



**Web Conferencing
with Microsoft® Lync™**
Quick Start Guide

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Participate in Online Meetings with Lync Web App

Participate in Microsoft® Lync™ 2010 online meetings even if you don't have a Microsoft® Lync account and haven't installed the Lync 2010 client software on your computer. Use this guide to support you during your first meeting using Microsoft® Lync Web App communications software.

Check Your Meeting Readiness

Before meeting time, run the meeting readiness program to determine if you have the programs you'll need for a successful Lync meeting. You may have to download the Microsoft® Silverlight® 4.0 browser plug-in, or a later version of Silverlight, and then restart your computer.

To run the meeting readiness program:

- Open your Online Meeting email invitation, click **First online meeting?** at the end of the invitation, and then follow the instructions.

[Join online meeting](#)

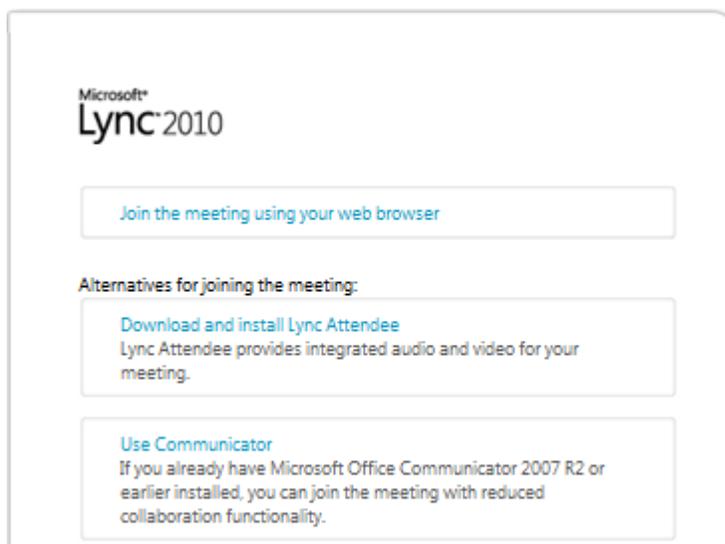
<https://meet.apptix.com/mike.lamb/ZG6C88VN>

[First online meeting?](#)

Join the Meeting

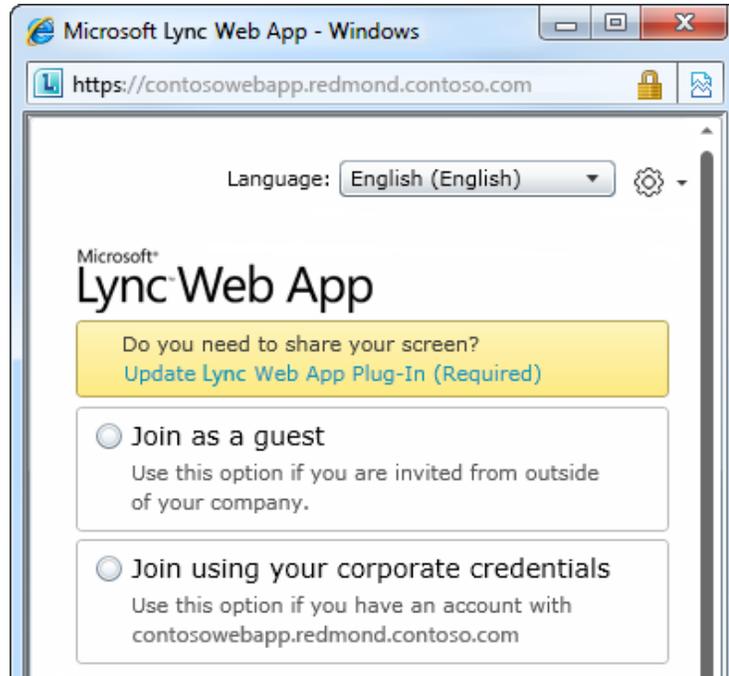
To join the meeting, do the following:

1. At meeting time, open your Online Meeting email invitation, and then click **Join online meeting** in the email message.
2. In the Lync 2010 screen that opens, click **Join the meeting using your web browser**.



3. If you have an account with the organization that called the meeting, click **Join using your**

corporate credentials.



NOTE: With corporate credentials, you will have a few more privileges, such as being able to join the meeting without waiting for the leader to approve you.

Otherwise, click **Join as a guest**.

4. If necessary, enter your corporate credentials or type a display name for yourself, and then click **Join Meeting**.

You may have to wait until the meeting leader lets you in, or you may be admitted right away.

View Information About the Other Participants

The participant list indicates the permissions level of each participant: either Presenter or Attendee. Only presenters can share their screens, give Microsoft® PowerPoint® presentations, open whiteboards, and access other features, depending on how the meeting was organized.

The icons next to each name indicate whether the person is currently participating in instant messaging (IM), audio, video, and content sharing in the meeting.

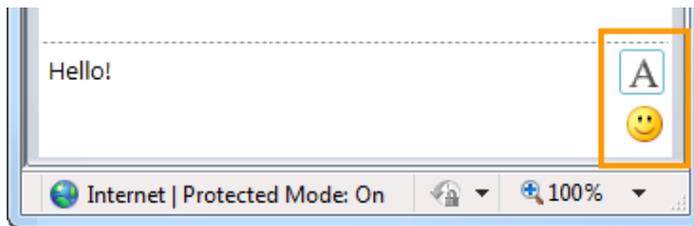


Send an Instant Message

To send an instant message to meeting participants, do the following:

1. At the bottom of the meeting window, click the message input area, and begin typing.

TIP: You can format your message using the text formatting options, and add emoticons if you'd like.



