Introducing Microsoft Lync 2010

Connect and Collaborate
Introducing Microsoft Lync 2010

Session Objectives

- Explore what’s new in Lync 2010:
  - A streamlined, unified client and user experience
  - Greater ease in managing contacts and initiating conversations
  - Flexible collaboration tools for scheduled or impromptu meetings
Introducing Microsoft Lync 2010

What Is Lync?

- Lync integrates the best features of social networking to help get your work done...
  - Sending and receiving instant messages
  - Making audio or video calls by using your computer
  - Participating in interactive online meetings
What’s New in Microsoft Lync 2010

Key Features

- Add voice, video, messaging, or sharing to any conversation.
- Status updates are displayed in the Activity Feeds list.
- Make calls with one click from your Contacts list, or use the Lync dial pad.
- Use call forwarding to ring your other numbers or delegates.
- Stay in contact anywhere with Internet access - no VPN required.

Feature availability depends on the Lync deployment specifications our organization uses.
Introducing Microsoft Lync 2010

Getting Started with Lync 2010

What you need to do to get started:

- Install the Lync client.
User Interface
Microsoft Lync 2010 User Interface

Presence and Location

- Your presence status lets your contacts know when and how best to reach you.
- Specify your location.
Microsoft Lync 2010 User Interface

Managing Contacts

- View contacts by group, status, or relationship.
- Add contacts to Frequent Contacts by right-clicking the contact’s name and then clicking Pin to Frequent Contacts.
Microsoft Lync 2010 User Interface

Managing Contacts

- See your contacts’ pictures for quick identification.
  - Pause on picture to see contact card.
  - Search for contacts.
Microsoft Lync 2010 User Interface

Activity Feed

- Communicate your personal status with a note.
- View updates from your colleagues on the Activity Feeds list.
Collaboration
Microsoft Lync 2010 Conversation Environment

Starting a Conversation

- Initiate an instant messaging conversation:
  - With a contact
  - With a group
Microsoft Lync 2010 Conversation Environment

Managing the Conversation

- Add participants.
- Add audio and video.
Microsoft Lync 2010 Conversation Environment
Sharing from a Conversation

- A single click is all it takes to share your desktop or a program, upload a Microsoft PowerPoint presentation, open a whiteboard, create a poll, or transfer a file in real time.
Audio
Microsoft Lync 2010 Audio

Make a Call

- Dial by name from the Contacts list, or use the dial pad in the Phone view to easily make voice calls.
Microsoft Lync 2010 Audio

When You’re Away

- Forward calls to another number or delegate.
- The Phone view lists voice-mail messages.
Microsoft Office Integration

Outlook Inbox and Calendar

- Presence linked to Outlook Calendar availability
- Conversation History
- Voice-mail transcripts
Microsoft Office Integration
Lync 2010 Provides a Consistent Experience Across Office

- Common features across Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint ease collaboration with contacts.

Presence in Microsoft Backstage view
(Word, Excel, PowerPoint)

Presence on a SharePoint site
Poll

When you collaborate, which is most common?

- I schedule a face-to-face meeting.
- I schedule a conference call.
- I schedule a conference or online meeting.
- I share my desktop when necessary.
- Other
Online Meetings
Microsoft Lync 2010 Online Meetings

Scheduling from Outlook

- Use Lync to create online meetings requests in Outlook by using familiar scheduling tools.
- Schedule a new online meeting, or convert an existing appointment to a Lync meeting.
Microsoft Lync 2010 Online Meetings

Join an Online Meeting

- How to join:
  - From an Outlook Reminder
  - From the Join online meeting link

- Join audio

Join online meeting
https://meet.contoso.com/name/12345

Join by Phone
555-555-1234
555-555-1234
555-555-1234

Find a local number

Conference ID: *******

Forgot your dial-in PIN? | First online meeting?
Microsoft Lync 2010 Online Meetings
Lync Web App

- Contacts that aren’t in your organization or don’t have Lync can still join your meeting.
- Microsoft Lync Web App requires Microsoft Silverlight and a phone for audio.
Microsoft Lync 2010 Online Meetings

The Online Meeting Environment

- The sharing environment
  - The Share menu lists sharing options.
  - The stage appears after sharing has begun.
Microsoft Lync 2010 Online Meetings
Add Attachments or Take Notes

- Add attachments to a conversation or meeting.

- Take notes using Microsoft OneNote.
Microsoft Lync 2010 Online Meetings

Record a Meeting

- Lync recordings capture audio, video, instant messaging, program sharing, PowerPoint presentations, whiteboards, and polling portions of the session.
- Share recording playback, and experience the Lync conversation or meeting the way it happened.
Considerations
Microsoft Lync 2010 Considerations

Lync 2010 Options

- Adjust personal options, including personal photo, phone numbers, alerts, devices, and call forwarding.
Microsoft Lync 2010 Considerations

Configure Audio and Video Devices

- Installation and identification of audio and video devices is easier than ever. Easily switch devices, even when you’re on a call.

![Configure Audio and Video Devices](image)
Microsoft Lync 2010 Resources

Learn More

- Lync resources
  - <http://lync>

- Lync Help and How-to
  - http://www.byui.edu/help-desk/categories/lync/lync-resources