

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.

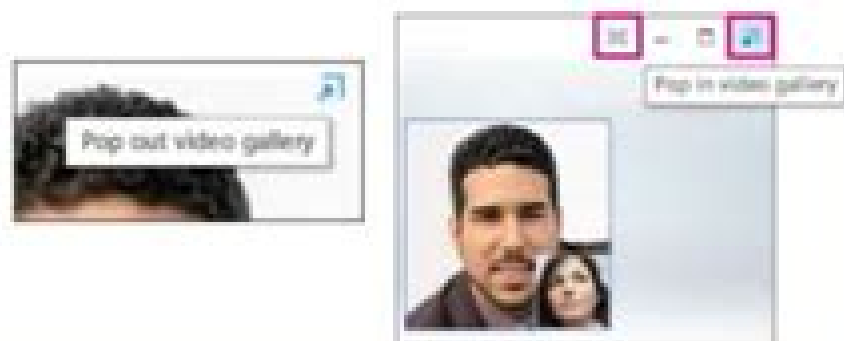
Manage the participants

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.



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Microsoft Lync Client 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 *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 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

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

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

Professional Unified Communications Development with Microsoft Lync Server 2010 George Durzi, Michael Greenlee, 2011-05-04 Get the tools you need to build real software solutions on the UC platform Unified Communications UC integrates real time communications telephony video conferencing speech recognition with non real time communication voicemail e mail fax to unify users across multiple devices and media types This book offers practical development advice based on the authors experiences developing solutions on the UC platform You ll discover how to solve problems and get answers to common questions that you may encounter while developing solutions with the UC APIs Begins with an overview of Unified Communications UC development Covers areas of custom development with Microsoft UC APIs and describes in detail their various functions Goes beyond simple samples to teach you how to build real software solutions

on the UC platform Demonstrates how to add context to build kiosk solutions integrate Communicator functionality into an application debug UCMA applications and more This book shows you how to integrate communications functionality into your applications and so much more *Mastering Microsoft Exchange Server 2013* David Elfassy,2013-11-18 The bestselling guide to Exchange Server fully updated for the newest version Microsoft Exchange Server 2013 is touted as a solution for lowering the total cost of ownership whether deployed on premises or in the cloud Like the earlier editions this comprehensive guide covers every aspect of installing configuring and managing this multifaceted collaboration system It offers Windows systems administrators and consultants a complete tutorial and reference ideal for anyone installing Exchange Server for the first time or those migrating from an earlier Exchange Server version Microsoft Exchange Server 2013 is a messaging system that allows for access to e mail voicemail and calendars from a variety of devices and any location making it ideal for the enterprise With more than 21 000 copies of earlier editions sold this comprehensive guide offers systems administrators and consultants both a tutorial and a reference guide for installing and managing Exchange Server 2013 A team of Microsoft Certified Masters walks you step by step through planning and design installation administration and management maintenance and more Mastering Microsoft Exchange Server 2013 is the complete reference for planning installing and maintaining the most popular e mail server product available **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 *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

SharePoint 2010 Enterprise Architect's Guidebook Reza Alirezai, Brian Wilson, Arpan Shah, Bill Baer, Martin Kearn, 2012-04-03 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect's Guidebook you'll quickly discover the requirements for designing a successful SharePoint 2010 deployment

Microsoft® Excel® 2013 QuickSteps John Cronan, Marty Matthews, 2013-04-05 Full color step by step guide to the new release of the world's most popular spreadsheet application Get up and running with Excel 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer

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

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 troubleshooting and much more Microsoft Lync Server 2013 Unleashed contains a new section on Office 365 and Lync Online
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 configuration and administration Throughout the authors combine theory step by step configuration instructions and best
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2013 Bible Lisa A. Bucki,John Walkenbach,Faithe Wempen,Michael Alexander,Richard Kusleika,Dick Kusleika,2013-07
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 content from the Excel 2013 Bible the Word 2013 Bible the PowerPoint 2013 Bible and the Access 2013 Bible It also covers
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Server 2010 Nathan Winters,Keith Hanna,2012-01-10 An in depth guide on the leading Unified Communications platform
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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

GSEC GIAC Security Essentials Certification All-in-One Exam Guide, Second Edition Ric Messier,2019-08-02
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CompTIA Network+ Certification Study Guide, Sixth Edition (Exam N10-006) Glen E. Clarke,2015-07-30 The best IT certification exam study system available for CompTIA Network Exam N10 006 With hundreds of practice exam questions including new performance based types CompTIA Network Certification Study Guide Sixth Edition Exam N10 006 covers everything you need to know to prepare for this challenging exam 100% complete coverage of all official objectives for exam N10 006 Exam Readiness checklist you re ready for the exam when all objectives on the list are checked off Inside the Exam sections in every chapter highlight key exam topics covered Two Minute Drills for quick review at the end of every chapter Simulated exam questions match the format tone topics and difficulty of the real exam Covers all the exam topics including Basic Network Concepts Network Protocols and Standards Networking Components TCP IP Addressing TCP IP Protocols TCP IP Utilities Configuring Routers and Switches Subnetting and Routing Configuring Network Services Wireless Networking Remote Access and VPN Connectivity Wide Area Network Technologies Implementing a Network Maintaining and Supporting a Network Network Security Principles Network Security Practices Monitoring the Network Troubleshooting the

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