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1. LYNC TRANSFER CALLS

There are two options to transfer calls on a Lync phone. After receiving a call, use the buttons below the screen to complete a blind transfer or a consultative transfer.

Option 1: Blind (transfer calls directly to another line without speaking to the other party first)
- During a call select Transfer
- From the dialer select More
- Select Blind
- Dial a number and press send button or choose a contact from the directory
- The call is transferred directly to the contact

Option 2: Consultative (speak with the other party before completing the transfer)
- During a call select Transfer
- The active call is placed on hold
- Dial a number and press send button or choose a contact from the directory
- Speak with the contact
- Select Transfer when done talking
- The call is transferred to the contact

Option 3: Transferring Using the Phone, After First Selecting Favorites from LYNC

A. In LYNC Messenger, find the faculty/staff that you would like to have as a Favorite on your LYNC phone for transferring too. (Example: faculty/staff in your division)
   Step 1: Find John Doe in the search box, right click on their name and add as Favorite.

B. Next when a person calls, do the following if you need to transfer them to (John Doe).
C. During a call select Transfer and then Select Lines. Whichever button is next to John Doe’s name, then select by pushing the black button next to his name to do a transfer.
2. TRANSFER CALLS AND CONFERENCE CALLS

Transfer Calls

- Select Transfer button
- Dial # (2+extension)
- Hit transfer button

To Switch back and forth and then conference

- Put caller on hold
- Select new call from menu
- Dial # (2+extension)
- Use the directional pad to switch between two conversations
- Select More button
- Select Join for conference call
- Select end call to disconnect

3. MAKE A CALL ON CAMPUS

- Dial extension (2+4 digits)
- Hit Send

Off campus: Dial the 7 digit number
Long Distance: Dial area code and the 7 digit number
International: Must be placed by calling the campus operator

4. VIEW CALL HISTORY ON LYNC PHONE

Use the Navigation wheel and Home button to view the following:
- Right: placed calls
- Left: received calls
- Down: missed calls
- Up: favorite contacts (create this list using Lync on computer)
5. CALLS AND TRANSFERS

Make a Call

- Select person in contact list
- Select Call
- Mute, Hold Call and keypad options are available
- Closing the call window will disconnect the call

Transfer a Call

To do a Blind Transfer:

- Select Transfer Call
- Enter number to transfer call
- Select OK

To do a Warm Transfer:

- Put the first caller on Hold
- Call the other person
- Choose the 3 Dot More Options (lower right corner)
- Select Merge this Call

6. ACCESS LYNC CONTACTS USING LYNC PHONE

- Select More Button
- Select Contacts Option to view alphabetized list of all contacts
- Choose Groups to view Groups (these are set up on the Lync client on a computer)
- Dial any of the contacts from the screen by choosing contact
7. STATUS AND FORWARDING CALLS

Setting Status

For Do Not Disturb

- Select DND button for Do Not Disturb
- Select button again to return to active status

For additional status options

- Select More
- Select MyStat
- Use directional wheel and scroll up and down through options

Call Forwarding

- Select Forward button
- Use directional wheel to scroll through options
8. CHANGE YOUR PICTURE IN LYNC

As mentioned earlier, if the **Edit or Remove Picture** button is dimmed, your organization has decided not to let users change their pictures. If you can change your picture, here’s how to do it.

**Use a picture from your computer or an external drive**

1. On the Skype for Business (Lync) main window, click your picture. This opens the Skype for Business (Lync) – Options, My picture dialog box.
2. Click **Edit or Remove Picture**.

(If your organization has chosen not allow users to change their picture settings, the **Edit or Remove Picture** button on the My Picture options window will appear dimmed, as shown here:

Contact your technical support team if you have questions about this setting or policy.)

1. If the Change Picture feature is enabled in your environment, at this point either a Microsoft Exchange window or a Microsoft SharePoint window opens. (You’ll be able to tell which program you’re in by the buttons, as described in this procedure.)
2. If you’ve been taken to an Exchange window, do the following:
3. Click **Edit > Edit photo > Browse**.
4. Browse to where your replacement picture is stored (this can be on your computer or on an external or network drive). Your replacement picture can be any size or type, including HD (high-definition). The file size and image dimensions are adjusted to make it suitable for your contact picture.
5. Double-click the picture or file name.
6. On the Change Photo window, click Save. If a dialog box appears asking if you want to close the window, click yes.

