

## Join a Lync Meeting

1. In the meeting request, click **Join Lync Meeting** or click **Join Online** in the meeting reminder.
2. On the **Join Meeting Audio** window, select one of the options:

Use Lync (full audio and video experience)	You can use computer audio and video with your computer's built-in devices, or a headset and camera.
Call me at:	Lync calls you at a number you provide.
Don't join audio	Select this if you prefer to call in to the meeting audio with a phone. Use the conference numbers and ID in the invitation to dial in.

## Do I need a PIN, work number or extension?

Not always. Most of the time when you call in to the meeting, you get connected right away. You only need a PIN and extension if:

- You're the leader (Organizer) of the meeting, and calling from a phone that isn't connected to your account; such as a cell phone.
- You're an attendee, but the meeting is secured and you need to be identified before joining, (referred to as Authenticated caller).

When prompted, use your phone dial pad to enter your number and PIN.

If you don't remember your PIN, click **Forgot your Dial-in PIN** in the meeting request and follow the instructions on the page to reset.

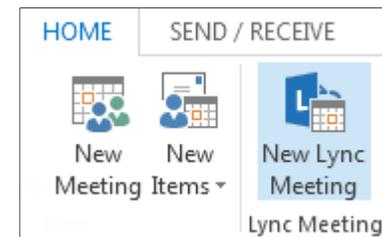
# Lync 2013 Quick Reference Lync Meetings

## Schedule a Lync Meeting

You can simply schedule a Lync Meeting by using the Outlook add-in for Lync.

1. Open your Outlook calendar and on the **Home** tab, click **New Lync Meeting**.
2. In the meeting request, add recipients, a subject, agenda, and date/time.

The meeting request contains the meeting link and audio information that the participant can use to join the meeting or conference call.

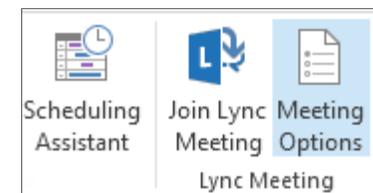


## Set meeting options

You can customize your meeting options to fit your requirements, meeting type, and the participants. For example, customize access, presenters, video sharing permissions, and so on.

In the meeting request, click **Meeting Options**, then click **A new meeting space (I control permissions)**.

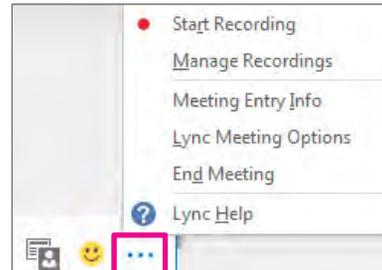
- To control meeting access, select an option under **These people don't have to wait in the lobby.**
- To choose presenters, select an option under **Who's a presenter?**
- To mute all attendees and prevent them from sharing video, use the options under **Do you want to limit participation?**



## Recording and Play back

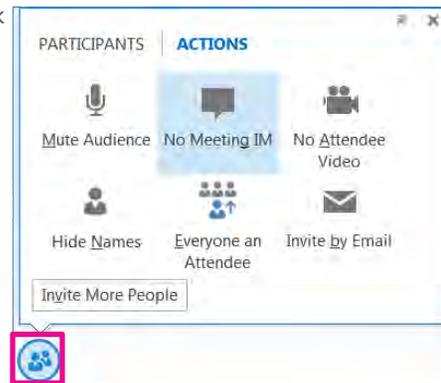
Lync recording captures audio, video, instant messaging (IM), application sharing, PowerPoint presentations, and whiteboard.

1. Click **More options** in the meeting, and then click **Start Recording**.
2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.
3. After the recording is stopped, Lync automatically saves it in a format that plays in **Windows Media Player** and **Zune**.
5. Click **Manage Recordings** on the **More Options** menu, and highlight the recording to play, rename or delete.
6. You can also click **Browse** to go to the location the recording and make a copy of the file to post on a shared location for others to view.



## Manage participants

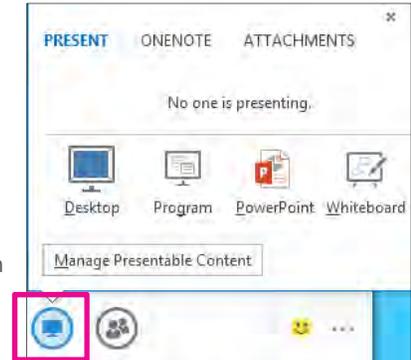
1. Pause on the people icon to manage participants individually or as a group.
2. Under the **Participants** tab, right-click a person's name and use the options to mute, unmute, remove, etc.
3. Click the **Actions** tab, then:
  - **Invite More People** to add participants.
  - **Mute Audience** to eliminate background noise.
  - **No Meeting IM** to turn off IM
  - **No Attendees Video** to block attendees from starting their video.
  - **Hide Names** to hide the names on the pictures.
  - **Everyone an Attendee** if you have too many presenters.
  - **Invite by email** to send email invitations to additional people.



