

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.

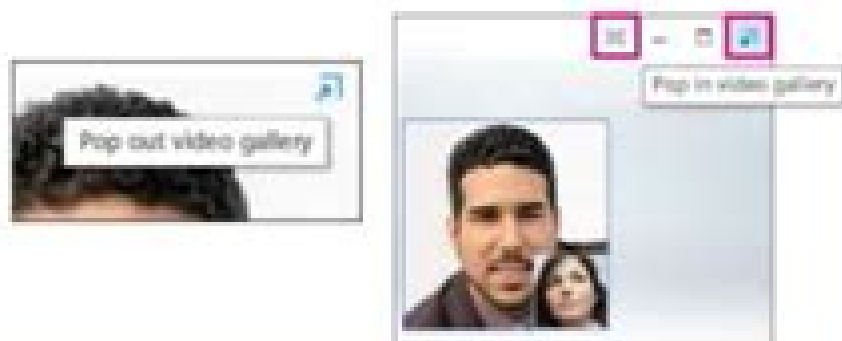
Manage the participants

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.



Lync 2013 User Guide

**Alex Lewis, Pat Richard, Phil Sharp, Rui
Young Maximo**



Lync 2013 User Guide:

SharePoint 2013 User's Guide Anthony Smith, 2013-07-27 Microsoft SharePoint 2013 provides a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2013 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs The SharePoint 2013 User's Guide is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fourth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to best leverage them The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These real world experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Pick up a copy of the SharePoint 2013 User's Guide today

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

Citrix XenDesktop & XenApp 7.7/7.8 Goeran Eibel,2016-03-31 This book provides an in depth insight into the new architectures and concepts of current Citrix XenDesktop and XenApp technologies for central provisioning of desktops and applications It is aimed both at newcomers to the Citrix virtualization world and at those upgrading from previous versions All the necessary steps for the creation of a design and the development and operation of a complete scalable virtualization environment are discussed in a detailed and practical manner Valuable advice and comprehensive background information also feature in this solution oriented compendium making it an indispensable companion for IT solution architects consultants and administrators

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

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

Getting Started with XenDesktop® 7.x Craig Thomas Ellrod, 2014-04-22 This is a step by step task based practical guide to learning and getting your basic XenDesktop 7 x site up and running It is fast easy and makes learning desktop and application virtualization simple If you are a system administrator consultant or beginner who wants to implement and administer Citrix XenDesktop sites then this book is for you Familiarity with virtualization of desktops and applications and datacenter concepts will be helpful The ability to read network diagrams and understand servers data flow clients devices and the interworking of these pieces will be beneficial

Microsoft Exchange Server 2013 Nathan Winters, Neil Johnson, Nicolas Blank, 2013-07-29 Get the knowledge you need to deploy a top quality Exchange service The latest release of Microsoft's messaging system allows for easier access to e mail voicemail and calendars from a variety of devices and any location while also giving users more control and freeing up administrators to perform more critical tasks This innovative new field guide starts with key concepts of Microsoft Exchange Server 2013 and then moves through the recommended practices and processes that are necessary to deploy a top quality Exchange service Focuses on the Exchange ecosystem rather than just the features and functions of the Exchange product Focuses on scenarios facing real customers and explains how problems can be solved and requirements met Zooms in on both on premises deployments as well as Exchange Online cloud deployments with Office 365 Helps you thoroughly master the new version with step by step instruction on how to install configure and manage this multifaceted collaboration system Whether you're upgrading from Exchange Server 2010 or earlier installing for the first time or migrating from another system this step by step guide provides the hands on instruction practical application and real world advice you need

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

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

Keyboard ,1993 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

Information Security The Complete Reference, Second Edition Mark Rhodes-Ousley,2013-04-03 Develop and implement an effective end to end security program Today s complex world of mobile platforms cloud computing and ubiquitous data access puts new security demands on every IT professional Information Security The Complete Reference

Second Edition previously titled Network Security The Complete Reference is the only comprehensive book that offers vendor neutral details on all aspects of information protection with an eye toward the evolving threat landscape Thoroughly revised and expanded to cover all aspects of modern information security from concepts to details this edition provides a one stop reference equally applicable to the beginner and the seasoned professional Find out how to build a holistic security program based on proven methodology risk analysis compliance and business needs You ll learn how to successfully protect data networks computers and applications In depth chapters cover data protection encryption information rights management network security intrusion detection and prevention Unix and Windows security virtual and cloud security secure application development disaster recovery forensics and real world attacks and countermeasures Included is an extensive security glossary as well as standards based references This is a great resource for professionals and students alike Understand security concepts and building blocks Identify vulnerabilities and mitigate risk Optimize authentication and authorization Use IRM and encryption to protect unstructured data Defend storage devices databases and software Protect network routers switches and firewalls Secure VPN wireless VoIP and PBX infrastructure Design intrusion detection and prevention systems Develop secure Windows Java and mobile applications Perform incident response and forensic analysis

