



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

### Introduction

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### Contact Information

#### Customer Office

- [CustomerOffice@horizon.com](mailto:CustomerOffice@horizon.com)
- [Phone: 800-555-1234](tel:+18005551234)
- [www.horizon.com/contact](http://www.horizon.com/contact)

#### Key Personnel

- [CEO: John Doe](mailto:CEO@horizon.com)
- [CTO: Jane Smith](mailto:CTO@horizon.com)
- [Customer Support Manager: Alex Brown](mailto:CSO@horizon.com)

### Software Installation

- **Download the Software:** Visit our website to download the software package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
- **Follow the Setup Instructions:** Complete the installation by following the on-screen prompts.

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# Microsoft Lync Quick Reference Guide

**CO Houle**



## **Microsoft Lync Quick Reference Guide:**

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Mail Without Ringing Recipient Ending a Call Adding or Changing Your Phone Numbers Setting a Primary Audio Device Setting a Secondary Ringer Setting Ringtones and Sounds Voice Mail Listening to Voice Mail Deleting Voice Mail Retrieving Deleted Messages Managing Calls Adding a Team Call Group or Delegates Forwarding a Call Using Simultaneous Ring Changing How Unanswered Calls are Handled Time and Location Conference Calling Scheduling an Online Meeting Joining an Online Meeting Using Meet Now Adding Attendees to in Progress Meetings Ending an Online Meeting Also includes a list of voice mail commands This guide is one of two titles available for Lync 2010 Lync 2010 Introduction Lync 2010 Telecommunications Conferencing *SharePoint 2010 For Dummies* Vanessa L. Williams,2012-06-13 Here s the bestselling guide on SharePoint 2010 updated to cover Office 365 SharePoint Portal Server is an essential part of the enterprise infrastructure for many businesses The Office 365 version includes significantly enhanced cloud capabilities This second edition of the bestselling guide to SharePoint covers getting a SharePoint site up and running branded populated with content and more It explains ongoing site management and offers plenty of advice for administrators who want to leverage SharePoint and Office 365 in various ways Many businesses today rely on SharePoint Portal Server to aggregate SharePoint sites information and applications into a single portal This updated edition covers the enhanced cloud capacities of Office 365 and Microsoft SharePoint Online Shows how to use SharePoint to leverage data centers and collaborate with both internal and external customers including partners and clients Covers getting a site up and running populating it with content branding it and managing the site long term Administrators and small business website managers will find *SharePoint 2010 For Dummies 2nd Edition* gives them the information they need to make the most of this technology **InfoWorld** ,1984-10-15 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1985-10-07 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld ,1984-10-22 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld ,1984-11-05 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld ,1984-10-08 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld ,1984-10-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Hacking Exposed Unified Communications & VoIP Security Secrets & Solutions, Second Edition** Mark Collier,David Endler,2013-12-20 The latest techniques for averting UC disaster Establish a holistic security stance by learning to view your unified communications infrastructure through the eyes of the nefarious cyber criminal Hacking Exposed Unified Communications VoIP Second Edition offers thoroughly expanded coverage of today s rampant threats

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