## Share your desktop or a program

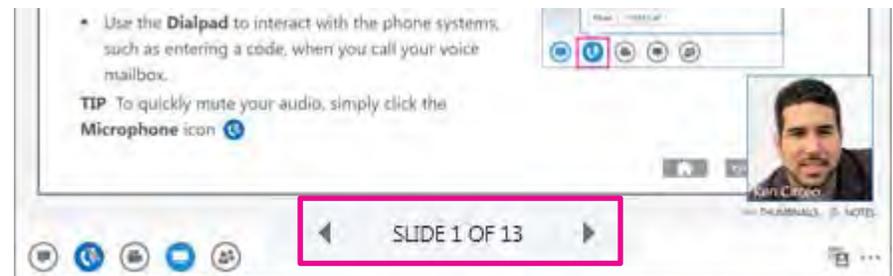
During a Lync Meeting, you can share your desktop, or a specific program.

1. Pause on the presentation (monitor) icon.
2. On the **Present** tab:
  - Click **Desktop** to show the entire content of your desktop.
  - Click **Program**, and double-click the program you want.
3. Click **Give Control** on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.
4. You can take control back at any time by clicking **Give Control**, and then **Take back control**.
5. When you have finished presenting, click **Stop Presenting** on the toolbar.



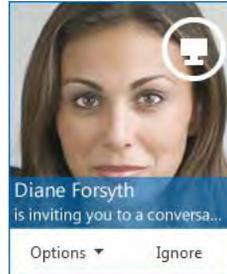
## Share a PowerPoint presentation

1. Pause on the presentation (monitor) icon.
2. On the **Present** tab, click **PowerPoint**, and upload the file in the meeting.
3. To move the slides, click **Thumbnails**, and click the slide you want to show, or use the arrows at the bottom of the meeting room.
4. To see your presenter notes, click **Notes**.
5. Click the **Annotations** button on the upper-right side of the slide to open the toolbar, and then use highlights, stamps, laser pointer, and so on.



## Accept an IM request

Click anywhere on the picture display area of the IM request pane.

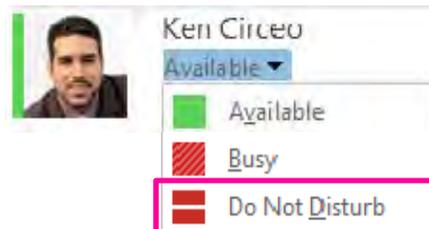


## Set or change your presence

Presence lets other people see at a glance whether you and your contacts are currently available. Presence statuses and their meanings are as follows:

If Presence status is ...	Contact is ...	How this status gets set
<b>Available</b>	online, available to contact.	Automatic or user-selected.
<b>Be Right Back</b>	briefly away from computer.	User-selected.
<b>Away</b>	logged on but has been away from computer for specified period.	Automatic based on inactivity or user-selected. Time interval can be adjusted.
<b>Off Work</b>	not working, not available.	User-selected.
<b>Busy</b>	occupied and shouldn't be interrupted.	Automatic (if user is in an Outlook-scheduled conference) or user-selected.
<b>In a call</b>	in a Lync call (two-party call) and shouldn't be interrupted.	Automatic.
<b>In a meeting</b>	in a meeting (per Lync or per Outlook)	Automatic.
<b>In a conference call</b>	in a Lync conference call (Lync Meeting with audio) and shouldn't be interrupted.	Automatic.
<b>Do Not Disturb</b>	not to be disturbed; will see IM requests only if sent by Workgroup members.	User-selected.
<b>Presenting</b>	giving a presentation and therefore not to be disturbed.	Automatic when user is presenting from Lync-enabled computer. IMs are blocked.
<b>Offline</b>	not signed in.	Automatic.
<b>Unknown</b>	presence can't be detected.	Status may appear to contacts not using Lync IM.

To change your presence, in the Lync main window, click the arrow next to your status, and then select a status from the list, such as **Do Not Disturb**.



## Find someone

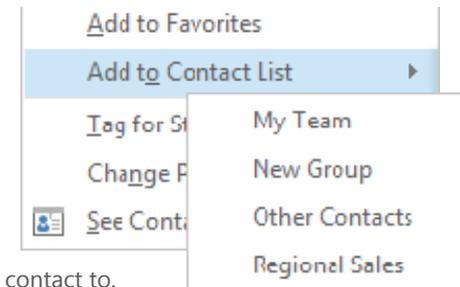
The quickest way to find someone via Lync is to start a search by typing the person's name, phone number, or IM address in the Search box on the Lync main window. The results display automatically.



## Add a contact

Your Contacts list simplifies your communications and lets you see presence and contact information for the people most important to you. Add to it anyone – inside or outside your organization – you expect to be interacting with regularly. To add a contact:

1. Using Lync search, locate the person you want to add. (See previous section.)
2. Right-click the person's listing in the search returns.
3. Click **Add to Contact List**.
4. Click a group to add your new contact to.



## View a contact card

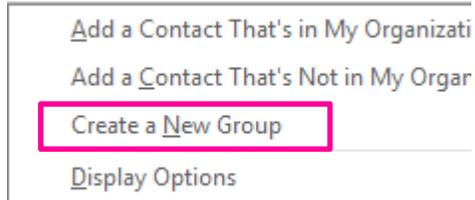
The contact card contains details from a contact's company directory, such as the person's office location, phone numbers, organization, and Outlook calendar free/busy information. To see someone's card, find the person on your Contact list or via search, point at the photo area, and then click the contact card icon.



## Create a group

You can set up a group for each team you work with so that you can see at a glance who is available at any given time or communicate with the entire team at once. To create a new group:

1. In the Lync main window, click the Add a Contact button 
2. In the drop-down menu, click **Create a New Group**.
3. In the space that opens up at bottom of the window, type over the phrase **New Group** to give your group a name.