- If you’ve been taken to a SharePoint window, do the following:
- Click Upload picture.

1. Click Browse on the Choose-a-picture dialog box, and then browse to the replacement picture you want to upload.

1. Double-click the picture or file name, and then click Upload.
2. Click OK on the Profile Changes dialog box.
3. On the SharePoint profile window, click Save all and close.

Note  After you’ve changed your picture, it might take a while before the new picture appears.
9. HIDE YOUR PICTURE IN LYNC

Depending on how Skype for Business (Lync) is set up in your organization, you may be able to hide your picture from other Skype for Business (Lync) users. Your contacts will see a blank outline of a person’s head instead of your picture.

To hide your picture from other Skype for Business (Lync) users, click the Options button > My Picture > Hide my Picture, and then click OK.

- To not have your picture display in Microsoft Office programs, including Skype for Business (Lync):
  - Click Options > My Picture > Edit or Remove Picture.
  - Follow the prompts to log on to Outlook Web Access.
  - On the Change Photo window, click the X next to Use the buttons to change or remove your photo, and then click save.

10. ADD A CONTACT IN YOUR ORGANIZATION

1. In the Lync main window, select Add a Contact, then Add a Contact in my Organization.

2. Type the person’s name or email address in the search box.
3. Right-click the listing, click Add to Contacts List, and select a group to add the contact to.
4. (Optional) To view or change the privacy relationship, right-click the contact’s listing, and then click Change Privacy Relationship.
11. IM, PRESENCE, AND CONTACTS

Find someone

The quickest way to find someone via Lync is to launch a search by typing the person’s name 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 the people you expect to be interacting with regularly. If your company allows it, you can add Lync users outside your company as well as within. To add someone as a contact:

1. Use Lync search to find the person you want to add.
   (See Find someone.)
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 in your Contact list or via search, point to his or her picture, and then click See Contact Card.
12. Change Your Presence Status

- Click the status menu drop-down arrow below your name on the Skype for Business (Lync) main window, and then click the status you want to show other people.

To revert from the status you set and have Skype for Business (Lync) automatically update your status, click the status menu and then click Reset Status.

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. Here are the available presence statuses and what they mean:

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

You can set up a group for each team you work with so you can see at a glance who’s 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, select **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.

14. 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 the bottom of the conversation window:

Add audio to an IM conversation

In the conversation window, point to the phone icon, and then select **Lync Call**.

Use audio call controls

During a call, point to the phone/mic button to access the controls.

- To put the call on hold, click the **Hold Call** button.
- To mute your audio, click the **Mute** button.
- If call transferring is available for your account, click the **Transfer Call** tab, and select the number you want.

- To hang up, click the phone button in the conversation window.
Set up your audio device

Before using Lync to make a call or join a meeting, 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** in the lower-left corner of Lync, then click **Audio Device Settings**.
2. Pick your device from the **Audio Device** menu, and adjust the speaker and microphone volume, as needed.

Start a conference call

1. In your Contacts list, select multiple contacts by holding the Ctrl key, and clicking the names.
2. Right-click a selected name, then click **Start a Conference Call**.
3. Click **Lync Call**.

Answer a call

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

- To answer the call, click anywhere on the photo area.
- To reject the call, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.

To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.
15. SWITCH BETWEEN TABBED CONVERSATIONS

Switch between tabbed conversations
If you have several conversations or meetings going on at the same time, Lync displays them all in one place, which lets you toggle between them. Click any tab to bring that activity to the foreground.

16. INVITE MORE PEOPLE TO CALL

1. In the conversation window, point to the people button, and then click the Invite More People button.
2. Type the name(s) of or select the person or people you want to invite, and then click OK.

Your new invitees receive a request to join your call.

17. FIND A PREVIOUS IM CONVERSATION

If you use Outlook and Exchange, Lync automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

1. Near the top of the Lync main window, click the Conversations tab.
2. Click All or Missed, depending on what you’re looking for. If you don’t see the conversation you’re looking for, click View More in Outlook, at the bottom of the list.
3. Double-click the conversation that you want to view or resume.
**18. SEND AN INSTANT MESSAGE**

- Locate the person you want to send an instant message to by finding them in search, your Contacts list, or anywhere else their contact listing appears in Skype for Business (Lync) (for example, in your conversation history or a conversation window). To start the IM conversation with more than one person or with a group, see the next two sections.

