

# Microsoft Lync 2013 Plain Simple - An Essential Communication Tool



Communication is a vital aspect of any business. In today's fast-paced world, organizations require efficient tools to facilitate seamless interactions and collaborations among their employees. Microsoft Lync 2013 Plain Simple by Darren Lloyd is one such tool that has revolutionized communication within the

workplace. This article aims to provide an in-depth review of Microsoft Lync 2013 Plain Simple, its features, and its benefits.

## What is Microsoft Lync 2013 Plain Simple?

Microsoft Lync 2013 Plain Simple is a unified communication platform that enables users to connect and communicate using a wide variety of modes, including instant messaging, audio calls, video conferencing, and desktop sharing. It is designed to simplify and streamline communication within organizations, allowing employees to focus on their tasks rather than dealing with communication complexities.



### Microsoft Lync 2013 Plain & Simple

by Darren Lloyd (1st Edition, Kindle Edition)

★★★★☆ 4 out of 5

Language : English  
File size : 11660 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Print length : 224 pages



## Key Features and Benefits

### 1. Instant Messaging

## Find a previous IM conversation

If you use Outlook and Exchange, Lync automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

1. Near the top of the Lync main window, click the **Conversations** tab
2. Click **All** or **Missed**, depending on what you're looking for. If you don't see the conversation you're looking for, click **View More in Outlook**, at the bottom of the list.
3. Double-click the conversation that you want to view or resume.

**TIP:** If you use Outlook, Lync automatically creates a folder called "Conversation History" below your inbox in Outlook by default. If you have delegates for your inbox, you may want to "turn off" this feature by going to Options > , then Personal. You can then deselect the following options:

- Save IM conversations in my email Conversation History folder
- Save call logs in my email Conversation History folder



## Microsoft Lync 2013 Instant Messaging For Windows

### About Lync Instant Messages

Instant messages are encrypted. You can use instant messaging to:

- Chat with one or many Lync users
- Chat with a group from your Lync contacts list
- Share files and pictures, as long as they are saved and not currently in use

Don't use instant messaging to communicate Level 1 (confidential) data. For more on Level 1 data, see KU Information Handling procedures at <http://policy.drupal.ku.edu/IT/data-classification-handling-procedures>.