## Send an IM

Use instant messaging (IM) to get in touch immediately with your available contacts.

1. In the Lync main window, click the name or pause on the picture of the contact you want to send an IM to. (If you want to IM more than one contact, hold down the Ctrl key, and click each contact that you want to reach.)
2. In the display bar that appears, click the **IM** icon.



3. Type your message in the message input area at bottom of the IM window, and then hit **Enter**.

Some features might not be available for your account. Contact your support team for more information.

## Add audio, video, sharing, to an IM conversation

You can quickly add audio, video, or a presentation to your IM conversation, and/or invite others to join the conversation, by selecting the appropriate button(s) at bottom of the conversation window:



## Switch between tabbed conversations

If you have multiple conversations, chat sessions, or meetings going on at once, Lync displays them all in one place, which lets you toggle between them. Click any tab to bring that activity to the foreground.



## Find a previous IM conversation

Lync automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you may have missed:

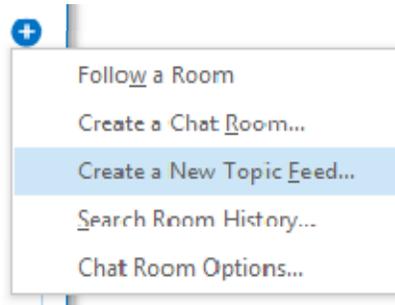
1. Click the Conversations tab  (on the Lync main window above the Search box), then click **All** or **Missed**, depending on what you are looking for.
2. An Outlook window will open displaying a list of your IM conversations. Double-click the conversation that you want to view or resume.

## Create Topic Feeds to track activity

You can set up topic feeds to alert you when new are messages posted in the chat rooms you're following:

1. On the Chat rooms view of the Lync main window, click the **Add a Room** button  then click **Create a New Topic Feed**.
2. Give your topic feed a name.
3. Tell Lync whose posts you want to follow, and provide keywords to find the discussions you want to keep track of, then click **OK**.

Your topic feeds appear on the Chat rooms view of the Lync main window along with the rooms you are connected with. The number next to a topic feed indicates the number of new messages that include the keyword(s) you assigned to that topic feed.



## Create a chat room

If you've been granted authorization to do so by your server administrator, you can create and manage your own chat rooms.

1. In the Lync main window, in the chat room view, click the **Add a Room** button  then click **Create a Chat Room** on the drop-down list.
2. In the **My Rooms** dialog box, click **Create a New Room**, then type a name in the Room Name box.
3. In the Description box, explain the purpose of your chat room.
4. Select a privacy setting for your room from the three options (Open, Closed, Secret).
5. If your support team has provided access to web apps, select one or more to add to your room.
6. Type the name of anyone you want to serve as a co-manager for this room, and type the names of those you want to make members of the room. (They will be notified of membership by Lync.)
7. Click **Create**.



In a chat room, messages about a specific topic are shared with other chat room participants in real-time, and saved over time. With Lync 2013, if you have been given authorization, you can create chat rooms, participate in chat room conversations, view and search chat room history, and monitor conversations in the rooms that interest you – all without leaving the Lync main window.

## About chat room privacy settings

Every chat room has a privacy setting, which determines who can participate in it:

- **Open rooms** – Anyone can find (via search), read, write in ("post to"), and follow. No membership is required (or accepted).
- **Closed rooms** – Non-members can find closed rooms (via search) and see a list of members, but only members can follow, read, or post to these rooms. This is the default privacy setting.
- **Secret rooms** – Non-members can't find secret rooms, learn who has membership in them, follow, read in, or post to them.

## Find and enter a chat room

Use Lync search to find rooms that you have access to.

1. In the Lync main window, click the **Chat Rooms** tab.
2. In the search box, type a room name or keyword(s). Relevant rooms appear in the search results.
3. Enter the chat room by pointing to the Chat room icon and then clicking the **Open** button.



Point to the chat room icon, then click the **Open** button.

## See who is in a chat room

Once you enter a chat room, the picture header on the chat room window gives a glimpse of participants. Each person's presence status is also shown, as a color bar. Point to a photo to bring up the Quick Lync menu. From there, you can start a conversation or display the person's contact card.



## Read chat room messages

### To browse chat history

Open the chat room and read the message directly above the text-input area. This is the most recent message. Scroll up to read previous messages.

### To find messages about a specific topic

1. Open a chat room and click the **Search** icon. 
2. Under **What rooms do you want to search?** click the room name(s).
3. In the text box, type the word or words you want to search for.
4. If you're searching for more than one word, click the **Options** button, and then select whether you want to search for the exact phrase.

## Post a message to a chat room

Posting a message in a chat room is much like sending an instant message. The message posts immediately. But unlike an IM, a chat room message becomes part of the chat history for current and future participants to see.

