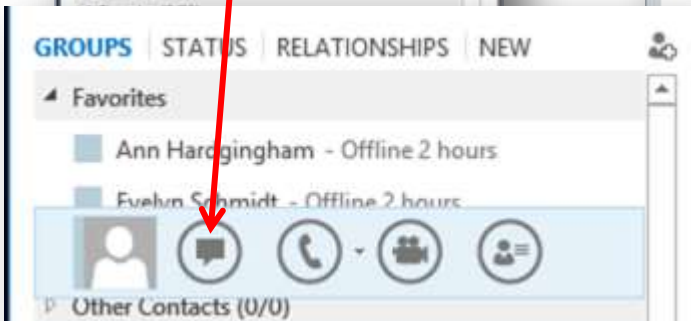
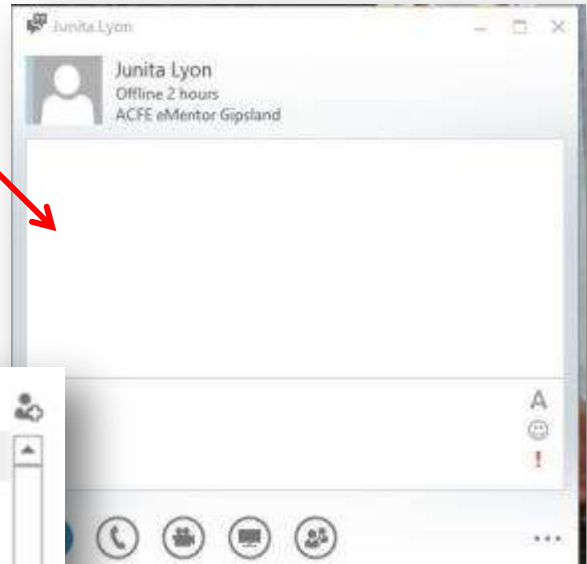
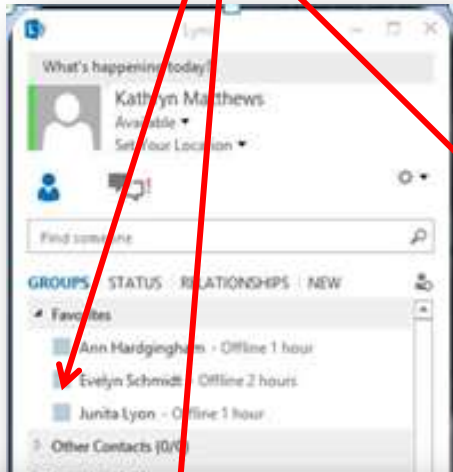