2. Press the **<Enter>** key.

NOTE: Your IMs are received by all the meeting participants.

Save a File that Another Participant has Distributed

To save a file that someone shares during a meeting, do the following:

1. At the top of the meeting window, click the **[Add or view attachments]** button.



2. Click the file, select a location, and then click **[Save]**.

Distribute a File

To share a file with other participants, do the following:

1. At the top of the meeting window, click the **[Add or view attachments]** button.



2. At the bottom of the **Attachments** dialog box, click **Add Attachment**.
3. Locate and then double-click the file you want to distribute.
4. When the file appears in the **Attachments** dialog box, click **[Close]**.
Meeting participants will be alerted that there's a new attachment, which they can save for future viewing.

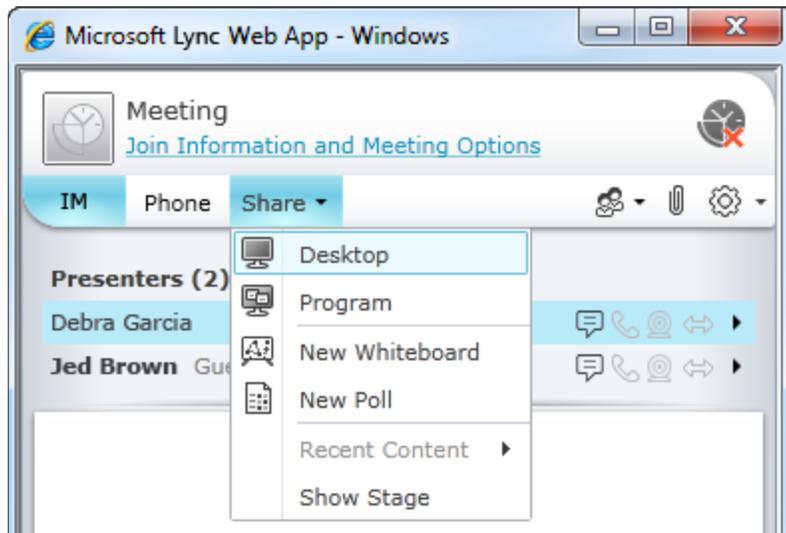
Share Your Screen with Others

The first time that you initiate desktop or program sharing, you will be prompted to download the Lync Web App plug-in.

Depending on the permission levels set by the meeting organizer, a meeting presenter may need to make you a presenter (if you are not already one) before you can show your desktop or program to the other meeting participants.

NOTE: Only one person at a time can share.

- In the meeting window, click the **Share** menu to see your available sharing options.



Share Your Desktop

- In the meeting window, click the **Share** menu, and then click **Desktop**.
If you have only one monitor, it will be displayed to all the meeting participants. If you have more than one monitor, you will be prompted to select the monitor or monitors that you want to display.

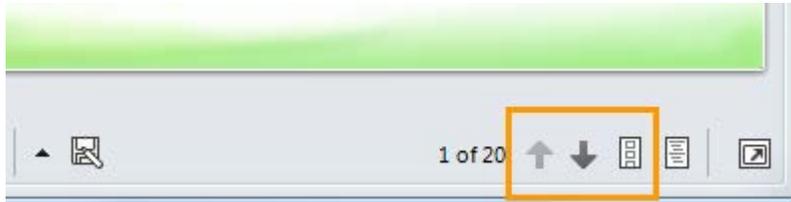
Share a Program

1. In the meeting window, click the **Share** menu, and then click **Program**.
2. In the **Select programs** dialog box, select the program or programs that you want to display, and then click **Start Sharing**.

Give a PowerPoint Presentation

To present PowerPoint slides to meeting participants, do the following:

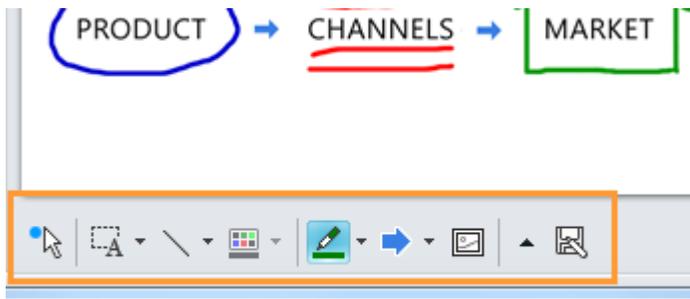
1. Have a meeting presenter download the PowerPoint file you want to present.
2. In the meeting window, click the **Share** menu, click **Recent Content**, and then click the PowerPoint file.
3. Use the navigation arrows in the lower right of the stage to advance through your presentation, or click the **[Show Thumbnails]** button if you want to present your slides in a different order.



Open a Whiteboard

The whiteboard is a fresh page for notes and drawings that everyone in the meeting can use together.

1. In a meeting window, click the **Share** menu, and then click **New Whiteboard**.
2. To start writing or drawing on the whiteboard, use the tools in the lower left of the whiteboard.



Conduct a Poll

Take a quick vote on the matter at hand, or gather pertinent information from meeting participants with a minimum of fuss. You must be a presenter to create a poll.

1. In the meeting window, click the Share menu, and then click **New Poll**.
2. Type your question and at least two possible answers, and then click **[OK]**.

Create a Poll

Poll name:
Spring campaign

Question:
Which ad do you prefer?

