

## 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.

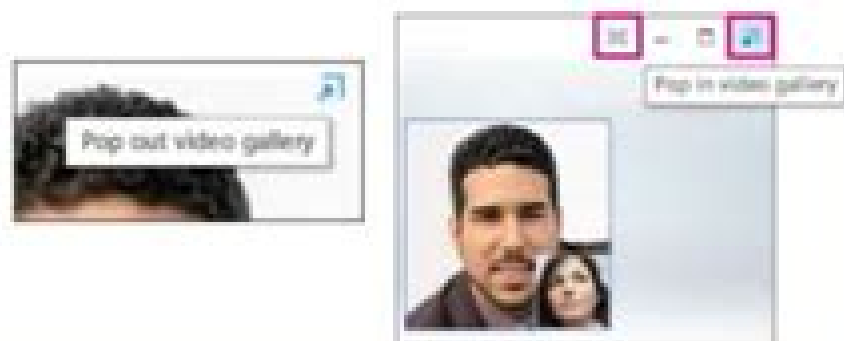
## Manage the participants

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

**Reza Alirezai, Brian Wilson, Arpan  
Shah, Bill Baer, Martin Kearn**



## 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 **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

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**SharePoint 2010 Enterprise Architect's Guidebook** Reza Alirezaei, 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

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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

*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 File Working with Multiple Conversations Conversation Window On Top Sharing Your Desktop or a Program Sharing PowerPoint Whiteboard or Polls Scheduling an Online Meeting Joining an Online Meeting Using Meet Now Ending an Online Meeting Viewing Presence Information in Outlook Responding to an Email with an Instant Message Responding to an Email with a Call Also includes a list of keyboard shortcuts

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**IBM Personal Computer XT, the Software Guide** Gerald VanDiver, 1983 Provides Detailed Product Descriptions Information for Each Program Guides Are Sectioned by Categories Subcategories

**Microsoft Lync Server 2013 Unleashed** Alex Lewis, Tom Pacyk, Randy Wintle, 2013 The most comprehensive realistic and useful guide to Microsoft Lync Server 2013 today's leading Unified Communications system Four expert Lync consultants and implementers bring together in the trenches guidance for all facets of planning integration deployment and administration The authors introduce Microsoft Lync Server 2013 outline what it can do and review the key improvements Microsoft has made in this version They cover every form of communication Lync Server can manage including IP voice instant messaging audio video conferencing web conferencing and more You'll find expert guidance on planning infrastructure managing day to day operations server roles multi platform clients security troubleshooting and much more Microsoft Lync Server 2013 Unleashed contains a new section on Office 365 and Lync Online a chapter covering coexistence between on premise and Office 365 Lync deployments and another introducing Lync online configuration and administration Throughout the authors combine theory step by step configuration instructions and best practices from real enterprise environments They identify common mistakes and present proven solutions and workarounds Simply put they tell you what works and show how it's done Detailed information on how to Plan for any type of deployment from simple to highly complex including virtualized environments Walk step by step through installation and understand important new changes in the installation process Overcome obstacles to successful migration from older versions of Lync or Microsoft Office Communications Server Manage server roles including Front End Edge Monitoring Archiving and Director roles Efficiently administer Lync Server 2013 through the Lync Server Management Shell Leverage Lync Server 2013's significantly improved capabilities as a PBX replacement and videoconferencing solution Integrate Lync with third party video platforms voice video gateways and cloud services Evaluate the option of providing Lync services through Microsoft Office 365 hosting Make the most of Lync Server 2013's dramatically upgraded web mobile and desktop clients

The Electric Mailbox Steve Davis, 1986

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

**Office 2013 Bible** Lisa A. Bucki, John Walkenbach, Faithe Wempen, Michael Alexander, Richard Kusleika, Dick Kusleika, 2013-07 Learn the sought after features of the core applications from the Office 2013 suite This book features the best of the best content from the Excel 2013 Bible the Word 2013 Bible the PowerPoint 2013 Bible and the Access 2013 Bible It also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite

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**InfoWorld** ,1985      *Dr. Dobb's Journal for Users of Small Computer Systems* ,1984

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