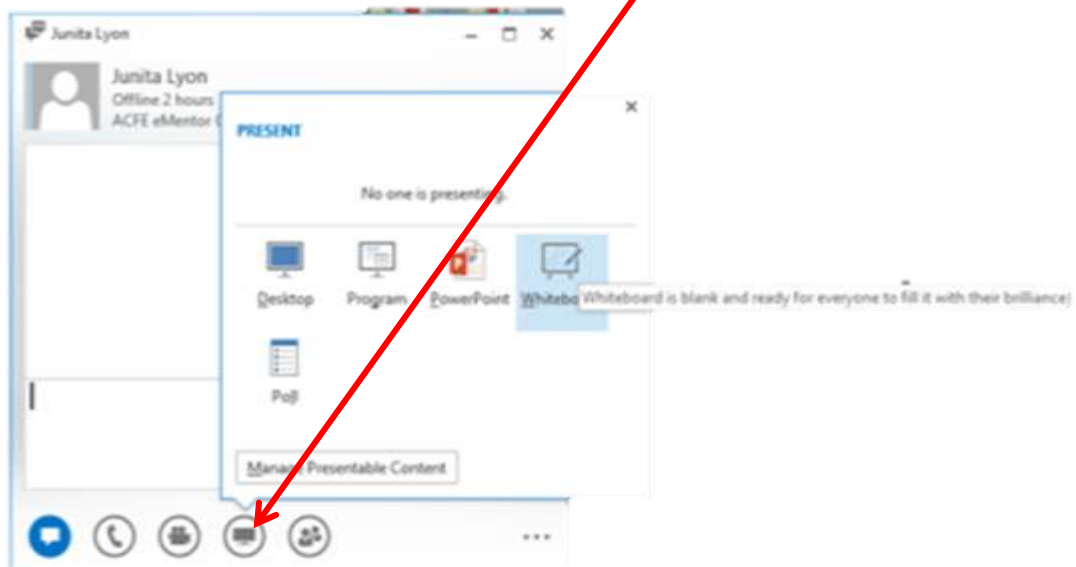
# *Lync 2013*

## Navigating the Lync 2013 Environment - part 2

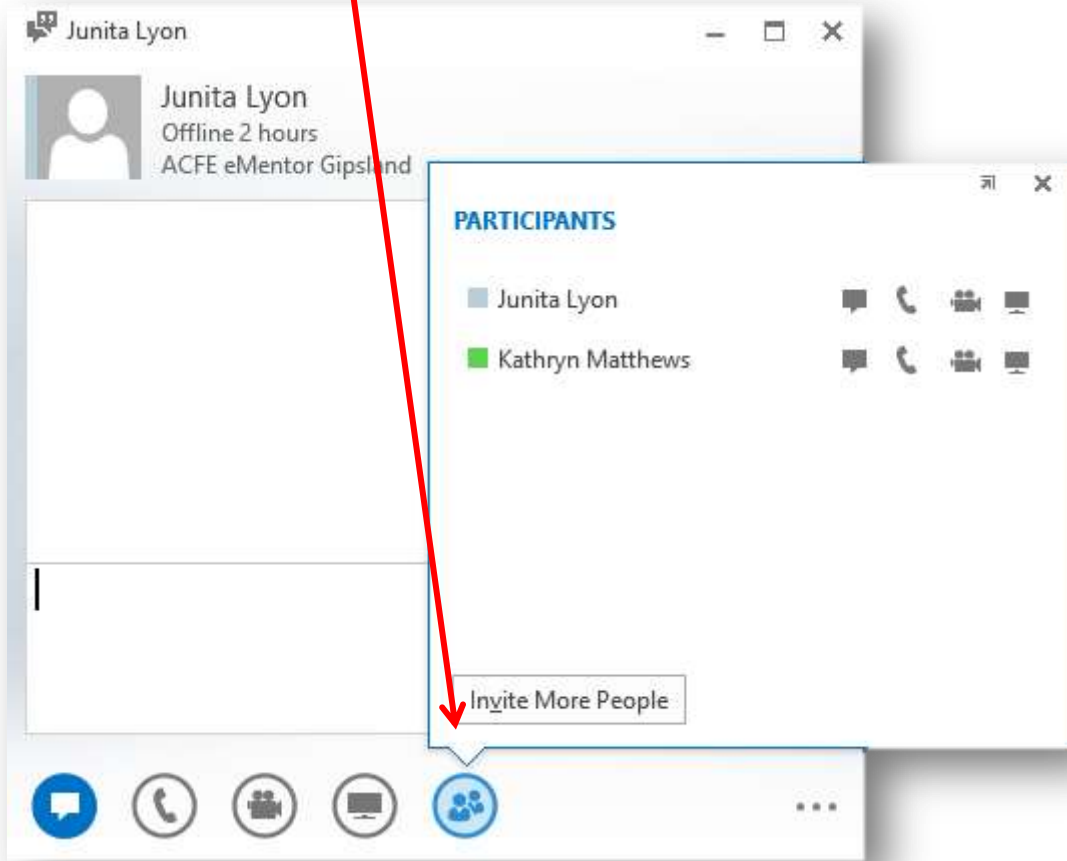
Double click on a persons name to send a message or on the chat icon when you point to a name