Choices:

- Family fun
- Tranquil nature
- Couple in park
-
-
-

OK Cancel

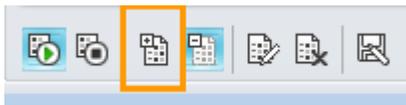
If no one else is sharing, your poll opens, and meeting attendees can begin voting.

3. Do any of the following:

- To change the poll, click the **[Edit poll question and choices]** button.



- To allow the meeting Attendees as well as the other Presenters to watch the results of an ongoing poll, click the **[Show results to everyone]** button.



Lync 2010 Attendee

Microsoft® Lync™ 2010 Attendee is a conferencing client that allows users who do not have Microsoft® Lync™ 2010 communications software installed, to participate in Lync 2010 online meetings.

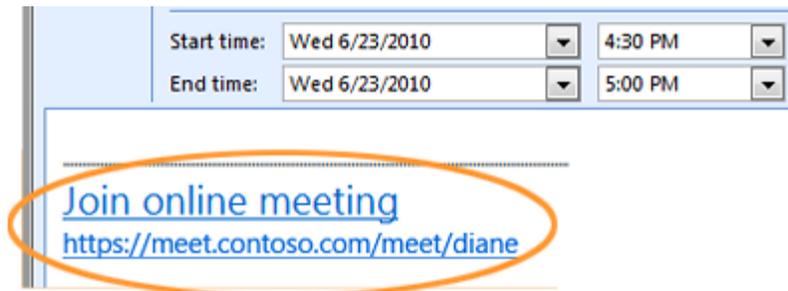
Lync 2010 Attendee provides communication tools such as instant messaging, audio, video, as well as collaboration tools such as application sharing, screen sharing, attachments, whiteboard, polling, and slide presentation.

To join and participate in meetings, this topic presents a few tasks that you'll have to do to start using Lync 2010 Attendee.

Obtain Lync 2010 Attendee

You can obtain the Attendee client as follows:

- The support team in your organization installs Attendee for you.
- If the support team has set up Attendee, when you click the **Join online meeting** link in a Lync 2010 invitation, you'll be prompted to download and install Attendee.



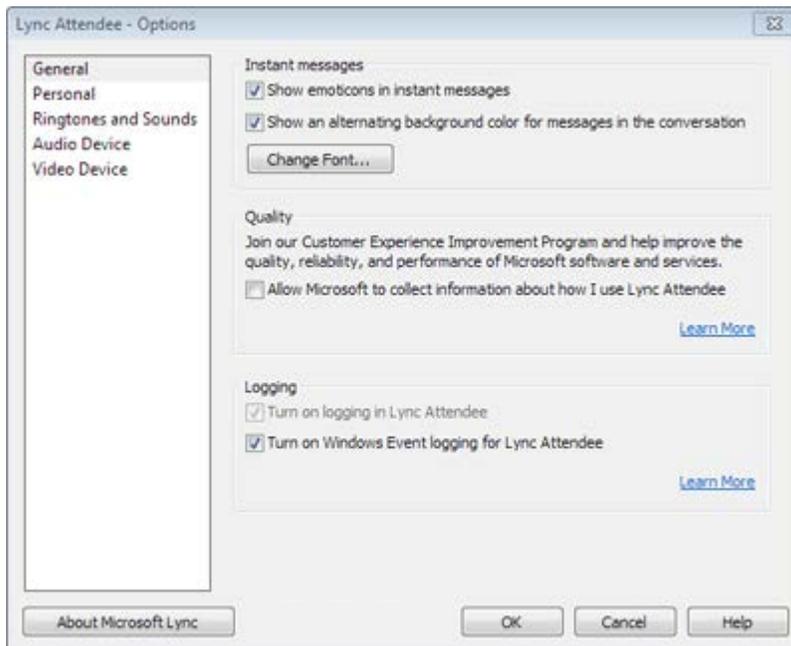
- You can install it yourself from a download page before you intend to join a meeting. Go to the Microsoft website and search for [Microsoft Lync 2010 Attendee - User Level Install](#).

Prepare Lync 2010 Attendee for a Meeting

You can adjust various settings in preparation for using Attendee. You can also adjust options when you're in the meeting.

- Click **Start**, click **All Programs**, and then click **Microsoft Lync 2010 Attendee**. The **Options** dialog box displays.

These are the options that you can select from the **Options** dialog box:



NOTE: You could join Lync 2010 meetings with earlier versions of Communicator, but we recommend that you use Lync 2010 Attendee for the best experience. With Lync 2010, you'll get the full in-meeting features that are set by using Attendee.

Install Lync 2010 Attendee before Joining a Meeting

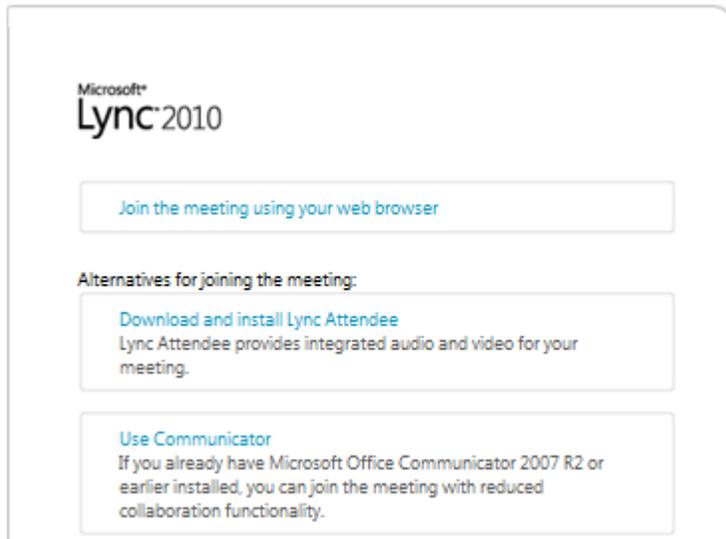
As mentioned, the support staff in your organization may have already installed and set up Attendee for you. If they did, you will see **Microsoft Lync 2010 Attendee** in the Windows **Start** menu, where you can open it and view and change options, if required.