- Do one of the following:
  - Hover over their picture in the Contacts list and click the IM button on the Quick Skype for Business (Lync) bar.
  - Double-click anywhere on their contact listing.
  - Right-click their listing and select **Send an Instant Message**.
  - Type your message at bottom of the conversation window.

- (Optional) to send a file or image, do one of the following.
  - Drag-and-drop a saved file into the text input area.
  - Copy and paste a saved file or any image from an Office program into the text input area.
  - Press PrtScn on your keyboard to capture an image directly from your screen, and then paste it into the text input area.

**Notes** If these methods don’t work for sharing images, you are either in an IM conversation with more than one other person or you don’t have the latest updates for Skype for Business (Lync). Do one of the following:
  - If you are in a group IM conversation, share the image by a) saving it, then clicking the presentation (monitor) icon > **Attachments** tab > Insert Files (the file will be sent an icon that the recipient transfers to their computer to view), or by b) copying it, clicking the presentation (monitor) icon > **Whiteboard**, and then pasting.
  - If you need the latest updates, check Windows Update or contact your workplace technical support to find out when you’ll be updated. If you have to wait, share the image by copying it, clicking the presentation (monitor) icon > **Whiteboard**, and then pasting.

- (Optional) to add an emoticon, change the font, or mark the message as important, do any of the following:
  - Add an emoticon by clicking the Emoticon icon, and then clicking the emoticon you want to add.
  - Change the font for any part of the message by highlighting the text, clicking the Font icon, and then selecting the color, size, and/or font you want to use.
  - Mark your message high-priority by clicking the Importance icon.

- Press Enter on your keyboard to send the message. Anyone using the most recent version of Skype for Business (Lync) will see next to each instant message a picture of the person who sent it. This works for both one-to-one conversations and conferences.

- (Optional) Add others to the conversation by dragging their contact listing from your Contacts list into the conversation window.
19. START A GROUP IM CONVERSATION

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

1. Hold down the Ctrl key on your keyboard, 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 then click Invite more people.
20. MAKE OR RECEIVE A VIDEO CALL

Start a video call

1. Open Skype for Business (Lync), and either find a contact in your Contacts list or type a name in the search box to find the person you’re looking for.
2. Point to the contact’s picture, and click the Video icon.

An alert pops up on your contact’s screen, which they can use to accept or decline the request.
1. If the video call is accepted, the conversation window expands to display the video. Use the views and controls, such as mute, unmute, hold, and so on, as needed. For details about controls and views, see the following section.
2. At any time, you can do any of the following:
   - To end the call, close the window, or click the end call button.
   - To end all video, point to the camera icon, and click Stop My Video. The audio will continue.
   - To stop showing your video, point to the camera icon, and click End Video. The audio will continue.

You can also add video to an existing instant messaging (IM) conversation. Simply click the camera icon in the window to start your video.
Use video controls and views
In the conversation window, choose a view by clicking **Pick a Layout** and then clicking any of the following:

- **Gallery View** to show all of the participants’ videos (if you have more than two people).  
  (Not available with Lync Basic 2013.)
- **Speaker View** to show the presenter’s video or photo at the lower-right corner of the meeting window, plus meeting content.
- **Content View** to show only the meeting content.
- **Compact view** to show the tiles of the participants’ photos in a compact window.

To control call participants, in the conversation window, right-click someone’s video or photo, and then click any of the following:

- **Mute**, **Unmute**, or **Remove** to mute, unmute, or remove that person from the call.
- **Lock the Video Spotlight** to turn off video/photo of everyone other than the person in the spotlight.

To see videos or photos in a separate window, click **Pop out the video gallery**, and then click either:

- **Full Screen View**, for a large view of the videos or photos.
- **Pop in people region** to go back to normal view.

Answer a video call

When someone calls you, an alert pops up on your screen. Do one of the following:

- To answer the call, click anywhere on the picture area.
- To reject the call, click **Ignore**.
- Click **Options**, and then select the appropriate selection to do any of the following:
  - Reply with an instant message instead of with audio or video
  - Answer the call with audio only
  - Set your status to Do not Disturb to reject the call and avoid other calls
21. VIDEO MEETING AND OTHER SETTINGS

Choose the layout
In the video conversation window, click Pick a Layout, and choose one of the following:
• Gallery View to show all the participants’ videos.
• Speaker View to show only the presenters’ videos.
• Content View to show only the meeting content.
• Compact View to show the tiles of the participants in a compact window.

