



Impromptu Lync meetings

You can hold impromptu meetings with one or many participants.

1. Select the **Conversation > Meet Now > Meet with Call (command + N), Meet with Video or Meet with Desktop Sharing**.
2. A new window with the group conversation will open.
3. You can then add other participants to your meeting by selecting the drop down menu by the **Settings icon** and selecting **Invite by Name**. Or, you can drag and drop attendees into your meeting from your contacts list.

Join a scheduled Lync Meeting

Joining a Lync Meeting is the same as starting a Lync meeting.

1. Do any of the following:
 - In the meeting request, click **Join Lync meeting**.
 - In the meeting reminder, click **Join Online**.
 - If the meeting request includes call-in information, you can call in to the meeting from a phone.
2. Your default Internet browser will launch and take you to the Lync Web App.

You have two choices:

- Use Lync software to join the meeting: Select the last option at the bottom of the window **Join using Lync for Mac**.
 - To use the Lync Web app:
 1. Log in with your **Dolphin ID** and **password**.
 2. Installing the Lync Web App plug-in: The plug-in is required to use computer audio. After it's installed, you can also share your video and programs.
 3. If you have administrative rights on the computer you are using, select **install the Lync Web App plug-in**.
 4. If you do not have administrative rights and cannot install the Web App Plug-in, de-select **Install Lync plug-in** and select **Join the meeting**.
3. You should now see the meeting and attendees.

To leave a Lync Meeting

To leave a meeting:

1. Select the red phone to hang up on the voice call, or
2. Close the window to leave the meeting. If using the Lync Web App, you can select **Exit Meeting**.

To end a Lync meeting in Lync software, select the **Settings icon**



and then select **Remove Everyone and End Meeting**.

Manage participants

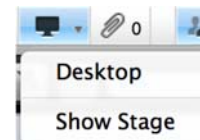
In the meeting window, click the **Settings icon** to do any of the following:

- **Invite by Name or Phone number...** - This will open your contacts list along with a search box where you can look up other Lync users.
- **Send Email Invite...** - This will create a meeting invitation in Outlook with a link to the meeting, which can be helpful if you're inviting Non-Lync users.
- **Mute Audience** - This will mute all attendees.
- **Make Everyone an Attendee** - This will disable participants from being able to share their desktops.
- **Play Entry and Exit Announcements**
- **Remove Everyone and End Meeting**

Share your desktop in an impromptu meeting

During a Lync meeting, you can share your desktop or a file as an attachment. To share your desktop with the Lync client:

1. Select the **computer monitor icon** and from the drop down select **Desktop**.
2. A dialog box will appear, click **OK**.

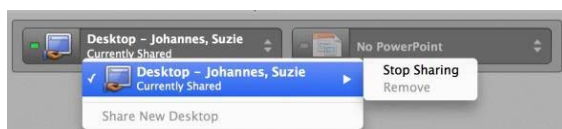
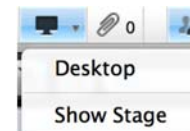


The Stage will appear and the edges of your screen will appear to have a green border denoting that it is being shared.

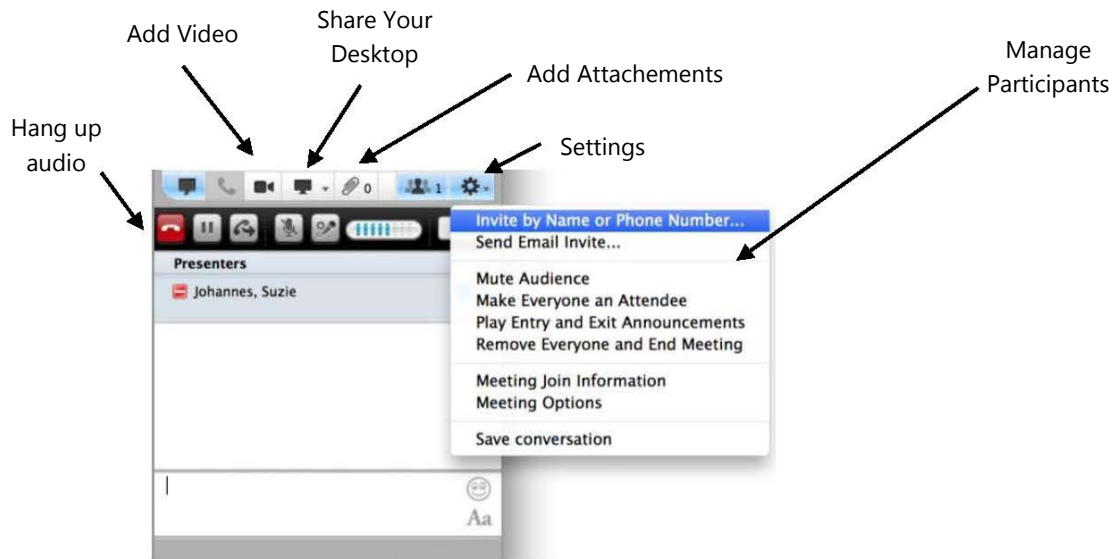
3. Click **Hide Stage** to collapse that area and show more of your screen.

To stop presenting your desktop:

1. If you've hidden the Stage, make it visible by selecting the **computer monitor icon** and selecting **Show Stage**.
2. When you have finished presenting, click **Stop Presenting** on the toolbar.



Note: Colleagues using the PC version of Lync and Lync Web App users have more options for sharing. You may view more options for collaboration during meetings.



Schedule Lync meetings

To schedule a Lync meeting, you'll need to use Outlook. For instructions on setting up Outlook, contact your department technical support.

To schedule a meeting with Outlook:

1. Open your Outlook calendar, select **New Meeting**.
2. Select the Online Meeting drop-down menu and choose **Create Online Meeting**. A footer with a hyperlink to the meeting and number for dial-in conferencing.
3. Add any agenda information above the dotted line of the footer. In the meeting request, add recipients, a subject, agenda, and date/time and press send.



Set meeting options

You can customize some meeting options, including who can access, present in, and share video during an individual meeting, and whether instant messaging (IM) is enabled. By default, Lync makes all attendees presenters.

1. Open the meeting request, select the **Online Meeting** drop-down menu and select **Set Access and Permissions...**