Or, if your organization allows it, you can download and install Attendee from Microsoft; go to their website and search for [Microsoft Lync 2010 Attendee - User Level Install](#).

When Attendee is installed, you can join a meeting as a guest or an authenticated user.

Install Lync 2010 Attendee during Join Meeting

1. Click the **Join online meeting** link in a meeting invitation sent from Lync 2010.
A screen displays with instructions for selecting a client to install.
2. Click **Download and install Lync Attendee**.



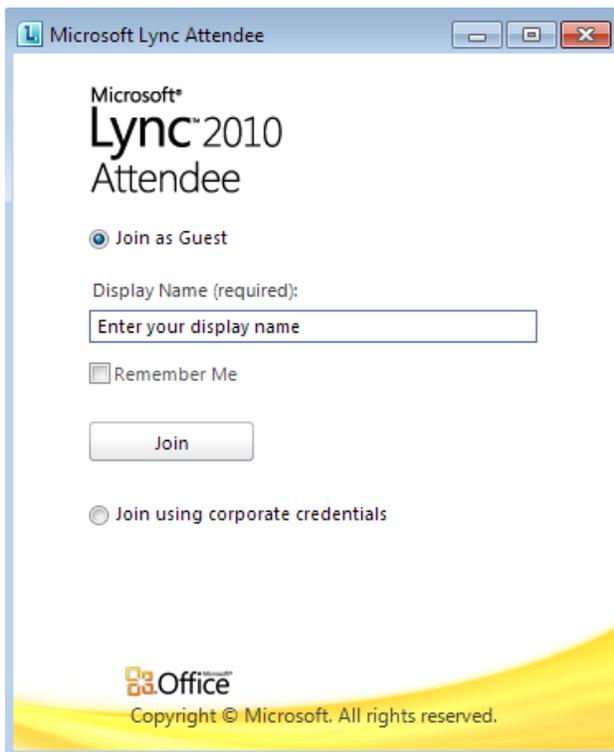
A webpage with a download and install link displays.

3. Follow the download and install instructions. After you've completed the installation, in the Lync 2010 invitation click **Join online meeting** again.

Join a Lync 2010 Online Meeting

You can join a Lync 2010 online meeting as a guest or an authenticated user by following these steps.

1. Click the Join online meeting link in the invitation sent from Lync 2010.
2. In the **Lync 2010 Attendee** sign-in screen shown here, select whether to join as a guest or as an authenticated user by using your company credentials:

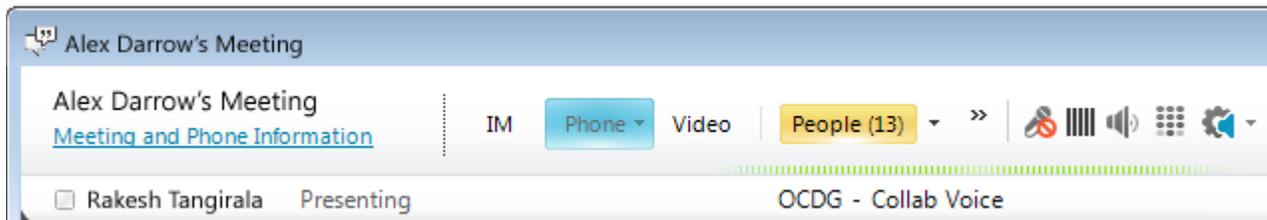


Wait in the Lobby

Depending on how the organizer has set up the meeting, you'll be able to either join the meeting immediately, or wait in the lobby until a meeting presenter admits you. You can be admitted only by a presenter or an organizer.

Start IM, Phone, or Video

As soon as you're admitted to a meeting by a presenter or an organizer, you'll see the meeting window. You can then use IM, audio, and video, and view what's being shared or presented.



- Click **IM**, **Phone**, or **Video**, depending on what you want to do.

Start Sharing

If you've joined a meeting as a presenter, you can share. When you are in a meeting as an attendee, you don't have the option to share. To start to use one of the sharing options, an organizer or presenter must make you a presenter.

- Click **Share** to see the available sharing activities.

Set Up, Start, and Join an Online Meeting

Use Microsoft® Lync™ 2010 communications software to schedule an online meeting or conference call, start an unscheduled sharing and collaboration session, join a meeting, and set your audio preferences.

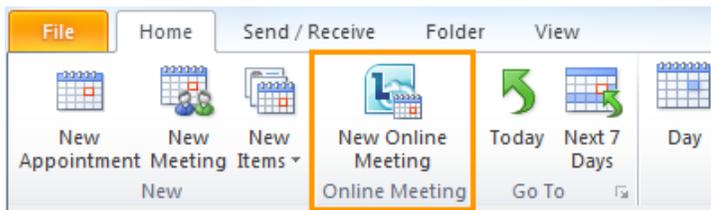
Schedule an Online Meeting or Conference Call

Schedule an online meeting or conference call in the Microsoft® Outlook® messaging and collaboration client by using the Online Meeting Add-in for Microsoft® Lync™ 2010. The Online Meeting Add-in for Lync 2010 is installed automatically when Lync 2010 is installed.

