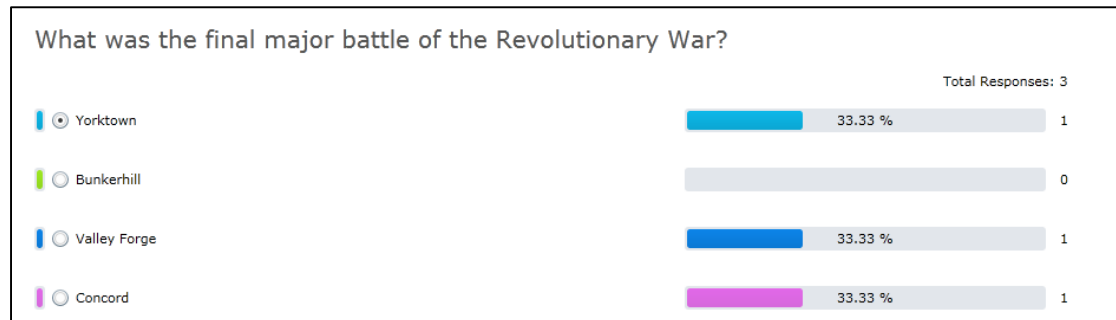
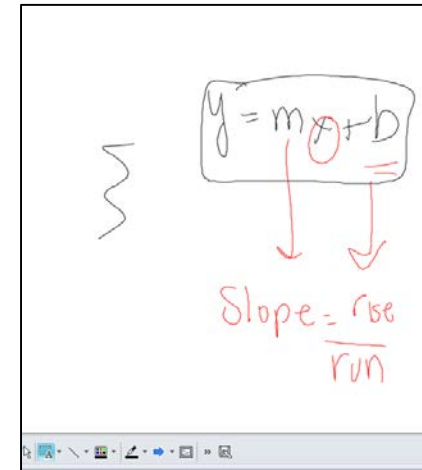
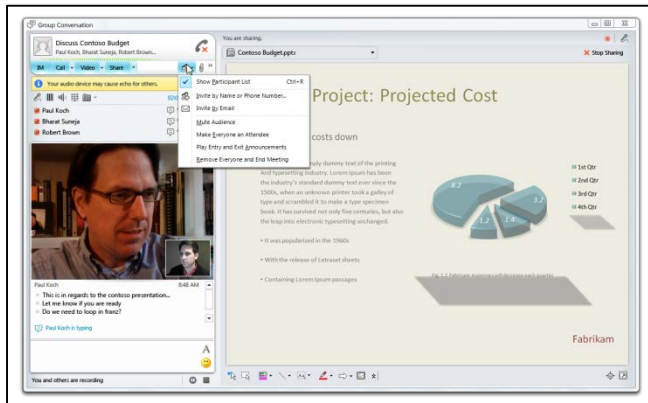
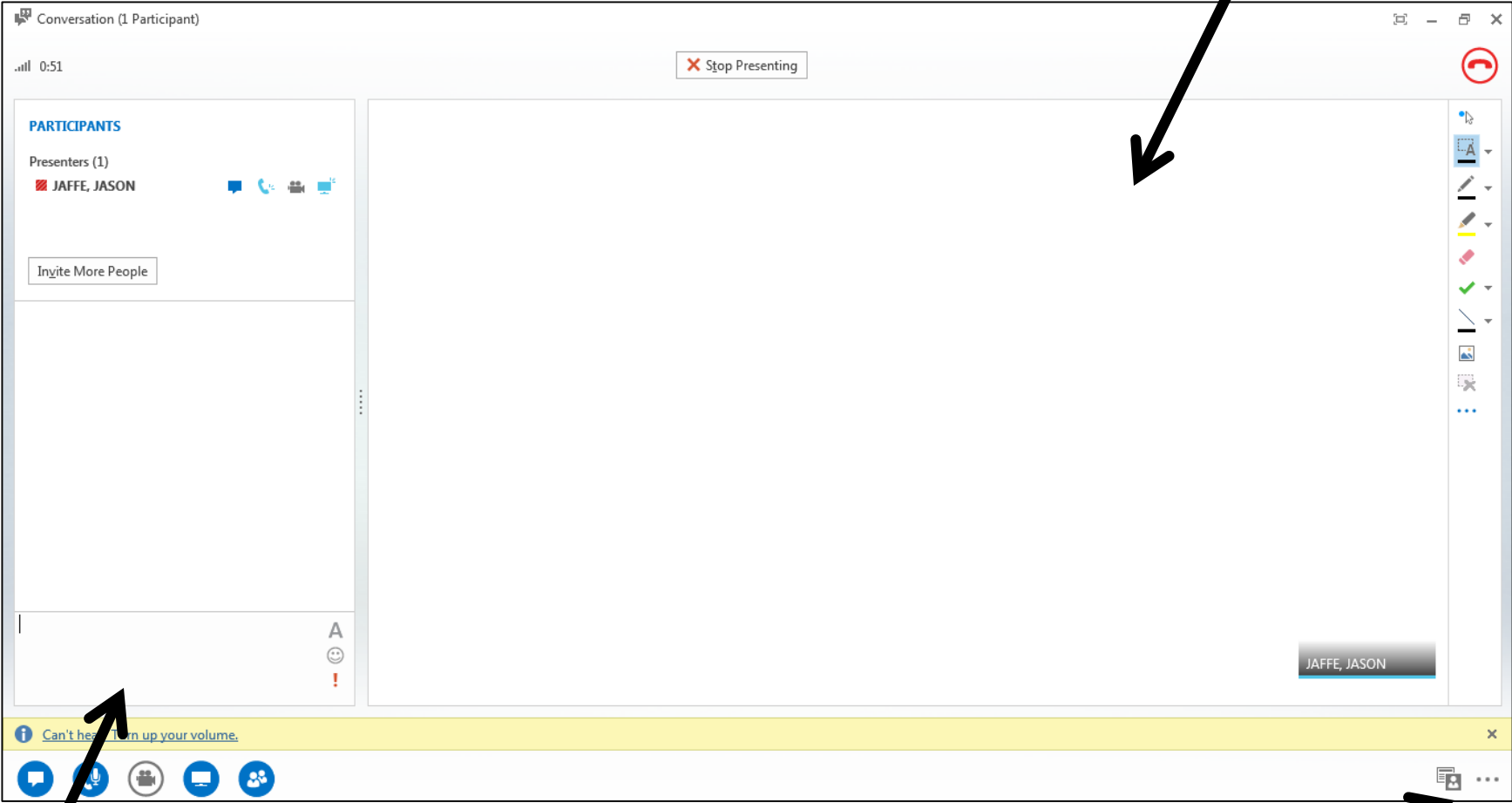