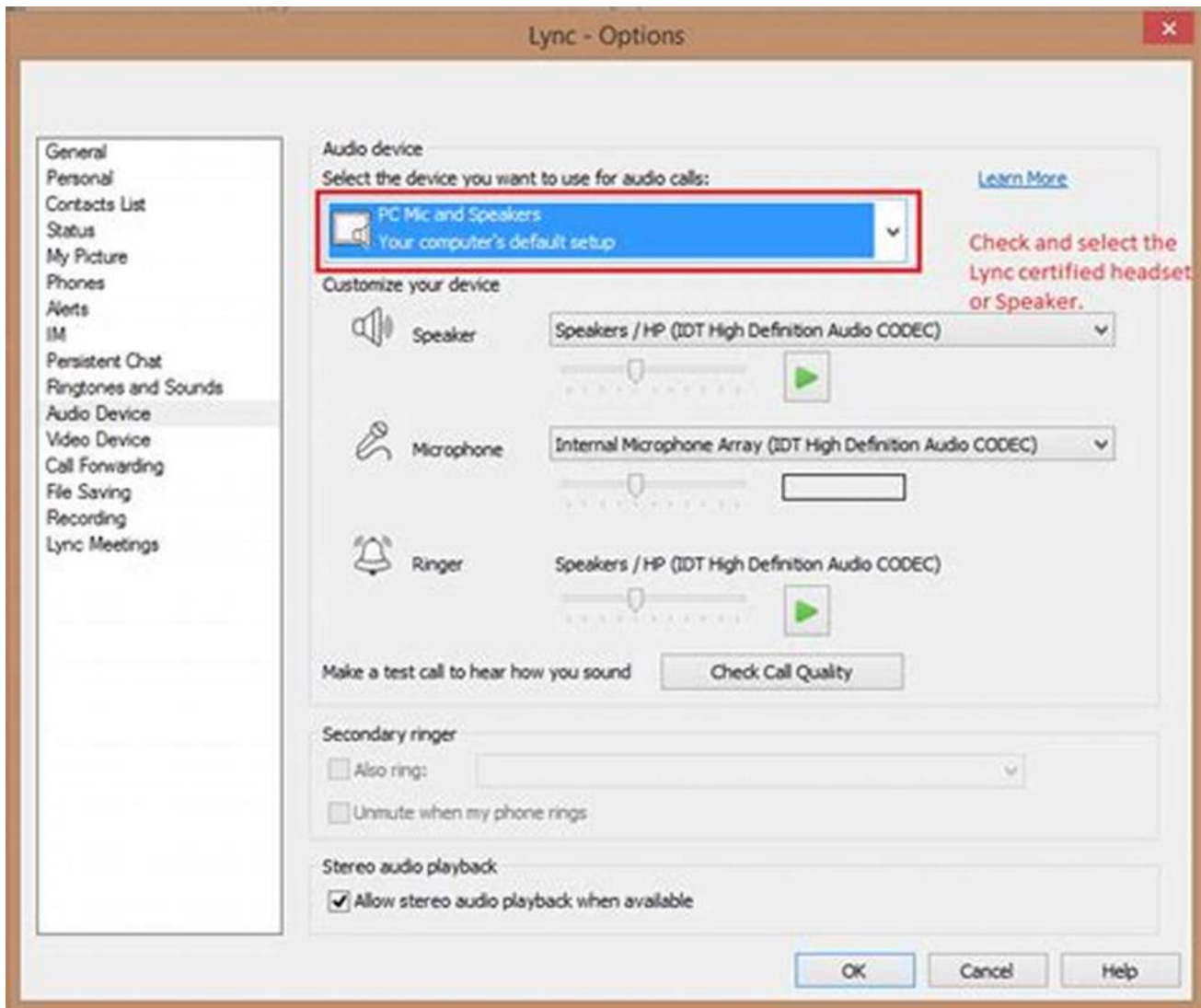
This is one Quick Start Guide of a series. We encourage you to view more guides, step-by-step instructions and instructional videos at [technology.ku.edu/lync](http://technology.ku.edu/lync).



