



a multimedia cross-platform collaboration tool, wherever you are in the world. Learn how to connect to Skype from your devices whether in the home office, on the road, roaming on your mobile or over Wi-Fi. Discover the best ways to call or message landlines and mobile phones at minimum cost, and how to manage your account and payments, depending on your needs. As a regular Skype user, you'll also benefit from insider tips on choosing hardware and peripherals, integrating your Skype usage with other platforms such as Office and Outlook.com, and preparing for the next developments in internet-based communications. As work and home lives become increasingly intertwined, this book is your essential guide to building and sustaining your important relationships on one reliable platform.

**Mastering Microsoft Lync Server 2013** Keith Hanna 2013-05-15 Everything you need to know to get Lync 2013 up and running smoothly As a Unified Communications (UC) technology, Lync allows you to keep track of your contacts' availability so you can communicate with anyone, anywhere, and at any time. With this hands-on book, you will learn how to administer the newest and most robust version of Lync Server in order to send an IM, start or join an audio, video, or web conference, or make a phone call through a familiar interface. Packed with real-world exercises throughout, this unique resource encourages you to learn from the best practices and deployments of others so that you can benefit from their experiences. Walks you through designing and managing enterprise instant messaging and conferencing solutions Details how to configure voicemail, enterprise voice, dual-forking, and VoIP Teaches you how to automate management tasks Shares invaluable advice for monitoring, diagnosing, and troubleshooting problems Helps you understand SIP and authentication technologies With Mastering Microsoft Lync Server 2013, you'll gain the skills you need to effectively deploy Lync Server 2013 and be on your way to gaining all the benefits UC has to offer.

**Microsoft Project 2013: The Missing Manual** Bonnie Biafore 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

**Getting Started with Microsoft Lync Server 2013** Fabrizio Volpe 2013 This book has a practical approach with a lot of step-by-step guides and explanations as to where and why we're doing the various operations. Getting Started with Microsoft Lync Server 2013 is a starting point for system administrators, IT pros, unified communication technicians, and decision makers in companies or in the consultancy business. For people who have never managed Lync (or a U.C. product), the book will guide you through the basic concepts and mistakes. If you are already managing a Lync deployment you will find important explanations and ideas put together in a single text. If your work requires evaluating a Lync project this book offers parameters and suggestions to plan a project to deliver the best results.

**Skype for Business 2016: A Guide for Beginners** Scott Casterson 2016-05-04 Office 2016 was designed by Microsoft to give IT more control and better performance of its applications. Office 2016 has control that is centralized, flexible click to run deployment, multi-factor authentication, administrator's centralized control over privacy, key security and compliance capabilities. It offers data loss protection. The IT now was more control over when and how updates are distributed, with network traffic management and enhanced distribution.

**Getting Started with Microsoft Lync Server 2013** Fabrizio Volpe 2013-01-01 This book has a practical approach with a lot of step-by-step guides and explanations as to where and why we're doing the various operations. Getting Started with Microsoft Lync Server 2013 is a starting point for system administrators, IT pros, unified communication technicians, and decision makers in companies or in the consultancy business. For people who have never managed Lync (or a U.C. product), the book will guide you through the basic concepts and mistakes. If you are already managing a Lync deployment you will find important explanations and ideas put together in a single text. If your work requires evaluating a Lync project this book offers parameters and suggestions to plan a project to deliver the best results.

**Microsoft PowerPoint 2013: Introductory** Susan L. Sebok 2013-06-11 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**SharePoint 2013 Field Guide** Errin O'Connor 2014-05-27 Covers SharePoint 2013, Office 365's SharePoint Online, and Other Office 365 Components In SharePoint 2013 Field Guide, top consultant Errin O'Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements. Reflecting this unsurpassed experience, they guide you through deployments of every type, including the latest considerations around private, public, and hybrid cloud implementations, from ECM to business intelligence (BI), as well as custom development and identity management. O'Connor reveals how world-class consultants approach, plan, implement, and deploy SharePoint 2013 and Office 365's SharePoint Online to maximize both short- and long-term value. He covers every phase and element of the process, including initial "whiteboarding"; consideration around the existing infrastructure; IT roadmaps and the information architecture (IA); and planning for security and compliance in the new IT landscape of the hybrid cloud. SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to