IMPORTANT: Lync supports both online meetings and conference calls. One meeting request is used for both purposes.

To create an online meeting or conference call request in Outlook, do the following:

- In the Outlook **Calendar**, on the **Home** tab, click **New Online Meeting** (in Microsoft® Outlook® 2010) or **Online Meeting** (Microsoft® Outlook® 2007).



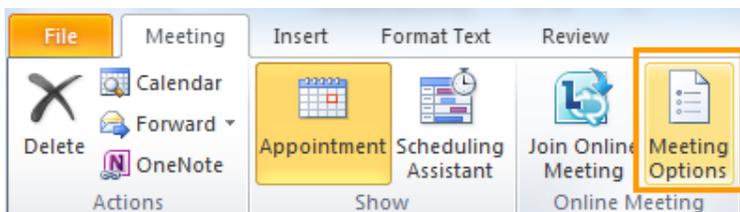
Change Meeting Access and Presenter Options

The default online meeting options are best for small conference calls or sharing and collaboration sessions with people inside your organization. If you are scheduling an online meeting with people outside your organization or your meeting is unusually large, use the **Online Meeting Options** dialog box to help you determine the following:

- Who should wait in the lobby before being admitted to the meeting?
- Who should have presenter privileges during the meeting?

To set access and presenter options, do the following:

1. In the meeting request, on the **Meeting** tab, in the **Online Meeting** group, click **Meeting Options**.

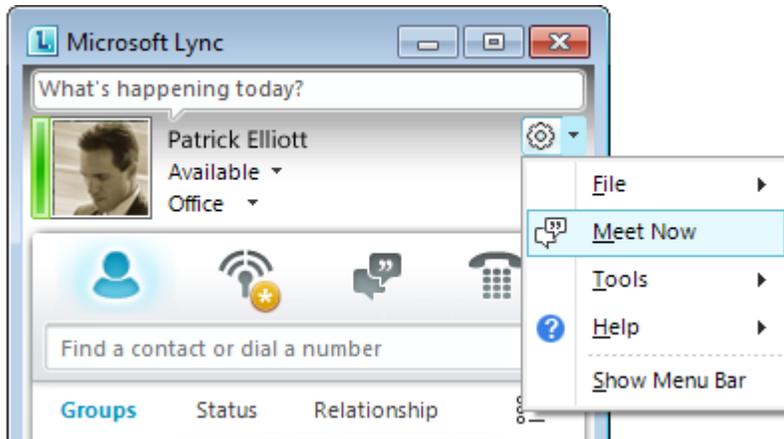


2. In the **Online Meeting Options** dialog box, select the **Customize access and presenters for this meeting** check box.

Start an Unscheduled Meeting

To start an unscheduled meeting by using the **Meet Now** command, do the following:

1. In the Lync main window, click the **Show Menu** arrow , and then click **Meet Now**.

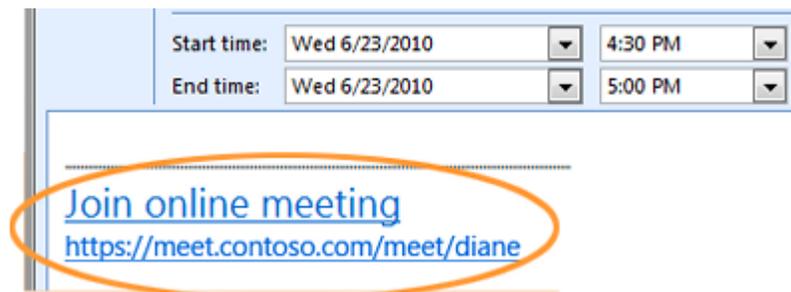


2. In the group conversation window, click the **[People Options]** button , and then do one of the following:
 - To invite people from your Contacts list, click **Invite by Name or Phone Number**, type a phone number or select one or more contacts, and then click **[OK]**.
 - To invite people by sending an email, click **Invite by Email**, and then fill out the meeting request.

Join a Scheduled Online Meeting or Conference Call

To join a scheduled meeting or conference call, do the following:

1. In the Outlook **Calendar**, open the meeting you want to join.
2. In the meeting request, click **Join online meeting**.



Join an Unscheduled Meeting

You may be invited to an unscheduled or **Meet Now** meeting or to a meeting that is already in progress.

- In the notification that appears in the notification area, at the far right of the taskbar, click **Join**.

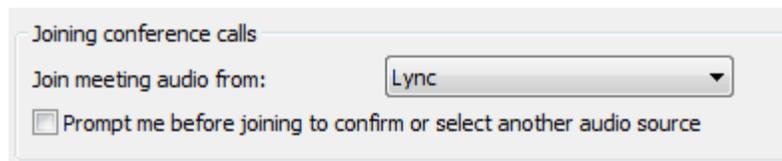
Set Audio Preferences

You can set up Lync to connect to the meeting audio the same way every time, or to prompt you for a choice.

1. In the Lync main window, click the **[Options]** button .
2. In the **Lync - Options** dialog box, click **Phones**; and under **Joining conference calls**, in the **Join meeting audio from** box, do one of the following:
 - To use integrated computer audio during meetings, click **Lync**.
 - To have the Microsoft® Lync™ Server 2010 call you, choose a phone number from the list.

NOTE: If you don't see the phone number you want, enter it under **My phone numbers**, at the top of the dialog box.

