What’s new in Lync 2013?

Provided by
Work Smart
Lync 2013 offers a clean new look to help you communicate quickly and easily. The new Lync makes it easier than ever to start an instant message (IM) or a call. You can start a video call with just one click and even see a preview of your own video in the invitation. The new Lync adapts to your own personal workflow, whether you’re in the office, at home, or on the go. Lync 2013 also provides new ways to organize your contacts so you can quickly find the right people to help you get your work done.
Communicate

Lync has always made it easy for people to communicate wherever they are. Lync 2013 makes it even easier to find and communicate with your contacts.

Quick Lync menu provides clean look

The new Lync includes a Quick Lync menu to provide more functionality with less clutter. The Quick Lync menu contains buttons that appear when you hover over a contact’s picture. You can start a chat, a call, a video call, or view a contact card with a single tap or click.

With the Quick Lync menu, you can also start a video call with just one click, and you can see a preview of your own video in the invitation before you place or accept a video call.

Invite others or upgrade a conversation

You can use the new buttons at the bottom of a conversation window to quickly add others to an IM, or to upgrade an IM to an audio call, a video call, or a full presentation with file-sharing and web conferencing tools (whiteboard, meeting notes, shared notebooks, and attachments). Hover over a button to see the options available to you, and then tap or click the button to convert your IM to that mode.
Meet

The new Lync provides many new options that you can use to set up and take control your meetings. Take advantage of the updated Lync Web App for external contacts or when you’re way from your work computer.

Join a Lync meeting from a browser

You or your external contacts can enjoy the full Lync meeting experience from any HTML5-enabled browser. The updated Lync Web App eliminates the need to install client software by using a browser-based client to join and participate in Lync meetings from a shared device or PC, internet café, personal/home device, or kiosk.

The Lync Web App delivers a full Lync meeting experience, including:

- **HD video**, which brings life and expression to Lync, letting people “see what you mean” in new ways.
- **Voice over IP (VoIP)** so you can connect to your meeting from anywhere without incurring call origination fees.
- **Instant messaging**, which ensures that you can communicate silently when necessary, such as when you’re in a coffee shop or on a train.
- **Desktop, application, and PowerPoint sharing** so your content can be seen by other meeting participants, enabling you to continue collaborating without missing anything.

**NOTE** For best results, use a PC with a USB webcam, a microphone, and speakers.

Communicate from anywhere

By allowing you to be reached by name wherever you are, Lync makes it easy for you to communicate from anywhere as long as you have Internet or cellular access. You can switch between devices and have a familiar and consistent user experience across computer, tablet, phone, and browser.

Right-click to join a meeting from Outlook Calendar

You can quickly join a meeting by right-clicking the meeting in Calendar.

New meeting space options

When you schedule a meeting, you can select your own dedicated space, or you can create a new meeting room with a new ID and password. This enables you to customize your meeting options to better fit your requirements, meeting type, or the participants. For example, if you have external participants, specific presenters, or confidential information to discuss, you might want to create a more controlled meeting space.

You can decide whether you want to mute the audience and allow or block video sharing when scheduling the meeting. These options are available through Outlook 2013 in the **Lync Meeting Options** dialog box and are recommended when you have a meeting with more than 20 participants.
Take advantage of expanded meeting controls

A new user interface in the meeting room makes it easy to mute and unmute yourself, change your audio devices, or transfer seamlessly to another number.

Access all presentable content in one place

The **PRESENT** menu gives you access to all presentable content in one place, whether you want to share your desktop, programs, a PowerPoint® presentation, a whiteboard, or a poll.

With Lync 2013, you’re notified every time you share content, with an easy-to-view pop-up in the meeting.

You can even select multiple programs to share if you need to work with more than one program.

Play videos in PowerPoint presentations

To play a video from a PowerPoint presentation, just upload the presentation, and then hover over the slide to unhide the video controls.

Allow or block videos in a meeting

As the presenter of the meeting, you can restrict video sharing to presenters only. This is helpful when you have a large meeting and need to limit access.

To restrict video sharing to presenters only:

1. Tap or click the **Invite More People** button at the bottom of the meeting window.
2. Tap or click **No Attendee Video** to restrict video sharing to presenters only.

![No Attendee Video](image)

**Change all other presenters to attendees**

1. Tap or click the **Invite More People** button at the bottom of the meeting window.
2. Tap or click **Everyone an Attendee**.

**Hide peoples’ names under their picture or video**

1. Tap or click the **Invite More People** button at the bottom of the meeting window.
2. Tap or click **Hide Names**.

**Change the view of your meeting**

Depending on your meeting type, you can select a specific view of content, presenter, or meeting participants by tapping or clicking the **Pick a layout** button.

- **Gallery View** shows all the participants’ pictures or videos.
- **Speaker View** shows the meeting content with the presenter’s video or picture in the lower-right corner of the meeting window.
- **Presentation View** shows only the meeting content. You get a full view of the content, but you won’t see the participants.
- **Compact View** shows only the participants’ pictures. Just hover over a picture to see their contact information.

