# Lync Meetings

## 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.

## Schedule a Lync Meeting

You can simply schedule an 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.
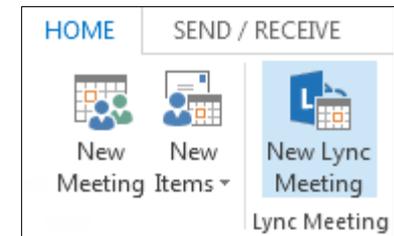


## Set meeting options

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)**.
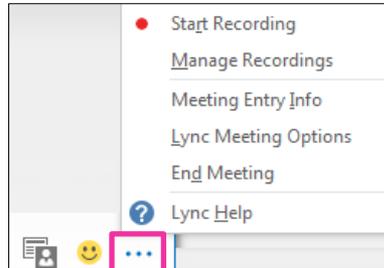
- To control meeting access, select an option under **These people don't have to wait in the lobby.**

- 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?**
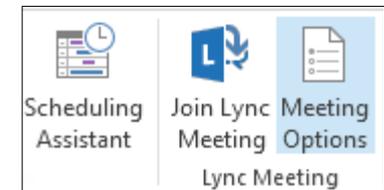
# Recording and Play back

Lync recording captures audio, video, instant messaging (IM), application sharing, PowerPoint presentations, and whiteboard.
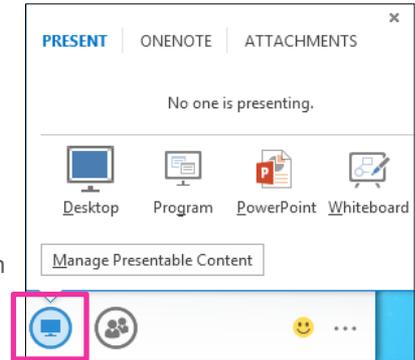
1. Click **More options** in the meeting, and then click **Start Recording**.

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 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.
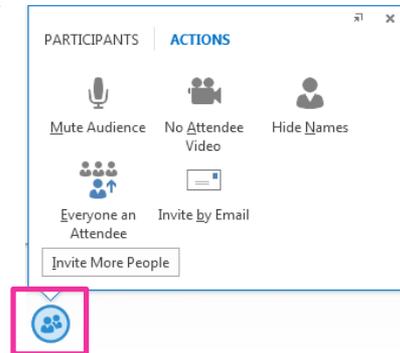
# Share your desktop or a program

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.