- To use a phone to call into meetings, choose **Do not join audio**



3. (Optional) Under **Joining conference calls**, select the **Prompt me before joining to confirm or select another audio source** check box.

Choose this option if your audio preferences change frequently.

Share your Desktop or a Program

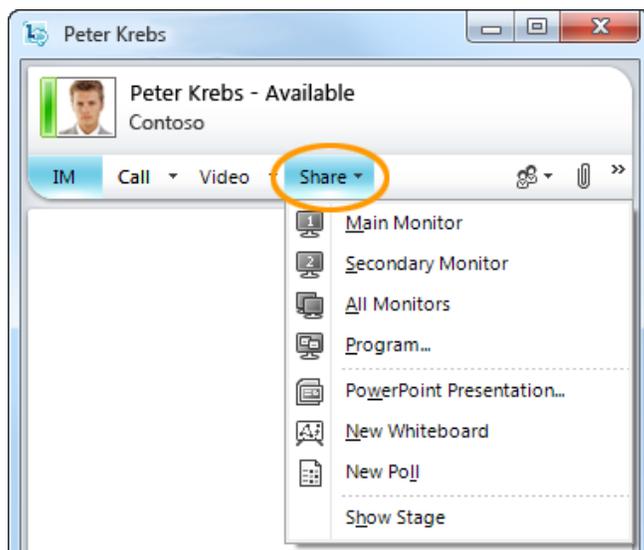
Microsoft® Lync™ 2010 communications software makes it easy for you to share your desktop with others remotely. During a Lync 2010 conversation or online meeting, you can show your screen to everyone in the conversation or meeting. Not only can you show them your desktop, you can choose to show only one program.

You can also deliver Microsoft® PowerPoint® presentations and collaborate with others on a virtual whiteboard, which is a fresh page for notes and drawings that everyone in the meeting can use together. When you start to share your desktop or a program, you're the only one in control. If you want, you can allow others to navigate and make changes on your desktop with their own mouse and keyboard.

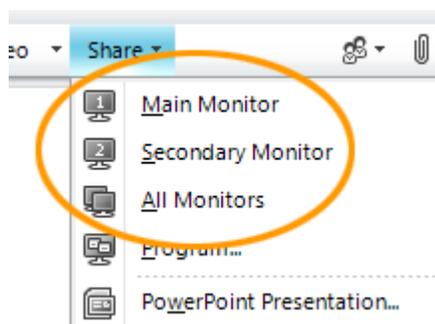
Share Your Desktop with Others

To share your desktop with others:

1. Open Lync, and, in your **Contacts** list, double-click a contact's name.
2. When the conversation window opens, click the **Share** menu.



3. If you only have one monitor, click **Desktop**. Otherwise, choose which monitor(s) to share.

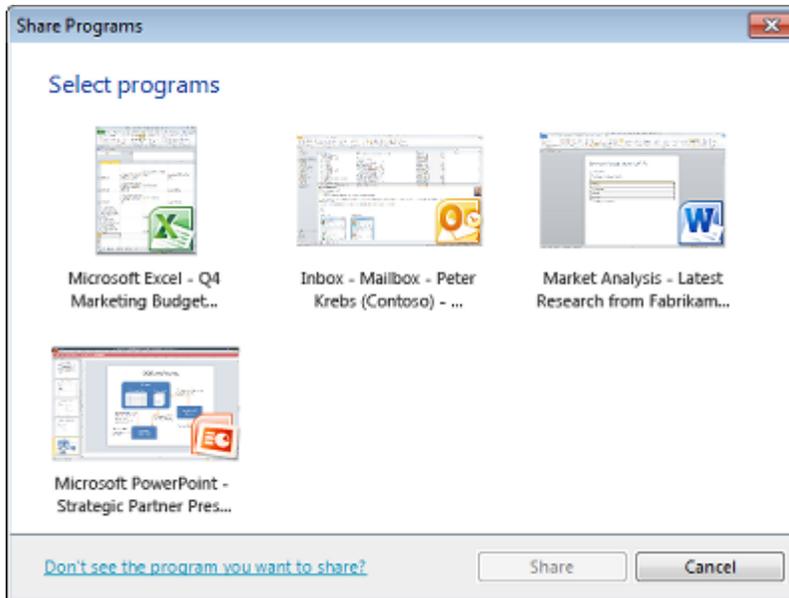


A bar that reads **You are sharing** appears at the top of your screen.

4. (Optional) To see how your screen looks to participants, click **Preview**.
To close the preview, click **Hide Stage**.
5. When you want to stop sharing, on the sharing bar at the top of your screen, click the **Stop Sharing** button.

Share a Program

1. In the conversation window, click the **Share** menu, and then click **Program**.
2. In the **Share Programs** dialog box, double-click the program that you want to show.



A bar that reads **You are sharing** appears at the top of your screen.

3. (Optional) To see how your screen looks to participants, click **Preview**.
To close the preview, click **Hide Stage**.
4. When you want to stop sharing, on the sharing bar, click the **Stop Sharing** button.



Share a PowerPoint Presentation

1. In the conversation window, click the **Share** menu, and then click **PowerPoint Presentation**.
2. In the **Share PowerPoint** dialog box, double-click the PowerPoint presentation that you want to share. When the content is prepared for presentation and uploaded, the other participants will be able to see your presentation.