3/11/2014 | v0.6

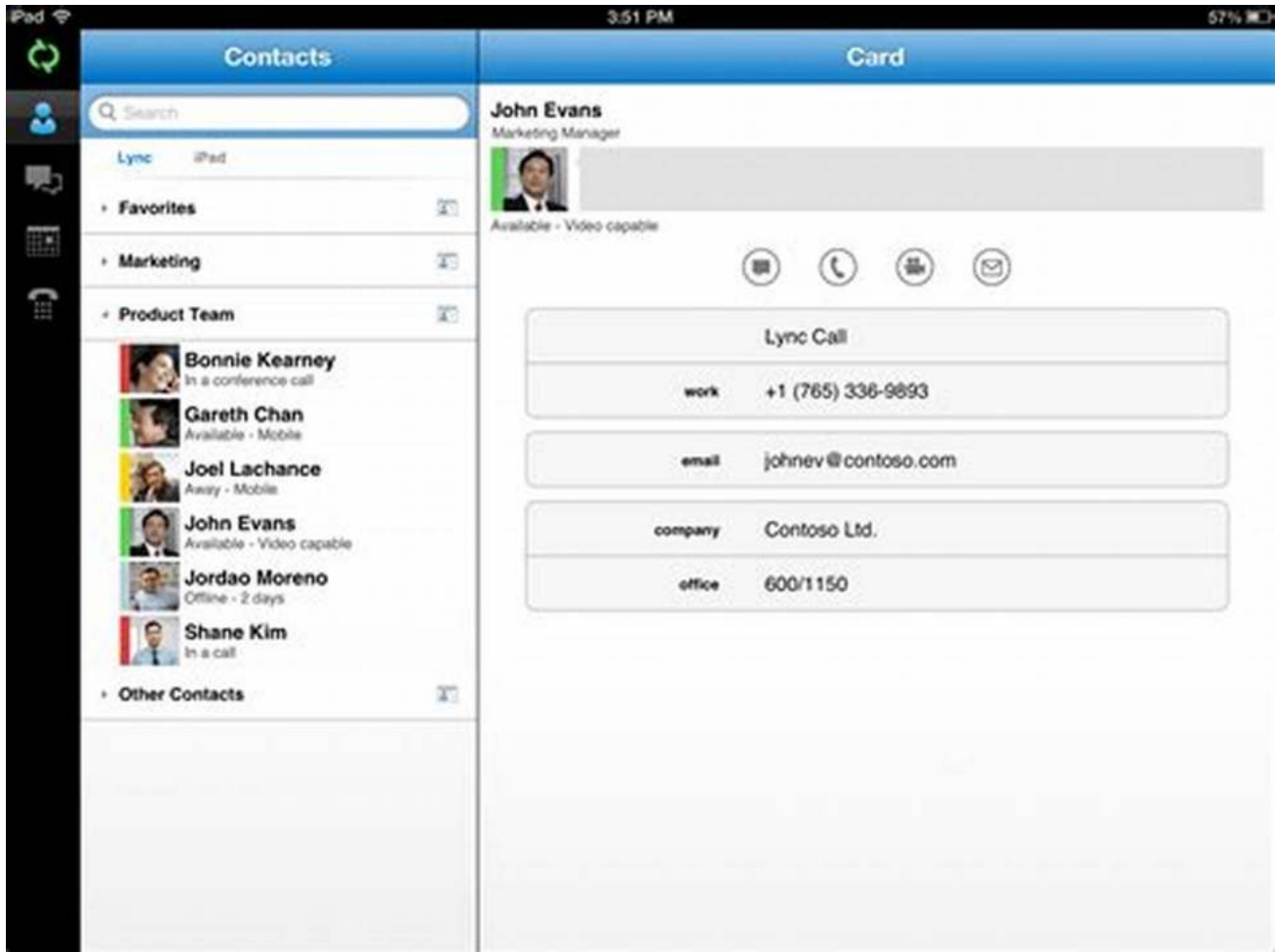
Microsoft Lync 2013 Plain Simple offers a powerful instant messaging feature that allows employees to collaborate in real-time. With the ability to exchange messages, documents, and even conduct group chats, this feature provides a highly efficient means of communication, fostering quick decision-making and reducing unnecessary email traffic.

## 2. Audio Calls



In addition to instant messaging, Microsoft Lync 2013 Plain Simple supports audio calls, eliminating the need for separate phone systems. This feature allows users to make high-quality voice calls, whether for individual conversations or conference calls, enhancing communication within organizations and reducing costs associated with traditional phone systems.

### 3. Video Conferencing



Microsoft Lync 2013 Plain Simple takes communication to the next level with its video conferencing feature. Users can conduct face-to-face meetings, collaborate on projects regardless of location, and share content in real-time. This feature enables organizations to save on travel expenses, improve teamwork, and enhance productivity.

#### 4. Desktop Sharing



Another notable feature of Microsoft Lync 2013 Plain Simple is desktop sharing. Users can share their desktops or specific applications, making it easier to present, demonstrate, or troubleshoot issues. This feature improves collaboration, speeds up problem-solving, and promotes efficient knowledge sharing among team members.

Microsoft Lync 2013 Plain Simple by Darren Lloyd is undoubtedly an essential communication tool for modern organizations. With its comprehensive features, including instant messaging, audio calls, video conferencing, and desktop sharing, it provides a unified platform for efficient collaboration and communication. By using Microsoft Lync 2013 Plain Simple, businesses can enhance productivity, reduce costs, and foster seamless interactions among their employees.

So, if you want to streamline communication within your organization, consider implementing Microsoft Lync 2013 Plain Simple. It's time to revolutionize the way you communicate and take your business to new heights!

**Note:** *The screenshots used in this article are for illustrative purposes only and may vary from the actual product.*



## Microsoft Lync 2013 Plain & Simple

by Darren Lloyd (1st Edition, Kindle Edition)

★★★★☆ 4 out of 5

Language : English  
File size : 11660 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Print length : 224 pages



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.

