



## Microsoft Lync 2013 Plain & Simple

By Darren Lloyd

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Lync 2013 Plain & Simple, Darren Lloyd, 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.



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