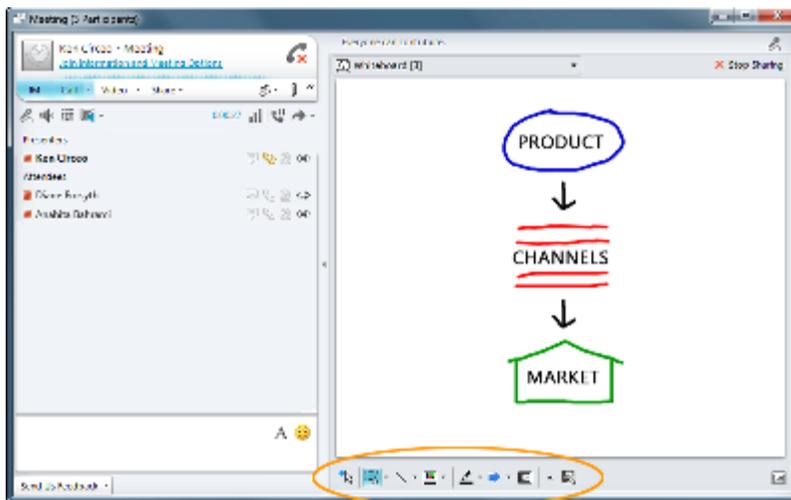
NOTE: You can make annotations on the presentation using the annotation tools at the lower left of the presentation.

A bar that reads **You are sharing** appears at the top of your screen.

- (Optional) To see how your screen looks to participants, click **Preview**.
To close the preview, click **Hide Stage**.
- When you want to stop sharing, on the sharing bar, click the **Stop Sharing** button.

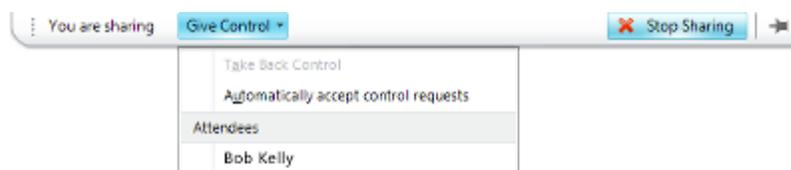
Create a Whiteboard

- In the conversation window, click the **Share** menu, and then click **New Whiteboard**.
- To start writing or drawing on the whiteboard, use the annotation tools at the lower left of the whiteboard.



Give Control to Others

- While sharing your desktop, monitors, or a program, on the sharing bar, click the **Give Control** menu.



- Click **Automatically accept control requests**, to give control to everybody, or click the name of an individual under **Attendees**.
- In the **Lync** dialog box confirming that you want to give control, click **[OK]**.
- When you want to take back control, press **<Ctrl>+<Alt>+<Spacebar>**.
If **Automatically accept control requests** is selected, click it to clear it.

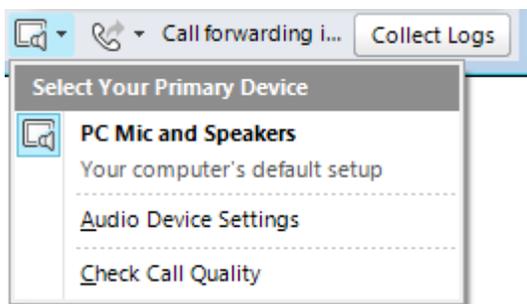
Use Voice and Video

If you have a microphone and speakers, you're ready to use Microsoft® Lync™ 2010 communications software for voice calls internal to your organization. You can also plug in any device recommended by your organization, such as a USB headset, USB phone, or handset; Lync 2010 automatically configures your settings.

Select Your Audio Devices

To select your audio devices:

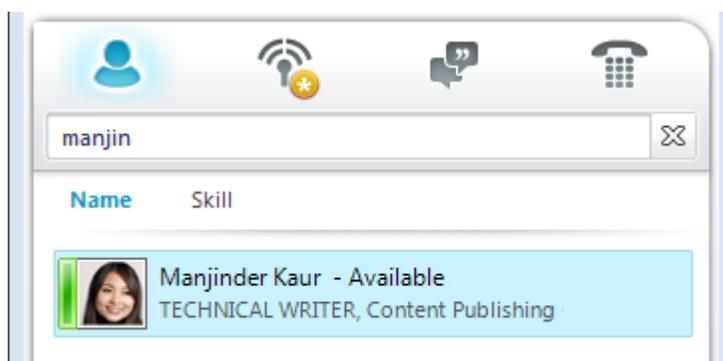
1. Open Lync, and, in the lower-left corner of the Lync main window, click the **Audio Device** menu .
2. Either select the audio devices that you want to use, or click **Audio Device Settings** to set up a new audio device.



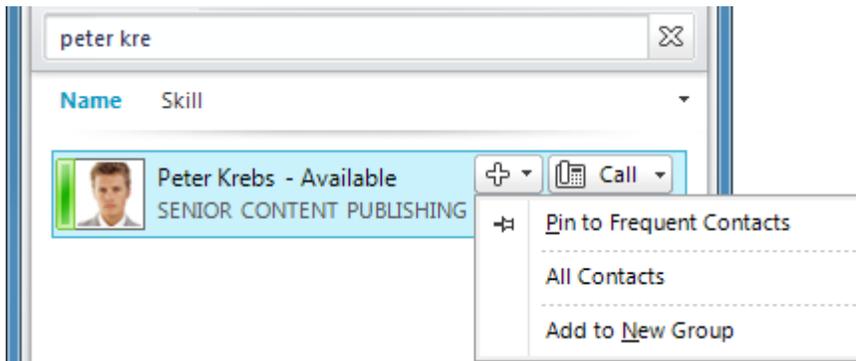
Find the Right Person

The search box is the first place to go to find the people you need to contact.