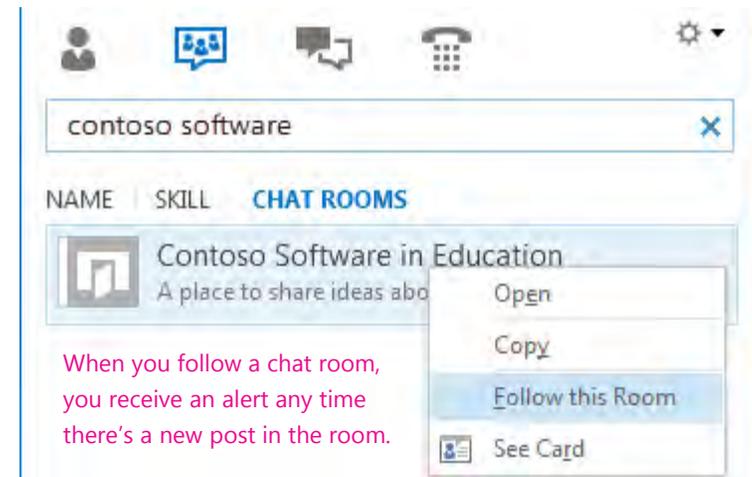
1. Open the chat room you want to post to.
2. Type your message in the text input area in the chat room window.
3. Press the Enter key on your keyboard to send your message.

## Follow a chat room

"Following a chat room" involves having Lync automatically notify you there's activity in a room you want to keep track of. It's a simple way to stay current on your rooms without having to constantly check them for new messages. You can define the type of notification you get by changing the settings on the Options > Persistent Chat window.

### To follow a room

1. In the Lync main window, click the **Chat Rooms** tab .
2. Type a search term to find the room you want to follow.
3. Right-click the listing for that room and click **Follow this Room**.



## Use custom notifications

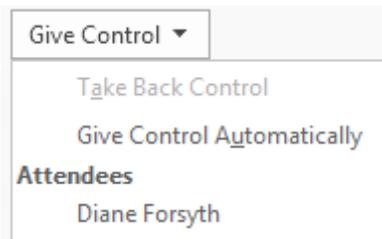
By default, you'll get messages about the chat rooms you follow based on the settings in the Persistent Chat Options window. But you can also customize the alerts for a specific room.

1. Right-click the listing for the room, and then click **Change Notification Settings**.
2. On the dialog box, select **Customize settings**.
3. Choose the alert options you want, and click **OK**.

## Give control of your sharing session to other people

You can let other people control your sharing session, contribute information, change a document, or demonstrate an application.

1. On the sharing bar at the top of the screen, click **Give Control**.
2. Click the name of a person under Attendees to give them access, or click **Give Control Automatically**, to automatically give access to anyone who requests control of your desktop.

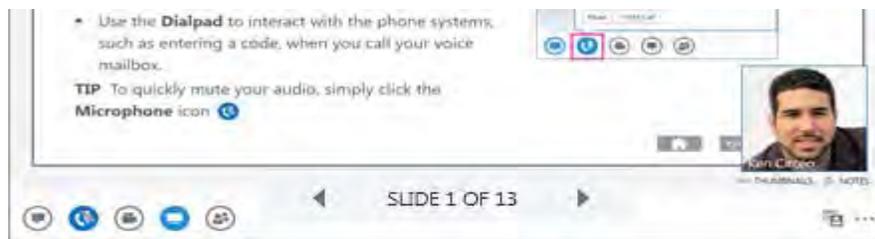


## Take back control of a sharing session

1. To take back control of your desktop or program, click **Give Control** again.
2. If Give Control Automatically is selected, click it to clear. To take back control from a person, click **Take Back Control**.

## Share a PowerPoint presentation

1. Double-click a contact's name to start an IM session.
2. Pause on the present (monitor) button.
3. On the **Present** tab, click **PowerPoint**, and upload the file in the IM.
4. To move the slides, click **Thumbnails**, then click the slide you want to show, or use the arrows at the bottom of the meeting room.
5. To see your presenter notes, click **Notes**.
6. Click the Annotations button on the upper-right side of the slide to open the toolbar, and use highlights, stamps, laser pointer, and so on.

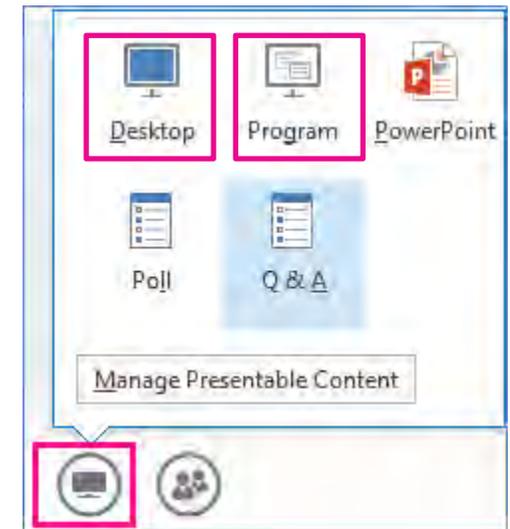


## Sharing and Collaboration

With Lync you can start collaborating without having to schedule a meeting. You can start an impromptu meeting, share a PowerPoint presentation, collaborate on a whiteboard, or share your screen from within an IM conversation.

## Share your desktop or a program

1. Double-click a contact's name to start an IM session.
2. Pause on the present (monitor) button, and on the **Present** tab:
  - Click **Desktop** to show all the content of your desktop.
  - Click **Program**, and double-click the program you want.



A sharing toolbar appears at the top of the screen and you'll be notified that you're sharing.

