

Lync 2010 User Guide

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WhiteboardIn Lync the whiteboard allows you to draw something on an electronic whiteboard that all parties to the conversation can see To start a whiteboard session start a conversation as normal and from the conversation window click on Share and select New Whiteboard You will now see your conversation and to the right of it an electronic whiteboard Using the tools across the bottom of the whiteboard you can draw, type, highlight and eventually save your whiteboard session Page | 5

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Telecommunications and Conferencing features of Microsoft Lync 2010. 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: Integrated Voice Features: Beginning a Voice Call, Beginning a Video Call, Handling an Incoming Call, Returning a Missed Call, Sending DTMF Tones (e.g. Press 1 for English), Transferring a Call, Placing a Call on Hold, Redialing, Leaving a Voice Mail Without Ringing Recipient, Ending a Call. Adding or Changing Your Phone Numbers, Setting a Primary Audio Device, Setting a Secondary Ringer, Setting Ringtones and Sounds. Voice Mail: Listening to Voice Mail, Deleting Voice Mail, Retrieving Deleted Messages. Managing Calls: Adding a Team-Call Group or Delegates, Forwarding a Call, Using Simultaneous Ring, Changing How Unanswered Calls are Handled (Time and Location). Conference Calling: Scheduling an Online Meeting, Joining an Online Meeting, Using Meet Now, Adding Attendees to in Progress Meetings, Ending an Online Meeting. Also includes a list of voice mail commands. This guide is one of two titles available for Lync 2010: Lync 2010 Introduction, Lync 2010 Telecommunications & Conferencing.

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Menu Bar, Inviting Additional Participants to Your Conversation, Sending a File, Receiving a File, Changing Where your Received Files are Saved. E-Mailing a Contact. Scheduling a Meeting. Sharing Your Desktop or a Program; Sharing PowerPoint, Whiteboard, or Polls; Switching Between Shared Content. Controlling Presence Privacy, Viewing Presence Information in Outlook. Responding to an E-mail with an Instant Message. Responding to an Email with a Call. Also includes a list of keyboard shortcuts.

Taking the basics to the business with no-coding solutions for SharePoint 2010 using this book and eBook.

This is the industry's most comprehensive, realistic, and useful guide to Microsoft Lync Server 2010. It brings together "in-the-trenches" guidance for all facets of planning, integration, deployment, and administration, from expert consultants who've spent years implementing Microsoft Unified Communications solutions. The authors first introduce Microsoft Lync Server 2010 and show how it represents a powerful leap beyond earlier unified communications platforms. They systematically 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, enforcing security, troubleshooting problems, and many other crucial topics. Drawing on their extensive experience, 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, this book tells you what works—and shows you how to make it work. Plan and manage server roles, including Front End, Edge, Monitoring, Archiving, and Director roles Understand Lync Server integration with Active Directory, DNS, certificates, and SQL Server Manage Lync Server through the Lync Server management shell and Microsoft Systems Center Operations Manager Migrate smoothly from OCS 2007, 2007 R2, or Live Communications Server Utilize Lync Server's new enterprise voice and audio conferencing features Use Lync Server with your PBX, as a PBX replacement, or in your call center Integrate presence into SharePoint pages or Exchange/Outlook web applications Build custom solutions with the new Unified Communications Managed API Deploy new Lync Server client software, including Mac, mobile, and browser/Silverlight clients Integrate headsets, handsets, webcams, and conference room phones Use the new virtualization policy to simplify deployment

A practical tutorial containing clear, step-by-step explanations of all the concepts required to understand the technology involved in virtualizing your application infrastructure. Each chapter uses real-world scenarios so that the readers can put into practice what they learn immediately and with the right guidance. Each topic is written defining a common need and developing the process to solve it using Microsoft App-V. This book is for system administrators or consultants who want to master and dominate App-V, and gain a deeper understanding of the technology in order to optimize App V implementations. Even though the book does not include basic steps like installing App-V components or sequencing simple applications; application virtualization beginners will receive a comprehensive look into App-V before jumping into the technical process of each chapter.

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.

Demonstrate your expertise with Microsoft Office 365 by earning a MOS certification. This Study Guide is designed to help you prepare for MOS Exam 77-891: Microsoft Office 365, and features: Full objective-by-objective review Easy-to-follow procedures and hands-on tasks Exam-discount offer from Certiport Use the in-depth exam prep, practice, and review to help advance your proficiency with Office 365—and earn the credential that proves it.

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.

This book presents a review of the latest advances in speech and video compression, computer networking protocols, the assessment and monitoring of VoIP quality, and next generation network architectures for multimedia services. The book also concludes with three case studies, each presenting easy-to-follow step-by-step instructions together with challenging hands-on exercises. Features: provides illustrative worked examples and end-of-chapter problems; examines speech and video compression techniques, together with speech and video compression standards; describes the media transport protocols RTP and RTCP, as well as the VoIP signalling protocols SIP and SDP; discusses the concepts of VoIP quality of service and quality of experience; reviews next-generation networks based on the IP multimedia subsystem and mobile VoIP; presents case studies on building a VoIP system based on Asterisk, setting up a mobile VoIP system based on Open IMS and Android mobile, and analysing VoIP protocols and quality.

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