Manage the participants
To manage the participants, right-click a person’s video or photo, and click:
• Mute, Unmute, or Remove to mute, unmute, or remove that person from the call.
• Lock the Video Spotlight to make that person’s video the spotlighted video.
• Pin to Gallery to keep that person in the Gallery View.

Choose the view
• In the video conversation window, click Pop out video gallery to see the videos in a separate window, Full Screen View for a large view of the videos, and click Pop in video gallery to go back to normal view.
22. VIDEO SETTINGS QUICK REFERENCE

Set up your video device
You need a camera to share your video, but you don’t need one to see someone else’s video.
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
In your Contacts list, point to a contact’s photo and click the camera icon.
A message pops up on your contact’s screen to accept your call.
To end the video portion of the call, point to the camera icon, and then click one of the following:
  • Stop My Video to stop your video stream. You’ll still see others’ video.
  • End Video to stop seeing all video. You’ll still have audio.

TIP During an instant messaging or audio call, click the camera icon to make it a video call

Start a video meeting
Start an ad-hoc video meeting to discuss a subject that needs immediate attention.
  1. In your Contacts list, select multiple contacts by holding down the Ctrl key and clicking the names.
  2. Right-click one of the selected names, and click Start a Video Call. When you start a video call, you automatically use Lync computer audio.
  3. Use the video controls to manage the meeting.
**Answer a video call**

When someone calls you, an alert pops up on your screen. To answer the call, click anywhere on the photo area. Click **Ignore** to reject the call. Click **Options** and the appropriate selection to do any of the following:

- Reply by IM instead of by video.
- Answer with audio only if you don’t want to share your video.
- Change your status to Do Not Disturb to ignore this call and others, until you change your status.

**Invite other people to a video call**

1. In the conversation window, pause on the people icon, and click **Invite More People**.
2. Type or select the new invitee(s), and then click **OK**.

Your new invitees receive a request message to join your call.

**Add video to an IM conversation**

1. In the conversation window, point to the camera icon, and check your preview.
2. Adjust your camera if needed, and click **Start My Video**.
3. To end sharing your video, click **Stop My Video**.

**TIP** Click **End Video** to stop sharing your video with others AND to end their video feeds to you.
23. SETUP A LYNC MEETING
To set up a Lync Meeting by using Outlook 2013

1. Open Outlook, and go to your calendar.
2. On the **Home** tab, on the **Lync Meeting** ribbon, click **New Lync Meeting**.
3. Set up the meeting as you typically would, that is:
   - In the **To** box, type the email address of each person you’re inviting, separated by semicolons.
   - In the **Subject** box, type a name for the meeting.
   - If you’ll have in-person attendees, either click **Room Finder**, in the Options ribbon of the Meeting tab, and then find a room or, in the **Location** box, type a meeting location, such as a conference room.
   - Select a start time and end time.

**Notes**  To look for a time that works for everyone, click **Scheduling Assistant**, in the Show ribbon of the Meeting tab.

4. In the meeting area, type an agenda. Be careful not to change any of the Lync meeting information.

   In the meeting request, on the Lync Meeting ribbon of the Meeting tab, click **Meeting Options**, and then select the appropriate options.

5. (Optional) On the Show group of the Meeting tab, click **Scheduling Assistant** to make sure you have the best time for the meeting.
6. You’re almost done. Just double-check the information and click **Send**.
24. START A CONFERENCE CALL

Start a Skype for Business (Lync) conference call to have a quick, impromptu meeting with your coworkers. Make sure your contacts are available by checking their presence status first.

Then:

1. Hold down the **Ctrl** key on your keyboard, and click the names of your contacts to select them.
2. Right-click the selection, and click **Start a Conference Call**.
3. Choose how you want to start the conference call:
   4. **Skype for Business (Lync) Call** – Skype for Business (Lync) makes the call using computer audio.
   5. **Mobile, Work**, or another number – Skype for Business (Lync) calls you and your contacts from the phone you choose.

Your contacts then receive a notification, and can accept or decline your request for the conference call.
25. SHARE YOUR DESKTOP OR PROGRAM

Quickly start sharing your screen with someone from within an IM. No meeting necessary.

