Use video controls and view

Click Pick a Layout, and choose an option:
- Gallery View shows all the participants' videos.
- Speaker View shows the presenters' videos.
- Content View shows only the meeting content.
- Compact View shows the tiles of the participants in a compact window.

Manage the participants

To manage the participants, right-click their video or picture:
- Mute, Unmute, or Remove the person from the meeting.
- Lock the Video Spotlight locks video on the person in spotlight.
- Pin to Gallery keeps a participant visible in the Gallery View.

Full screen view

- Click Pop out video gallery to see the videos in a separate window.
- Click Full Screen View for a large view of the videos.
- Click Pop in video gallery to go back to regular view.

Lync 2013 Quick Reference

Video

Set up your video device

You need a camera to share your video, but you don't need one to see other people's videos.

To set up your camera
- Click Options in the Lync main window, then click Video Device.
- If you don't see your video preview, make sure the camera is working correctly.
- To adjust settings, click Camera Settings.

Start a video call

1. Pause on a contact's picture and click the camera button.
   - An alert pops up on your contact's screen to accept your call.
2. When you're done, pause on the camera button and select an option:
   - Stop My Video: ends your video, but you can still see others' videos.
   - End Video: ends all the videos for you, but you'll still have audio.
   - TIP You can also click the camera button to add video to an IM or conference call.
**Start a video conference**

Start an ad-hoc video conference to discuss a subject that requires immediate attention.

1. Select many contacts by holding down the Ctrl key and clicking the names.
2. Right-click the selection, and click **Start a Video Call**.
3. When you start a video call, you automatically use Lync computer audio.
4. Use the video controls to manage the conference.

**Invite other people to a video call**

1. In the conversation window, pause on the people button, and click **Invite More People**.
2. Select the invitees from the **Add People** window, and click **Add**.
3. Your new invitees receive a request to join your call.

**Add video to an IM conversation**

1. Pause on the camera button and check your preview.
2. Adjust your camera if needed, and click **Start My Video**.
3. To stop sharing your video, click **Stop My Video**.

**TIP** Click **End Video** to stop sharing your video with others AND end their video feeds to you.

**Answer a video call**

When someone calls you, an alert pops up on your screen.

To answer the call, click anywhere in the picture area. Click **Ignore** to reject the call and send to voice mail.

Click **Options** to take other actions:

- Send the call to **Voice Mail**.
- Redirect to your **Mobile** or **Home** phone.
- **Reply by IM** instead of video.
- **Answer With Audio Only** if you don’t want to share your video.
- **Set to Do not Disturb** to reject the call and avoid other calls.