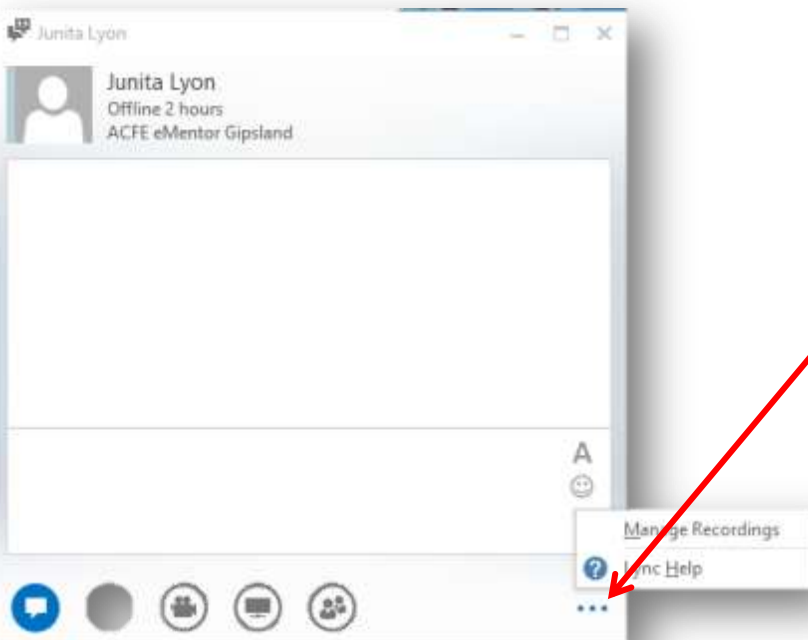
Share a whiteboard

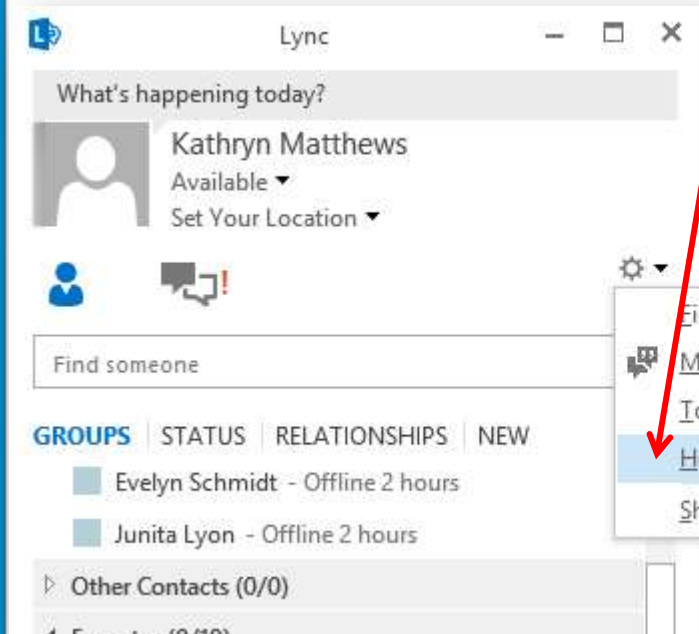


Invite more people to a meeting

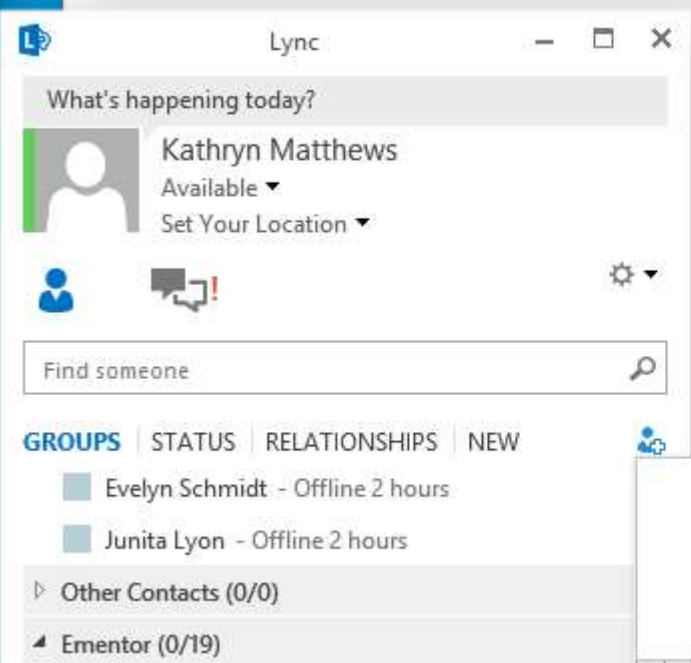
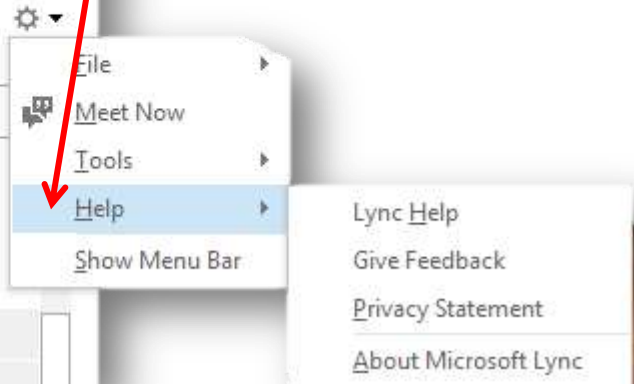