1. In the Lync main window, in your **Contacts** list, start typing a person's name in the search box. Results display below the search bar.



2. (Optional) Do any of the following:
 - If you see who you're looking for, double-click the contact to send an instant message.
 - To add the contact to your **Contacts** list, point to the contact, click the **[Add to Contacts]** button, then select the appropriate contact group.



Place a Voice Call

You can start a phone call with one simple click.

1. In your Contacts list or search results, point to the contact, and then click the **[Call]** button.

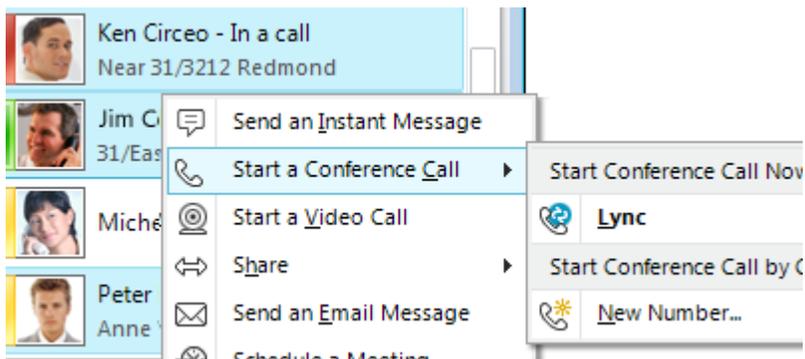


A new conversation window opens.

Start a Conference Call

To call multiple contacts:

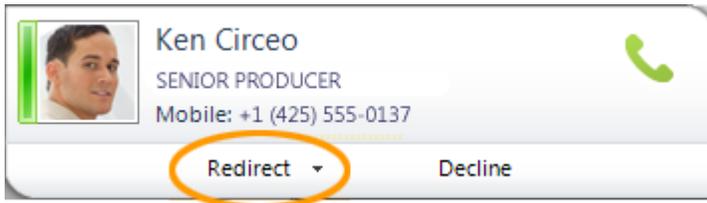
1. In your **Contacts** list, press and hold the **<Ctrl>** key, and then click the contacts you want to call.
2. Right-click any one of the selected contacts, and then click **Start a Conference Call**.



Answer a Call

When you get a call, an incoming call notification is displayed in the lower-right corner of your computer screen. Do any of the following:

1. To answer the call, click anywhere in the incoming call notification.
2. To redirect it to a different number, click **Redirect**, and then select a number.

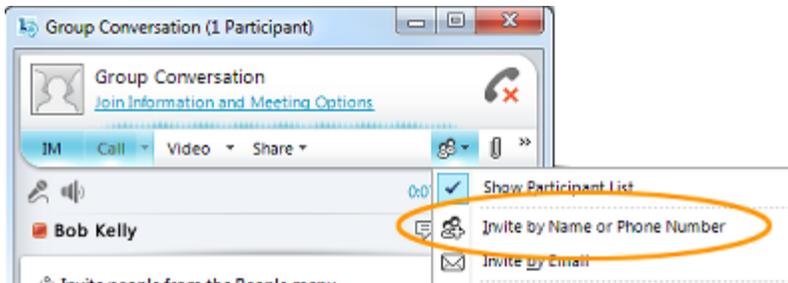


3. To send the call to voice mail, click **Decline**.

Invite Other People to the Conversation

To invite other people to a conversation already in progress, do the following:

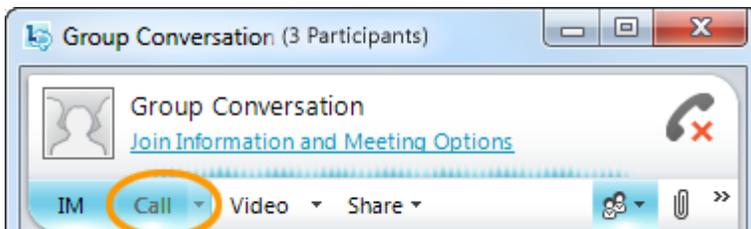
1. In the conversation window, click the **People Options** menu.
2. Click **Invite by Name or Phone Number**, click the contact you want or search for, and then click **[OK]**. (If someone is available by phone only, type the phone number.)



Add Voice to an IM Conversation

To add voice to an instant-messaging (IM) conversation:

1. In the conversation window, click the **[Call]** button.



Lync adds voice and audio to your conversation. You can continue typing while you talk.

Use the Call Controls

In a conversation window, during a Lync call, use the call controls to do any of the following:

1. To put a call on hold, click the **[Hold]** button .
2. To send your call to another phone or merge the call with another conversation, click the **Transfer** menu .

- To end a call, click the **[Leave Call]**  button.

Other controls enable you to mute your microphone or speakers, display a dial pad, and switch devices.



Plug in a Webcam

For the closest thing to a face-to-face conversation, connect a webcam to your computer. Lync automatically detects the webcam and uses it for your next video call.

To see your webcam settings:

- In the upper-right corner of the Lync main window, click the **[Options]** button .
- In the **Lync - Options** dialog box, click **Video Device**.

Add Video to a Conversation

If you have a webcam set up, you can choose to allow your contact to see you as you speak. To set up a webcam, see the previous section, *Plug in a Webcam*.

- In the conversation window, click the **[Video]** button.



The video call starts. You can continue to send instant messages to the call recipient and also other contacts.

NOTE: If you accept someone's incoming video call, they won't see you unless you add video from your side of the conversation.