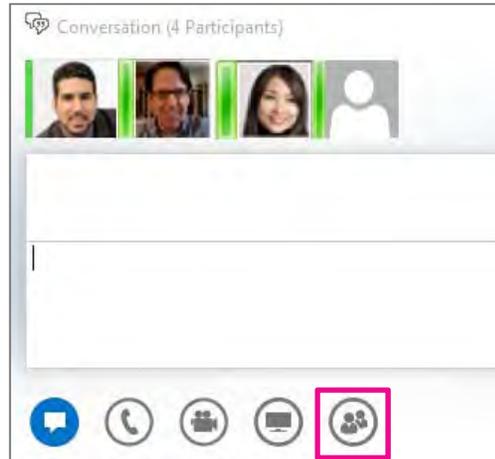
3. To add audio, click the **Phone** icon.
4. To add video, click the **Camera** icon.
5. To end the sharing session, click **Stop Sharing** on the toolbar.



## Start a group IM conversation

Start a group instant messaging (IM) conversation by selecting multiple contacts or a contact group from your **Contact** List. You can also turn a single IM conversation into a group conversation.

1. Hold down the Ctrl key, and click each contact that you want to invite.
2. Right-click the selection, and then click **Send an IM**.
3. Type your message and then press **Enter**.
4. To add audio, click the **Phone** button.
5. To add video, click the **Camera** button.
6. If you're in a single IM session and want to add more people, pause on the **People** icon, and select **Invite more people**.



## Share a whiteboard

A whiteboard is a blank page where you can type notes, draw, or import images that meeting participants can work on together.

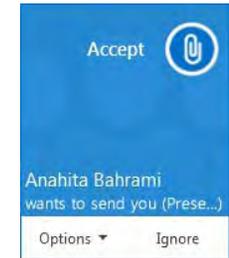
1. In a conversation window, pause on the present (monitor) icon, and on the **Present** tab, click **Whiteboard**.
2. Use the annotation toolset on the right side of the whiteboard, that includes items such as highlight, stamps, laser pointer, writing, and drawing tools.



## Transfer a file

Use the file transfer option to send documents to your contacts in an IM.

1. Double-click a contact's name to open an IM conversation.
2. Drag the file from your computer onto the conversation window, or use the **Attachments** tab on the presentation menu.



Lync sends a file transfer invitation to the recipient, and the file is sent if the invitation is accepted.

**TIP** You can also drag the file onto a contact's name, which sends a notification to the recipient to accept or decline the file transfer.

## Start an unscheduled conference call

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

1. Select the contacts by holding the **Ctrl** key and clicking the names.
2. Right-click the selection and click **Start a Conference Call**.

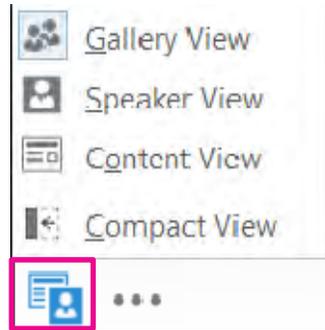


3. Choose how you want to start the conference call:
  - **Lync Call** – Lync makes the call using computer audio.
  - **Mobile, Work**, or another number – Lync calls your contacts from the number you choose.
4. Your contacts receive a notification, and can accept or decline your invitation.

## 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.



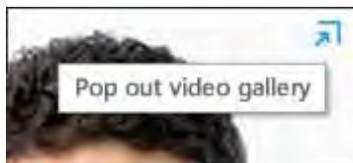
## Manage the participants

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.

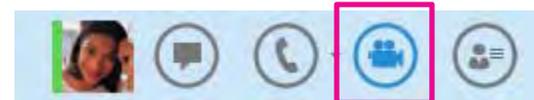
To set up your camera

- 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.



2. An alert pops up on your contact's screen to accept your call.
3. 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.

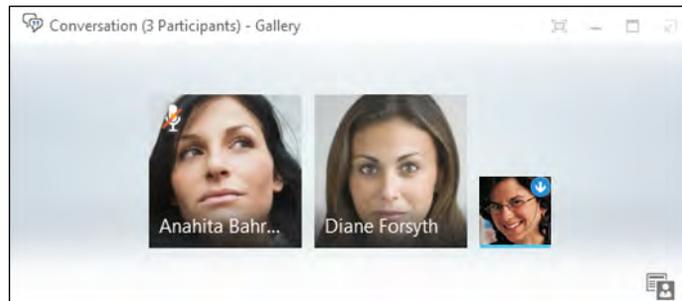


**TIP** You can also click the camera button to add video to an IM or conference call.

## 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.



## Answer a video call

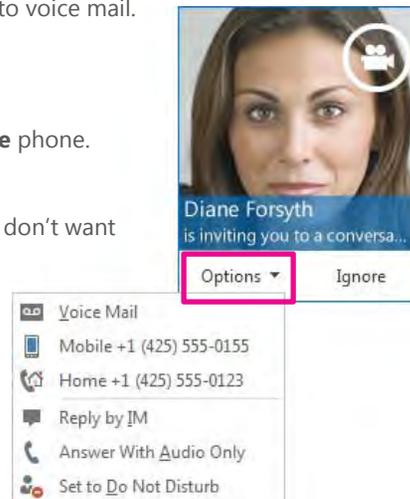
When someone calls you, an alert pops up on your screen.

To answer the call, click anywhere in the picture area.

Click **Ignore** to reject the call and send to voice mail.