More options



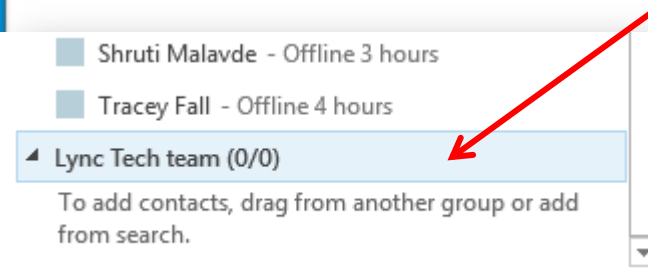
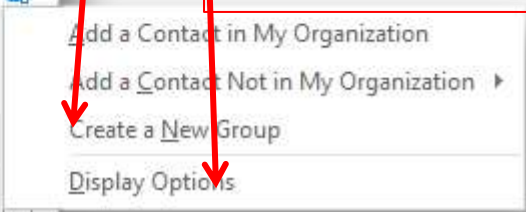


Don't forget there is always the Help section for some step by step instruction

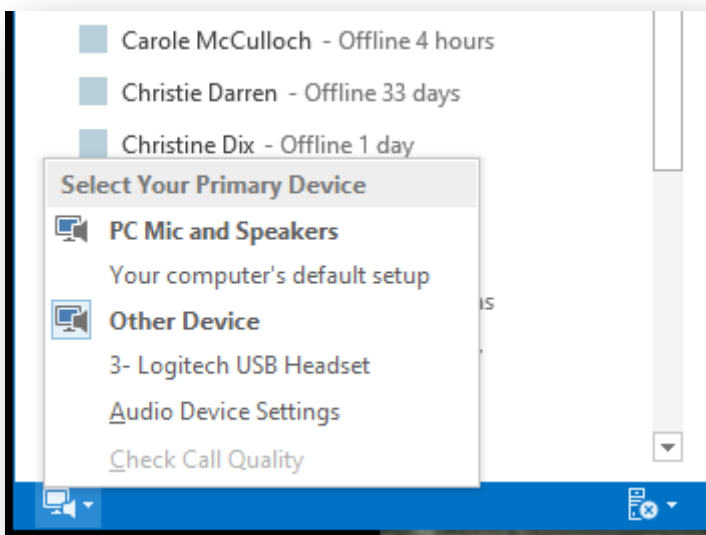


Click on create a group to put your contacts in order

