

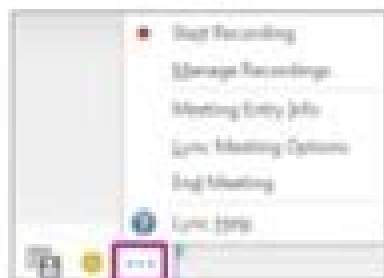
Record and playback the meeting

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

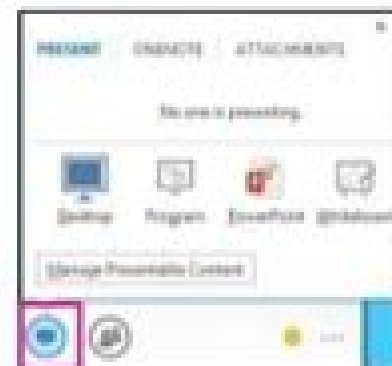
During a Lync meeting, you can share your desktop or a specific program.

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

Goeran Eibel

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:

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 **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 *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

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 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 **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 To find out more about instructor led training e learning and hands on instruction offered by authorized Cisco Learning Partners worldwide please visit www.cisco.com The official study guide helps you master topics on the CCNA Collaboration CIVND 210 065 exam including the following Cisco Collaboration components and architecture

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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

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

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

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> [The Complete Guide to Using Google in Libraries](#) Carol Smallwood,2015-02-26 Carol Smallwood s The Complete Guide to Using Google in Libraries Volume 1 Instruction Administration and Staff Productivity explores how Google s suite of tools from Google Docs now Google Drive Google Scholar Hangout Forms and others made freely available to the Internet Community can be used by libraries to expand the role of digital operations in the management of library materials to communicate with their patrons

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 exists through Google tools to improve library operations

Office 2013 All-In-One Absolute Beginner's Guide Patrice-Anne 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 beneficial

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

A Practical Guide to SharePoint 2013 Saifullah Shafiq, 2014-02-06 This book is a complete 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

administrators are the audience for this book

Whispering the Techniques of Language: An Psychological Quest through **Lync 2013 User Guide**

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