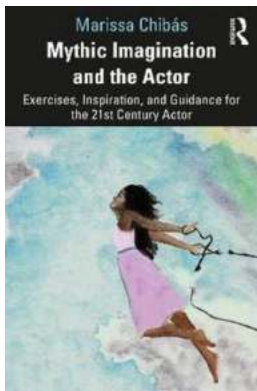
Here's WHAT you'll learn:

- 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

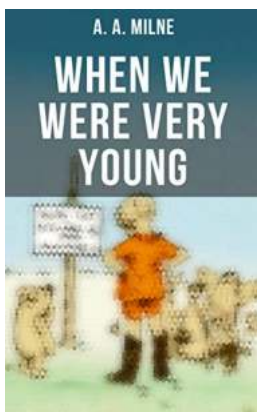
Here's HOW you'll learn it:

- 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



## **Unleash Your Mythic Imagination: The Secrets to Becoming an Extraordinary Actor**

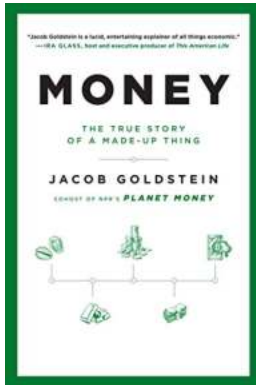
Do you remember the last time you watched a captivating performance on stage that transported you to another world? The actors' ability to bring characters to...



## **The Enchanting World of Children of Poetry Verses: Capturing Hearts and Imaginations**

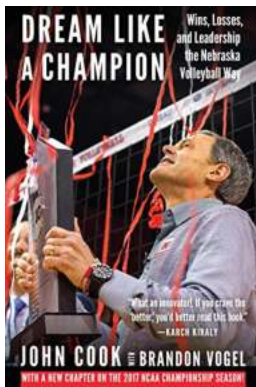
In a world filled with gadgets, video games, and fast-paced entertainment, there is a realm that encapsulates the purity and magic of childhood – children of...





## The True Story Of Made Up Thing: Unveiling the Incredible Origins Behind This Bizarre Creation

The Intriguing Genesis Throughout history, the world has witnessed the birth of various remarkable inventions and innovations. Some have revolutionized industries,...



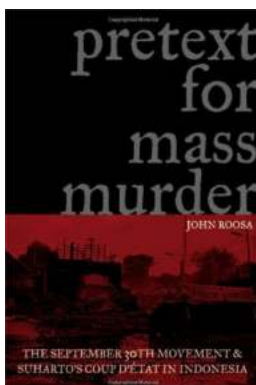
## Wins Losses And Leadership: The Nebraska Volleyball Way

In the world of college sports, the Nebraska volleyball program has become synonymous with success. With numerous national championships, conference titles, and a...



## Come Juneteenth: A Journey into Great Episodes by Ann Rinaldi

Are you a history enthusiast looking for a captivating novel that takes you on a journey through significant moments in American history? Look...



## The September 30th Movement And Suharto Coup Etat In Indonesia: New Perspectives

As we delve into the historical events surrounding the September 30th Movement and Suharto's coup in Indonesia, new perspectives emerge that challenge previous narratives....

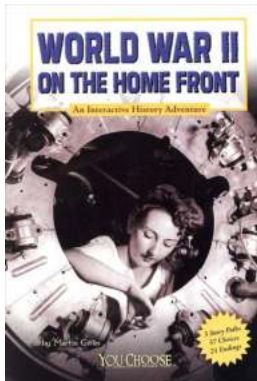


## VIRTUAL ASSISTANT

A Journey From EA To VA

## Discover the Top Techniques to Excel in the Renowned Industry

Being successful in the renowned industry requires a combination of talent, hard work, and smart techniques. Whether you are just starting out or want to take your career...



## The Battle of Bunker Hill - The Epic Clash that Shaped America

The Battle of Bunker Hill, fought on June 17, 1775, was a critical moment in the American Revolutionary War and a turning point in the struggle for American...