# Choose the layout

In the video conversation window, click **Fick 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 wideo conversation window, click Pop out video gallery to see the videos in a separate window, Pull Screen Wew for a large view of the videos, and click Pop in video gallery to go back to normal view.







# 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 () in the Lync main window, then click Video Device.
- If your 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 dickone of the following:

- Stop My Video to stop your video stream. You'll still see others' video.
- End Video to stop seeing all wideo. You'll still have audio.

TIP During an instant messaging or audio call, dick the camera icon to make it a video call.



# **Microsoft Lync User Guide**

Thirumalaisamy P. Velavancorresponding

**Microsoft Lync User Guide:** 

Reviewing Microsoft Lync 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 User Guide**," an enthralling opus penned by a highly 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 into 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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