from real libraries you will be able to learn about the surprising and powerful potential that Office 2013 All-In-One Absolute Beginner's Guide Patrice-Anne exists through Google tools to improve library operations Rutledge, 2014 Covers Excel Word Outlook OneNote and PowerPoint Cover 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 Knowledge Discovery, Transfer, and Management in the Information Age Jennex, Murray E., 2013-11-30 With beneficial 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 A Practical Guide to SharePoint 2013 Saifullah Shafiq, 2014-02-06 This book is a complete information resources practical guide It s full of useful tips and exercises to get users started in no time It has no fluff just practical exercises that will provide users the knowledge and know how to implement SharePoint solutions easily and professionally SharePoint has a steep learning curve Without a book like this it will probably take users months to learn SharePoint This book will save users great deal of time because it contains ready to use solutions and expert advice from someone who is a subject matter expert This book has everything that users need to equip themselves to work professionally on SharePoint projects The author is a 7 times awardee of the Microsoft Most Valuable Professional MVP award SharePoint is a huge product Each component or feature deserves a separate book Discussing all great features in detail in one book is not possible Author has tried to include the necessary content that will help users get started straight away For beginners the main problem they face is to setup an environment for SharePoint deployment This book shows how to prepare the environment and then install each piece of

software one by one The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators Network administrators who want to learn SharePoint administration will gain lot of useful information from these chapters Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013 These chapters discuss creating web enabled InfoPath forms securing sites with SSL setting up Extranets etc These chapters are for the power users and advanced users The book guides users in a step by step format and explains everything needed to install the software This includes preparing the machine for the installation Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise he can refer to the screenshot to get a better understanding of the step he is stuck on Clear and crisp screenshots make this book unique Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots This book is structured to build logically on the skills you learn as you progress through it After the initial introduction and deployment chapters the book moves into the more advanced part of the platform Each chapter focuses on a new feature If you are an advanced user you can skip the initial chapters and go directly to the topic that you are interested in Some of the topics discussed in the book are as following SharePoint Deployments Configure Active Directory SQL Server IIS Roles SharePoint Cloud Setup SharePoint in the cloud Office 365 Development Create your first SharePoint app in the cloud SharePoint Modern Apps Modern state of the art applications using HTML5 and SharePoint 2013 Extranets Business Processes Leverage Business Connectivity Services to build Line of Business applications Web Parts Development Understand and learn to develop web parts Electronic Forms Learn to program web enabled electronic forms using InfoPath Public Websites Design a branded public website using SharePoint Online Office 365 SharePoint 2013 Search Learn Search configuration customization Managed Metadata SharePoint 2013 Branding Learn how to brand sites to look elegant classy and professional

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 TABLE OF CONTENTS 1 Introduction to Exchange 2019 2 Installation of Exchange 2019 3 Post Configuration 4 Post Configuration Continued 5 Client Connectivity 6 Databases and Database Availability Groups 7 Public Folders 8 Migrations 9 Coexistence with Exchange 2013 2016 10 Exchange Management Shell and Extras 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 Microsoft Exchange Server 2013 Unleashed Rand Morimoto, 2013 Presents information on the design implementation migration and administration of a Microsoft Exchange Server environment 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 ThisBook Is For IT pros and system

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Table of Contents Lync 2013 User Guide

- 1. Understanding the eBook Lync 2013 User Guide
 - The Rise of Digital Reading Lync 2013 User Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Lync 2013 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 Lync 2013 User Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Lync 2013 User Guide
 - Personalized Recommendations
 - Lync 2013 User Guide User Reviews and Ratings
 - Lync 2013 User Guide and Bestseller Lists

- 5. Accessing Lync 2013 User Guide Free and Paid eBooks
 - Lync 2013 User Guide Public Domain eBooks
 - Lync 2013 User Guide eBook Subscription Services
 - Lync 2013 User Guide Budget-Friendly Options
- 6. Navigating Lync 2013 User Guide eBook Formats
 - o ePub, PDF, MOBI, and More
 - Lync 2013 User Guide Compatibility with Devices
 - Lync 2013 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lync 2013 User Guide
 - Highlighting and Note-Taking Lync 2013 User Guide
 - Interactive Elements Lync 2013 User Guide
- 8. Staying Engaged with Lync 2013 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Lync 2013 User Guide
- 9. Balancing eBooks and Physical Books Lync 2013 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lync 2013 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Lync 2013 User Guide
 - Setting Reading Goals Lync 2013 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Lync 2013 User Guide
 - Fact-Checking eBook Content of Lync 2013 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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