Getting Started with Microsoft Lync Server 2013 Fabrizio Volpe, 2013 This book has a practical approach with a lot of step by step guides and explanations as to where and why we re doing the various operations Getting Started with Microsoft Lync Server 2013 is a starting point for system administrators IT pros unified communication technicians and decision makers in companies or in the consultancy business For people who have never managed Lync or a U C product the book will guide you through the basic concepts and mistakes If you are already managing a Lync deployment you will find important explanations and ideas put together in a single text If your work requires evaluating a Lync project this book offers parameters and suggestions to plan a project to deliver the best results *Microsoft Lync 2013 Plain & Simple* Darren Lloyd, 2013-05-15 Get the full color visual guide that makes learning Lync 2013 plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to communicate and collaborate with colleagues and co workers Here s WHAT you ll learn Set up your personal communication environment Communicate by voice video IM and the web Add monitor categorize and search for contacts Share content and set up conference calls on the fly Discover tabbed conversations and persistent chat Use Lync with other Microsoft Office programs Here s HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away *Lync Server 2013 Step by Step* Raihan Al-Beruni, 2013-04 Lync Server 2013 Step by Step provides you a practical guide on how to install and configure Lync Server 2013 in production This book depicts deployment diagram of Lync 2013 infrastructure This book also illustrates how to administer a complete Lync farm A practical approach has been taken while writing this book such as designing deploying

and publishing a Lync farm in an enterprise infrastructure Based on final version of Lync Server 2013 this book provides an in depth knowledge for you to deploy and manage Microsoft Lync 2013 In a nutshell this book covers Planning and Designing of Lync Server 2013 Installing and Configuring of Lync Server 2013 Configuring High Availability of Lync Servers Administering Lync Server 2013 Migrating from OCS 2007 R2 and Lync 2010 to Lync 2013 **Microsoft® Lync® Server 2013 Unleashed Second Edition** Alex Lewis, Tom Pacyk, David Ross, 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 **MCSE Windows Server 2012 and Lync Server 2013 Exam 70-410 and 336 Exam FOCUS Study Notes and Review Questions 2014 Edition** ExamREVIEW, 2013-11-20 we updated this book in Feb 2015 According to MS a server administrator is responsible for the operations and management of an infrastructure of Windows Server 2012 servers in an enterprise environment Exam 410 covers Installing and Configuring Windows Server 2012 Introduction to Active Directory Domain Services Managing Active Directory Domain Services Objects Automating Active Directory Domain Services Administration Implementing Networking Services Implementing Local Storage Implementing File and Print Services Implementing Group Policy Implementing Server Virtualization with Hyper V One will very likely install the latest Lync Server on an infrastructure running Windows Server

2012 Lync is a unified communications platform There is the new Lync Server exam coded 70 336 that covers these topics Plan and Design a Lync Topology Plan and Design Lync Features Deploy and Configure Lync To succeed in the exam you need to read as many reference books as possible There is no single book that can cover everything This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results The book is NOT intended to guide you through every single official topic You should therefore use this book together with other reference books for the best possible preparation outcome

Mastering Microsoft Exchange Server 2013 David Elfassy,2013-10-29 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

Lync Server 2013 Cookbook Alessio Giombini,Fabrizio Volpe,Antonio 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

Skype for Business Unleashed Alex Lewis,Pat Richard,Phil Sharp,Rui Young Maximo,2016-09-15 Skype for Business Unleashed This is the most comprehensive realistic and useful guide to Skype for Business Server 2015 Microsoft s most powerful unified communications system Four leading Microsoft unified communications consultants share in the trenches guidance for planning integration migration deployment administration and more The authors thoroughly introduce Skype for Business 2015 s components and capabilities as well as changes and improvements associated with the integration of popular Skype consumer technologies You ll find detailed coverage of IP voice instant messaging conferencing and collaboration and expert guidance on server roles multi platform clients security and troubleshooting Reflecting their unsurpassed experience the authors illuminate Microsoft s new cloud based and hybrid cloud architectures for unified communications showing how these impact networking security and Active Directory They cover SDN for unified communications interoperability with consumer Skype and legacy video conferencing quality optimization mobile

improvements and much more Throughout the authors combine theory step by step configuration instructions and best practices from real enterprise environments Simply put you ll learn what works and how it s done Detailed Information on How To Plan deployments from simple to highly complex Deploy Skype for Business Server 2015 as a cloud or cloud hybrid solution Walk step by step through installation or an in place upgrade Overcome gotchas in migrating from Lync Server 2010 or 2013 Leverage new features available only in cloud or cloud hybrid environments Implement and manage Mac mobile Windows browser and virtualized clients Establish server roles including front end edge and mediation server Make the most of Skype for Business Server 2015 s enhanced mobile experience Manage external dependencies network requirements dependent services and security infrastructure Efficiently administer Skype for Business Server 2015 Provide for high availability and disaster recovery Integrate voice telephony and video step by step Avoid common mistakes and discover expert solutions and workarounds Category Business Applications Covers Skype for Business User Level Intermediate Advanced

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