support professionals, CIOs to end-users. It's like having a team of senior-level SharePoint and Office 365 hybrid architectureconsultants by your side, helping you optimize your success from start to finish! Detailed Information on How to... Develop a 24-36 month roadmap reflecting initial requirements, longterm strategies, and key unknowns for organizations from 100 users to 100,000 users Establish governance that reduces risk and increases value, covering the system as well as information architecture components, security, compliance, OneDrive, SharePoint 2013, Office 365, SharePoint Online, Microsoft Azure, Amazon Web Services, and identity management Address unique considerations of large, global, and/or multilingual enterprises Plan for the hybrid cloud (private, public, hybrid, SaaS, PaaS, IaaS) Integrate SharePoint with external data sources: from Oracle and SQL Server to HR, ERP, or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations (PHI, PII, HIPAA, Safe Harbor, etc.) Plan for disaster recovery, business continuity, data replication, and archiving Enforce security via identity management and authentication Safely support mobile devices and apps, including BYOD Implement true records management (ECM/RM) to support legal/compliance requirements Efficiently build custom applications, workflows, apps and web parts Leverage Microsoft Azure or Amazon Web Services (AWS)

**Training Guide** Mitch Tulloch 2014 Fully updated for Windows Server 2012 R2! Designed to help enterprise administrators develop real-world, job-role-specific skills - this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2. Build hands-on expertise through a series of lessons, exercises, and suggested practices - and help maximize your performance on the job. This Microsoft Training Guide: Provides in-depth, hands-on training you take at your own pace Focuses on job-role-specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which, along with on-the-job experience, can be measured by Microsoft Certification exams such as 70-410 Topics include: Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

**IC3 Certification Guide Using Microsoft Windows 7 & Microsoft Office 2013** CCI Learning 2016-06-06 Now readers can effectively prepare for success with the IC3 (Internet and Computing Core Certification program) with IC3 INTERNET AND COMPUTING CORE CERTIFICATION GUIDE USING MICROSOFT WINDOWS 7 AND MICROSOFT OFFICE 2013. The IC3 global training and certification program proves users are equipped with computer skills to excel in a digital world. It shows users are capable of using of computer technology ranging from basic hardware and software to operating systems, applications, and the Internet. These skills position readers to advance their careers through additional computer certifications, such as CompTIA's A+ and similar exams. Today, more than ever, computers and Internet skills are prerequisites for employment and higher education. Employers and universities now understand that exposure to computers does not equal understanding computers. This book provides the knowledge and skills that a functional user of computer hardware, software, networks, and the Internet needs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Enhanced Microsoft Office 2013: Introductory** Misty E. Vermaat 2015-03-10 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microsoft Publisher 2013: Introductory** Joy L. Starks 2013-06-05 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microsoft Lync Server 2010 Unleashed** Alex Lewis 2011-03-30 This is the industry's most comprehensive, realistic, and useful guide to Microsoft Lync Server 2010. It brings together "in-the-trenches" guidance for all facets of planning, integration, deployment, and administration, from expert consultants who've spent years implementing Microsoft Unified Communications solutions. The authors first introduce Microsoft Lync Server 2010 and show how it represents a powerful leap beyond earlier unified communications platforms. They systematically cover every form of communication Lync Server can manage, including IP voice, instant messaging, audio/video conferencing, web conferencing, and more. You'll find expert guidance on planning infrastructure, managing day-to-day operations, enforcing security, troubleshooting problems, and many other crucial topics. Drawing on their extensive experience, the authors combine theory, step-by-step configuration instructions, and best practices from real enterprise environments. They identify common mistakes and present proven solutions and workarounds. Simply put, this book tells you what works-and shows you how to make it work. Plan and manage server roles, including Front End, Edge, Monitoring, Archiving, and Director roles Understand Lync Server integration with Active Directory, DNS, certificates, and SQL Server Manage Lync Server through the Lync Server management shell and Microsoft Systems Center Operations Manager Migrate smoothly from OCS 2007, 2007 R2, or Live Communications Server Utilize Lync Server's new enterprise voice and audio conferencing features Use Lync Server with your PBX, as a PBX replacement, or in your call center Integrate presence into SharePoint pages or Exchange/Outlook web applications Build custom solutions with the new Unified Communications Managed API Deploy new Lync Server client software, including Mac, mobile, and browser/Silverlight clients Integrate headsets, handsets, webcams, and conference room phones Use the new virtualization policy to simplify deployment