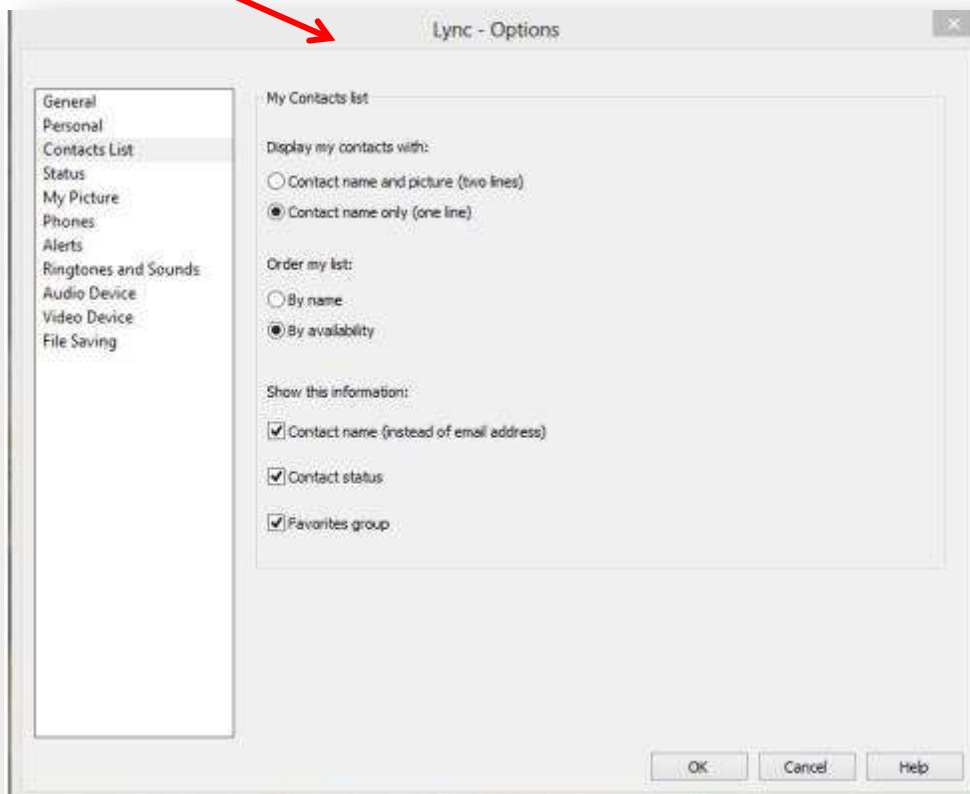
You can also click on display options to view your contacts in different ways

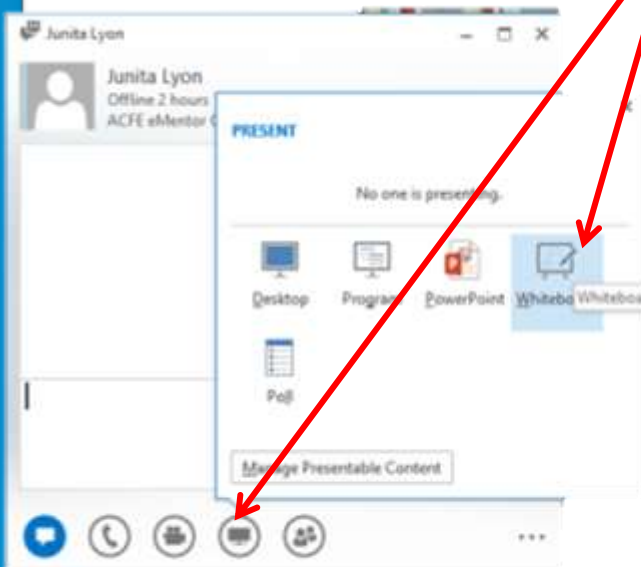


Once you have clicked on create a group a new group will pop up at the bottom of your contacts give it a name and drag contacts into the group

