

## 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

**Nathan Winters, Keith Hanna**



## **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

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**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

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**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

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**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

**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

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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

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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



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Hanna, 2016-03-17 Authoritative hands on guidance for Skype Business administrators Mastering Skype for Business 2015 gives administrators the comprehensive coverage they need to effectively utilize Skype for Business Fully up to date for the 2015 release this guide walks you through industry best practices for planning design configuration deployment and management with clear instruction and plenty of hands on exercises Case studies illustrate the real world benefits of Unified Communication and provide expert experiences working with Skype for Business From server roles infrastructure topology and security to telephony cloud deployment and troubleshooting this guide provides the answers you need and the insight that will make your job easier Sample automation scripts help streamline your workflow and full detailed coverage helps you

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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

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