1. Double-click a contact’s name to start an IM.
2. Pause on the present (monitor) button, and on the Present tab:
3. Click Desktop to show the entire content of your desktop.
4. Click Program, and double-click the program you want.
5. A sharing toolbar appears at the top of the screen and you'll be notified that you’re sharing.
6. To add audio, click the phone button.
7. To add video, click the camera button.
8. When you’re done, click Stop Sharing on the toolbar.

26. SHARE POWERPOINT SLIDES

1. Double-click a contact’s name to start an IM.
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, and 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.
27. SEND A FILE TO SOMEONE

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.
2. Drag the file from your computer and drop it onto the conversation window.
3. Skype for Business (Lync) notifies the recipient that a file is being sent and they can accept or decline.
4. If the transfer is accepted, the file starts downloading on the recipient’s computer. 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.
28. SCHEDULE A LYNC MEETING USING OUTLOOK 2013

To schedule a Lync Meeting, you need a sign-in address and password from an organization that uses Lync Server.

To set up a Lync Meeting by using Outlook 2013
A. Open Outlook, and go to your calendar.

B. On the Home tab, on the Lync Meeting ribbon, click New Lync Meeting.
   Note  If Lync is installed on your computer, and you don’t see the New Lync Meeting button, follow the steps in the Lync Meeting control is not displayed on the Outlook 2013 ribbon article to resolve the issue.

C. Set up the meeting as you typically would, that is:
   1. In the To box, type the email address of each person you’re inviting, separated by semicolons.
   2. In the Subject box, type a name for the meeting.
   3. If you’ll have in-person attendees, either click Room Finder, in the Options ribbon of the Meeting tab, and then find a room or, in the Location box, type a meeting location, such as a conference room.

   Select a start time and end time.
   Notes  To look for a time that works for everyone, click Scheduling Assistant, in the Show ribbon of the Meeting tab.
D. In the meeting area, type an agenda. Be careful not to change any of the Lync meeting information.

**Important** Scheduling a meeting with the default options, like we just did, is suitable for small, internal meetings, such as casual meetings with a few coworkers. If you have a meeting with people outside your company, or you’re scheduling a large event, change the meeting options before sending the invites to better fit your meeting requirements. In the meeting request, on the Lync Meeting ribbon of the Meeting tab, click **Meeting Options**, and then select the appropriate options.

For details about what options are available and when you should choose them, see [Set options for Lync Meetings](#).

E. (Optional) On the Show group of the Meeting tab, click **Scheduling Assistant** to make sure you have the best time for the meeting.

F. You’re almost done. Just double-check the information and click **Send**.
29. LYNC 2013: MEETINGS

Schedule a Lync Meeting

- Open Outlook calendar
- Select Home tab
- Click New Lync Meeting

In the meeting request, add recipients, subject, agenda and date/time.

Set Meeting Options

- In the meeting request, click Meeting Options

- Click A new meeting space
  - 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 video sharing, use options under Do you want to limit participation?
Recording & Playback

Lync recording captures audio, video, instant messaging, application sharing Power Point presentations, and whiteboard.

- Click More Options
- Click Start Recording

- Use the controls at the bottom of the meeting room to pause, resume or stop recording
- After the recording is stopped it is automatically saved
- Click Manage Recordings on the More Options menu
  - Highlight the recording to play, rename or delete
- Click Browse to locate the recording to copy the file to post for others to view

Manage Participants

- Pause on the people icon to manage participants individually or as a group
- Under Participants tab, right click a persons name to mute, unmute, remove, etc.
- Click the Actions tab to:
  - 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 names on pictures
  - Everyone an Attendee if there are too many presenters
  - Invite by Email to send additional email invites
**Share Your Desktop or a Program**

During a Lync Meeting, it is possible to share your desktop, or a specific program.

- Pause on the presentation (monitor) icon
- On the Present tab:
  - Click Desktop to show the entire desktop
  - Click Program and double click the program to share
- Click Give Control on the sharing toolbar at the top of the screen to share control with another participant
- Take control back by clicking Give Control, then Take Back Control
- Click Stop Presenting to end session

**Share a PowerPoint Presentation**

- Pause on the presentation (monitor) icon
- On the Present tab, click PowerPoint
- Upload the file in the meeting
- To move the slides, click Thumbnails, click slide to show, or use the arrows at the bottom of the meeting room
- Click Notes to view presenter notes
- Click Annotations (upper right side of slide) to open toolbar to use highlights, stamps, etc.