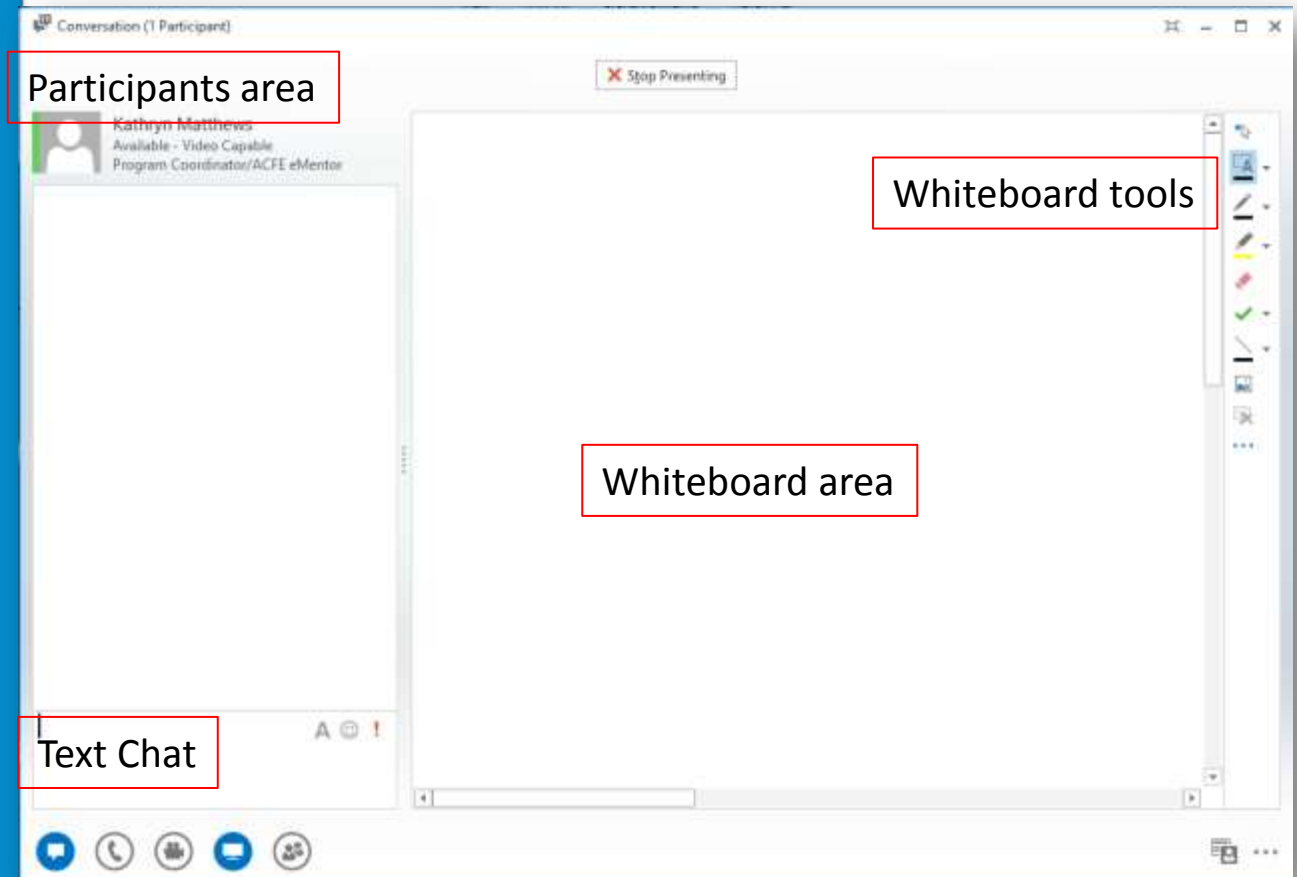


You can access your Audio settings in two ways – either by clicking on the sound icon in the bottom left hand area of your main lync window or by clicking on **Settings - File - Options**





To share a whiteboard – when in a meeting or chat click on the presenting icon then the whiteboard icon



Participants area

Whiteboard tools

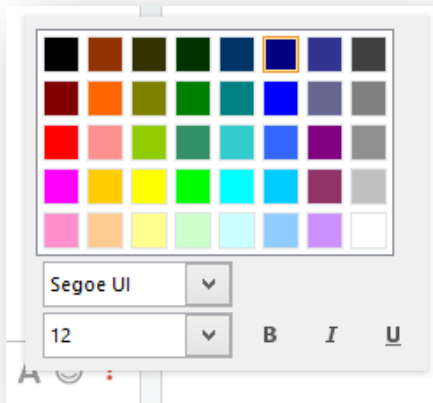
Whiteboard area

Text Chat

Tools for sharing, video, inviting more to meeting, chat

## Whiteboard Area Tools

### Text Chat area Tools



Text /typing tool options



Emoticons options

Set message importance

### Options beneath Text Chat Area



Chat

Call

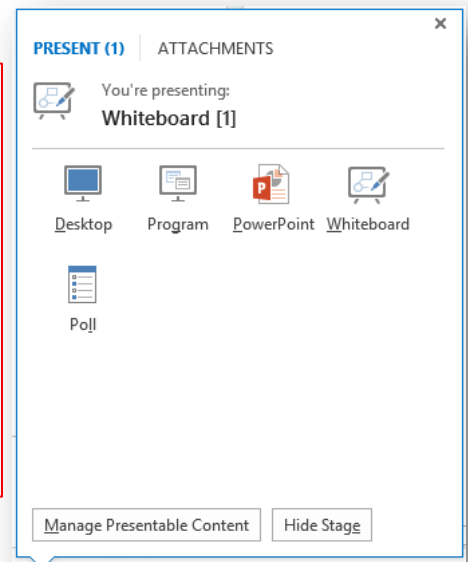
Video

Presenting  
Tools

Invite  
people

### Presenting Tools Options:

You can share your Desktop, a program, a ppt presentation, a whiteboard or several instances of in the one meeting and then rotate between them. You can also conduct multiple polls and share files through the attachments area.