**Share notes in OneNote**

OneNote® is integrated in Lync 2013, so you can collaborate in new ways during a meeting. You can use shared notebooks and co-edit with meeting participants in real time during a meeting, or take notes for your personal use. OneNote simplifies communication and follow-up while reducing errors caused by later transcription.
To use OneNote in a Lync meeting:

1. Tap or click ✎ at the bottom of the meeting window.
2. Tap or click ONENOTE at the top of the pop-up window.
3. Do one of the following:
   - To share your notes with the meeting, tap or click Shared Notes, and then select the OneNote notebook that you want to share.
   - When you tap or click Shared Notes, the OneNote window is automatically docked to the meeting window. Participants at the meeting and content shared in the meeting are automatically added to the notebook.
   - Meeting participants can access the shared notes to contribute information, brainstorm ideas, or use the notebook pages as a virtual whiteboard.
   - To take notes that you don’t want to share, tap or click My Notes, and then select the OneNote notebook that you want to store the notes in.

Organize

The new Lync provides a number of new and useful ways to organize your contacts so you can find them quickly.

Create a list of favorites

You can use the new Favorites group to build a list of people you contact most often.

- Right-click a contact, and then tap or click Add to Favorites in the drop-down list.

Change how you sort and display contacts

Use the new Contact List options page to change how you sort and display contacts. You can select an expanded, two-line view that shows contacts’ pictures, or a condensed one-line view. You can also sort contacts by name or by availability.

Block communications while presenting

When Lync detects that you are presenting, it automatically assigns you a Do Not Disturb – Presenting presence status. This blocks IMs and other disruptive communications from appearing.
To view the Contacts page:

- In the Lync window, tap or click the **Options** button, and then on the left side of the screen, tap or click **Contacts List**.

Use tabs to keep all conversations in one window

With the new tabbed conversations feature, you can keep all your calls and instant messages in one conversation window. Just tap or click a tab to navigate easily among all active conversations.

You can use the pop-out button to break a single conversation out into its own window, and then resize it as you like. Use the pop-in button to add the window back to the main conversation window. You can also use this pop-out/pop-in feature in a meeting where video or content is being presented. Lync will remember your conversation state even when you sign out and sign back in.

**NOTE** If you prefer one window per conversation, click the **Options** button, click the **General** page, and then clear the **Enable tabbed conversations** check box.

See everyone in a video conference

With the new Gallery View, you automatically see everyone in the video conference. When video is not available, a speaker’s picture will appear. The gallery controls enable you to see participants’ names and identify active speakers. The gallery shows the most relevant people in the meeting at all times by bringing the dominant speaker’s video “into focus” in the standing row, and displaying the pictures of less active participants in the sitting rows.
When there are more than five participants in a video conference, the five most active participants’ video windows appear in the top row, and pictures of the other participants appear below. You can also make one or more of the participants visible at all times.

**Access**

Lync 2013 provides improved scaling of text and graphics, over 100 keyboard shortcuts, and extensive screen reader support to provide improved accessibility.

**Scale text and graphics**

Lync 2013 provides high DPI support, enabling you to scale text and graphics for 125% and 150% dots per inch. High-contrast support makes Lync visually appealing even when used with the different high-contrast Windows themes.

**Keyboard shortcuts**

The new Lync offers more than 100 keyboard shortcuts for important functions, providing direct access without a mouse. For example, you can press ALT+C to accept a call, or ALT+I to ignore it, without even having to tab or set the focus. You can also use your keyboard to end a call (ALT+Q), start OneNote (CTRL+N), and open the tools menu (ALT+T).

**Screen reader support**

Extensive screen reader support in Lync 2013 ensures that all notifications, incoming requests, and instant messages are read aloud so you’re always kept in the loop.

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**Lync Windows Store App**

The Lync Windows Store App is a new, immersive Lync application designed for Windows® 8 and Windows RT. The app provides fast, natural, hands-on control of communications across the entire range of Windows 8 and Windows RT devices and architectures. The app is a unified client for all your communication and collaboration needs, integrating voice and video calls, Lync meetings, presence, and instant messages in a fast, fluid, easy-to-use client.

The Lync app benefits from the end-to-end security and strong power management features in Windows 8, and provides Lock screen updates to ensure no important communications are missed. The app takes full advantage of the Windows 8 snapped view experience within both conversations and Lync meetings, so users can enjoy rich multitasking on their own terms. Live tile updates, notifications, and alerts provide glance-and-go indications for incoming and missed connections, and enable connectivity while reducing resource consumption. The Lync app is available in the Windows Store now!
For more information

Microsoft IT Showcase
http://microsoft.com/microsoft-IT

What’s new in Lync 2013

Video: What’s new in Lync 2013

Basic tasks in Lync 2013

What is Lync Basic?

Make the switch to Lync 2013