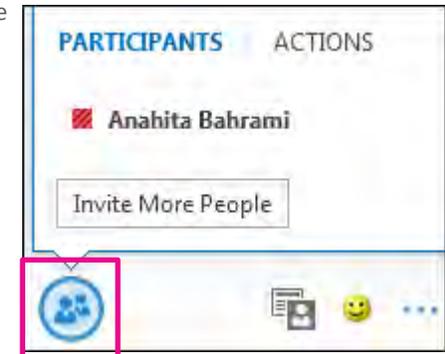
Click **Options** to take other actions:

- 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.



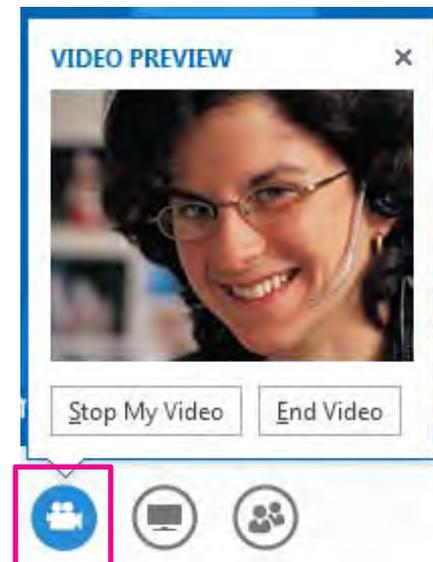
## Invite other people to a video call

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.

## Use audio call controls

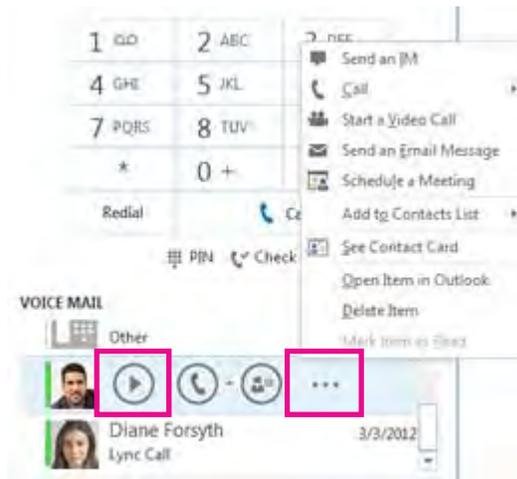
Pause on the phone/mic button to access the controls:

- To put the call on hold, click **Hold Call**.
- Click **Mute** to mute your audio.
- To send the call to another number, click the **Transfer Call** tab, and choose one of the numbers.
- To hang up, click the phone button in the conversation window. 



## Check your voice mail

1. Click the **Phone** tab. You'll see your messages and the caller's info.
2. Pause on a voice mail message and click **Play**.
3. Click **More Options**, and select one of the choices, such as:
  - **Open Item in Outlook** provides more information about the call.
  - **Delete Item** deletes the voice mail from Lync.
  - **Start a Video Call** with the contact.
  - **Mark item as Read**
  - **Call** the contact.
  - **See Contact Card**
4. You can also click **View more in Outlook** to open the Voice Mail folder for more info.



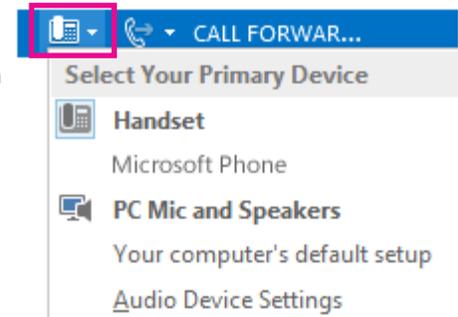
# Lync 2013 Quick Reference

## Audio

### Set up your audio device

Before using Lync to make a call or join a conference, set up your audio device and check the quality. You can use your computer's mic and speakers, or plug in a headset.

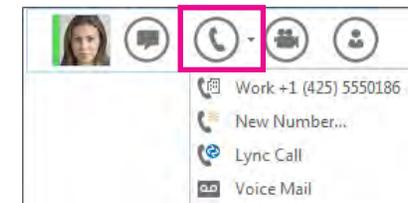
1. Click **Select Primary Device** on the lower-left corner of Lync, then click **Audio Device Settings**.
2. Pick your device from the **Audio Device** menu, and adjust **Speakers** and **Microphone** volume.



### Make a call

#### Make a Lync call (computer audio)

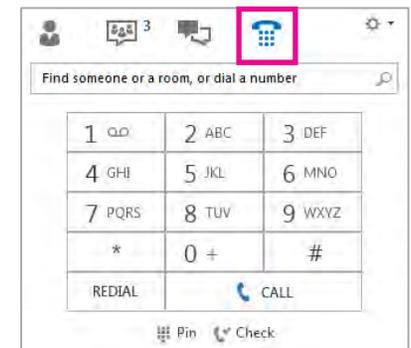
1. Pause on a contact's picture.
2. Click the **Phone** button to call the contact using Lync, or click the arrow next to the **Phone** button and select a number.