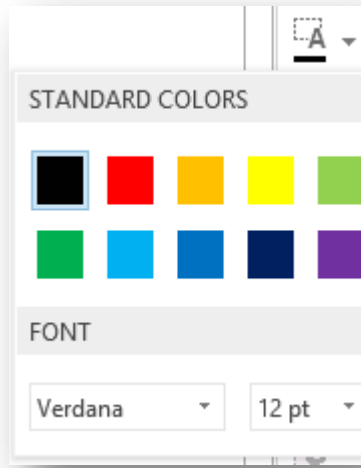
# Whiteboard Tools



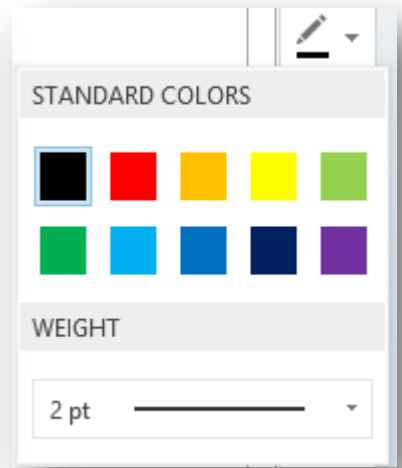
Laser Pointer



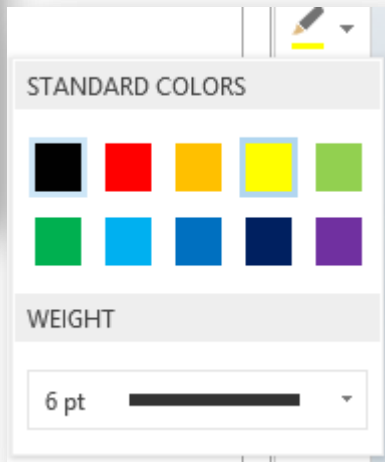
Whiteboard area



Text/Typing Options



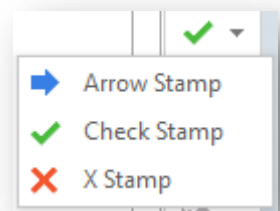
Pen / Line Options



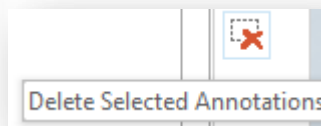
Highlighter Options



Insert Picture



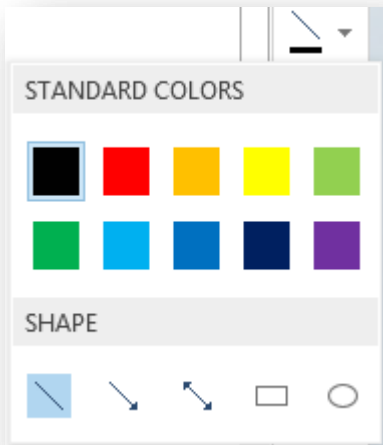
Whiteboard area



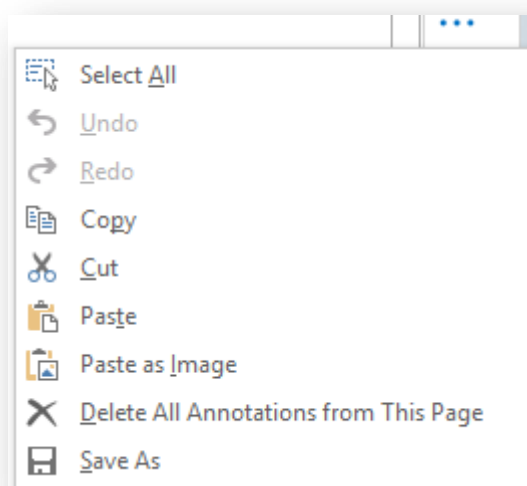
Delete Selected



Layout Options



Draw Shapes Options



Other Options



# *The End*

That's a brief overview of the Lync interface and what you can do in the Lync environment.

