Receiving A Phone Call

When you receive a call, users with handsets may just lift the receiver to answer the call. Users with no handset will use Lync to answer the call.

When you receive a call a small pop up will appear on the screen.

Clicking on the **Green Handset** icon will answer the call, clicking **Decline** will send the call to your voicemail

Transferring A Phone Call

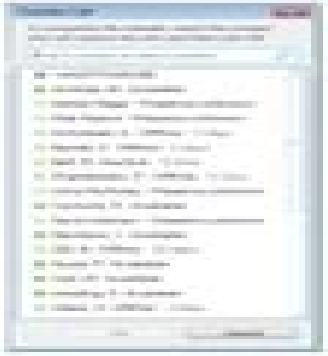
Once you have answered a call you may transfer the call to another number or user. When you have answered a call in Lync you will see this pop up

Direct Transfer

A direct transfer is the transfer of a call to another user without announcing the call or speaking to the other party before connecting the two calls.

In Lync click on the transfer button

From the options select **Another Person or Number**



At this point you have the option to choose from a contact already in your list, a number you know or type the name of the person you want to transfer the call to

Once the call has been transferred you may close any open windows

Microsoft Lync 2010 User Guide

ML Morrison

Microsoft Lync 2010 User Guide:

Reviewing **Microsoft Lync 2010 User Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Microsoft Lync 2010 User Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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