#### Call using the dial pad

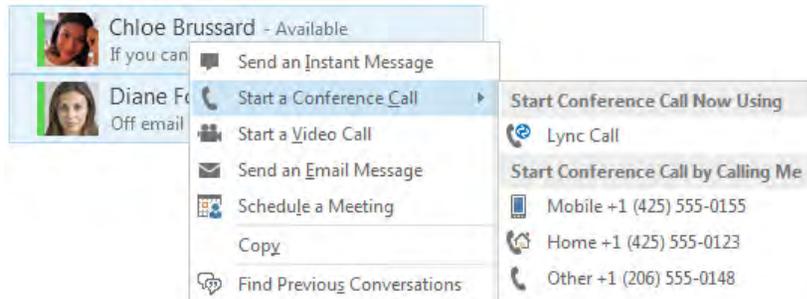
1. Click the **Phone** icon in Lync.
2. Click the numbers on the dial pad or type the number in the search box, then click **Call**.

Lync calls the number just like a regular phone.



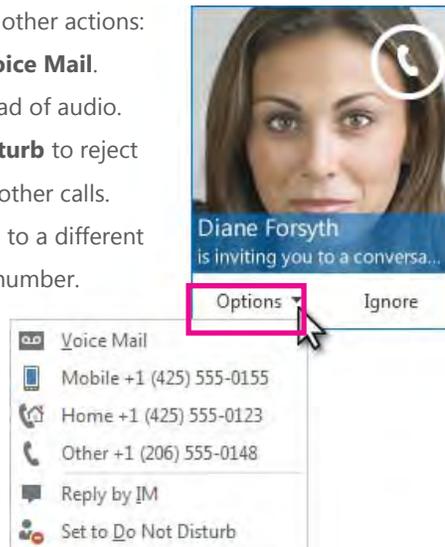
## Start a conference call

1. Select multiple contacts by holding the Ctrl key, and clicking the names.
2. Right-click the selection, then click **Start a Conference Call**.
3. Choose how you want to start the conference call by selecting **Lync Call** or one of the numbers.



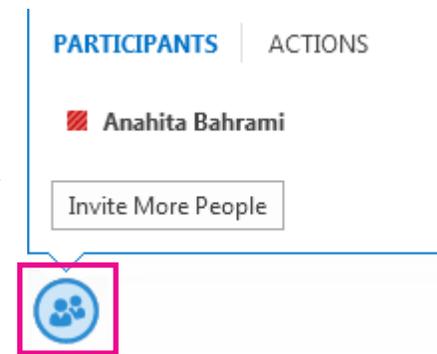
## Answer a call

1. When someone calls you, an alert pops up on your screen.
2. To answer the call, click anywhere on the picture area.
3. Click **Ignore** to reject the call and send to voice mail.
4. Click **Options** to take other actions:
  - Send the call to **Voice Mail**.
  - **Reply by IM** instead of audio.
  - **Set to Do not Disturb** to reject the call and avoid other calls.
  - To redirect the call to a different number, click the number.



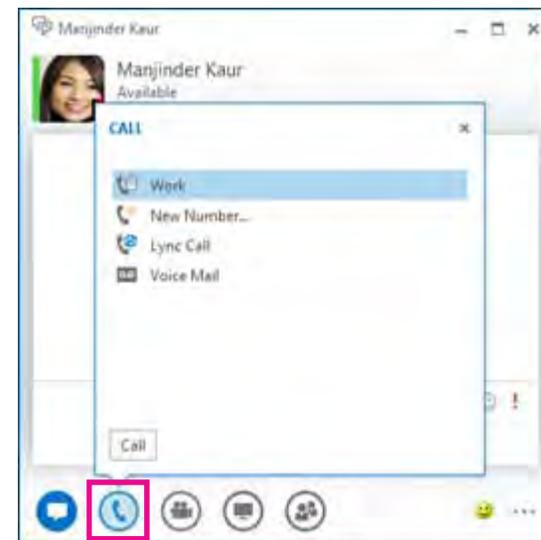
## Invite more people to a call

1. In the conversation window, pause on the **People** icon and click **Invite More People**.
2. Select the invitees from **Invite by Name or Phone Number** window, and click **OK**.
3. Your new invitees receive a request to join your call.



## Add audio to an IM conversation

Pause on the **Phone** icon in the IM window and select one of the numbers. You have options such as work, mobile, or home (if published) for your contact. You can also click **New Number**, and type a number to call.



## Manage your video display and layout

Lync Web App provides a rich video experience for meetings. If you have a camera connected to your computer, click  to share your video with others in the meeting. A camera is required only to share your video, not to view the video shared by others. Participants who don't share their video can choose to display a static picture instead. The area of the screen in which the pictures or videos are displayed is called the gallery.



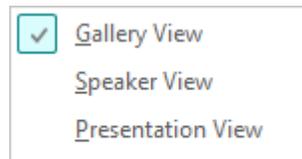
There are two layout options to display the pictures and videos being shared.

**Gallery View** displays all the participant pictures and videos while **Speaker View** displays the picture or video of only an active speaker. When a sharing session starts, a third layout option called

**Presentation View** is available, which displays only the shared content. Click  to choose the layout you want.

You can also expand the size of the meeting window to view the meeting stage in greater detail. Click  to go to the full window mode.

