

## 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

**JG Myers**



## **Microsoft Lync 2010 User Guide:**

## Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Microsoft Lync 2010 User Guide**

In a global inundated with monitors and the cacophony of quick communication, the profound power and mental resonance of verbal art often diminish in to obscurity, eclipsed by the regular onslaught of noise and distractions. However, situated within the musical pages of **Microsoft Lync 2010 User Guide**, a fascinating work of fictional beauty that pulses with fresh emotions, lies an memorable journey waiting to be embarked upon. Written with a virtuoso wordsmith, that interesting opus courses viewers on a mental odyssey, softly revealing the latent potential and profound influence embedded within the delicate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we can embark upon an introspective exploration of the book is key subjects, dissect their charming writing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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