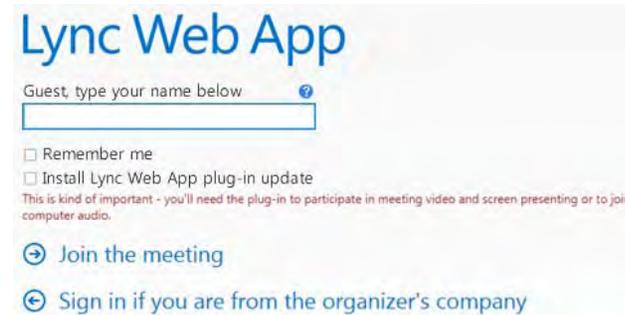
To return to the normal window size, click the icon again.



## Quick Reference for Lync Web App

### Join a Lync Meeting with computer audio

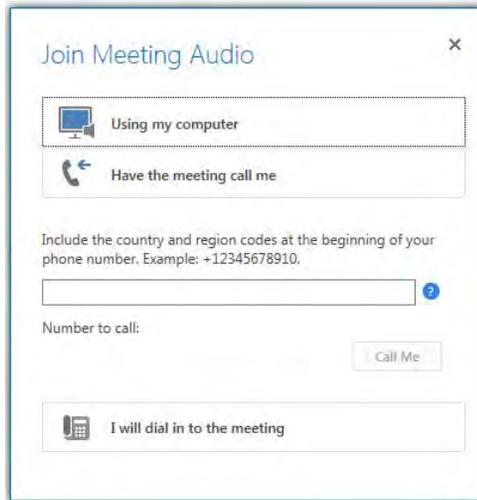
If you don't have Lync 2013, you can join a scheduled Lync Meeting from Lync Web App. In the meeting request, click **Join Lync Meeting**. Type your name in the text box, ensure the option to install the Lync Web App plug-in update is selected, and click **Join the meeting**. The plug-in is required to use computer audio. After it's installed, you can also share your video and programs.



To speed up your entry into future meetings, select the **Remember me** check box. Depending on how the meeting was set up, you'll either wait in the lobby or be admitted to the meeting. If you're in the lobby, only a presenter can admit you to the meeting. All presenters immediately enter the meeting. After you're admitted to the meeting, you can use your computer's speakers and mic, or a headset to participate in the meeting.

### Join a Lync Meeting with phone audio

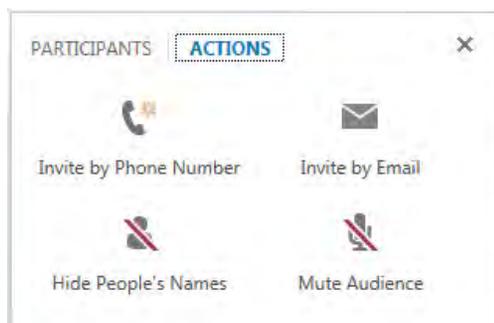
In the meeting request, click **Join Lync Meeting**. Type your name in the text box, ensure the option to install the Lync Web App Plug-in is not selected, and click **Join the meeting**. After you're admitted to the meeting, in the **Join Meeting Audio** dialog box, click **Have the meeting call me** to enter a phone number where the conference can call you, or click **I will dial in to the meeting** and call one of the phone numbers listed in the meeting invitation.



## Manage meeting participants

Click  to access the options to manage participants. The **PARTICIPANTS** tab displays the participant list.

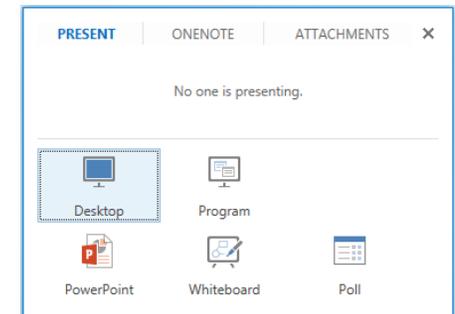
1. If you're a presenter, you can manage participant privileges. Right-click a participant and select **Mute**, **Unmute**, **Remove** or **Make an Attendee**.
2. You can invite additional participants during a meeting. Click **ACTIONS**.
  - To invite using their phone number, click **Invite by Phone Number**.
  - To invite via email, click **Invite by Email**.
3. To hide participant names in videos or pictures, click **Hide People's Names**.
4. To mute all the participants simultaneously, click **Mute Audience**.



## Share your desktop or an open program

During the meeting, you can share your desktop, or one or more open programs.

1. Point to .
  - To share your desktop, click **Desktop**. The meeting stage displays **You are currently sharing Desktop**, and the desktop is outlined in yellow.
  - To share a program, click **Program** and in the **Present Programs** dialog box, click the program you want and then click **Share**.



2. During a sharing session, a sharing toolbar is displayed at the top of your screen. You can hide or unhide it by clicking the pin icon.
3. Click **GIVE CONTROL** to share control of your sharing session with another participant. You can take back control at any time by clicking **GIVE CONTROL**, and then **Take Back Control**.
4. To end the sharing session, click **Stop Presenting** on the toolbar.

## Share a PowerPoint presentation

1. Point to .
2. Click **PowerPoint**. In the **Select the PowerPoint you want to present** dialog box, click **Browse** to select and open the presentation to share.
3. Move through the slides by using the arrows below the meeting stage. Click **THUMBNAILS** to select a specific slide, and **NOTES** to see presenter notes.
4. Click  on the upper right corner of a slide to display the annotation toolbar, to use tools such as highlighters, stamps, and laser pointer.
5. The presentation can have embedded hyperlinks. Before you click them during your presentation, you must hide all annotations in the presentation by clicking **Hide Annotations** in the annotation toolbar.