Using Lync 2013

Lync includes: instant messaging, voice, video, whiteboard space and polling.



Digital Whiteboard



IM

Options

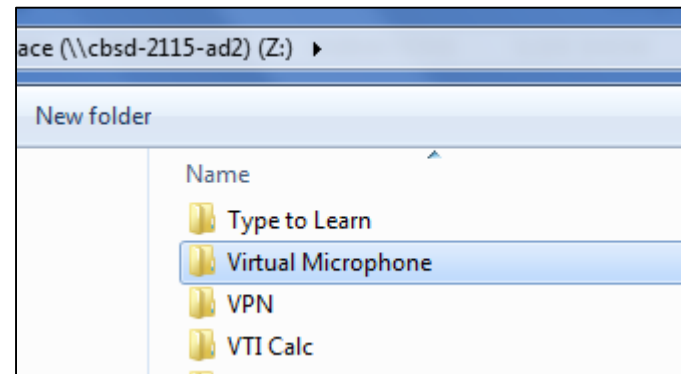
Connecting to Audio



The best practice is to **use a microphone** with Lync.

You can also use the CB Virtual Microphone but it is not the recommended way. You will only be able **to listen** to the meeting, but not talk.

- Click on the **Virtual Microphone** Icon in the Z drive. A black box will appear and a warning message. Please select **Install this driver anyway**.

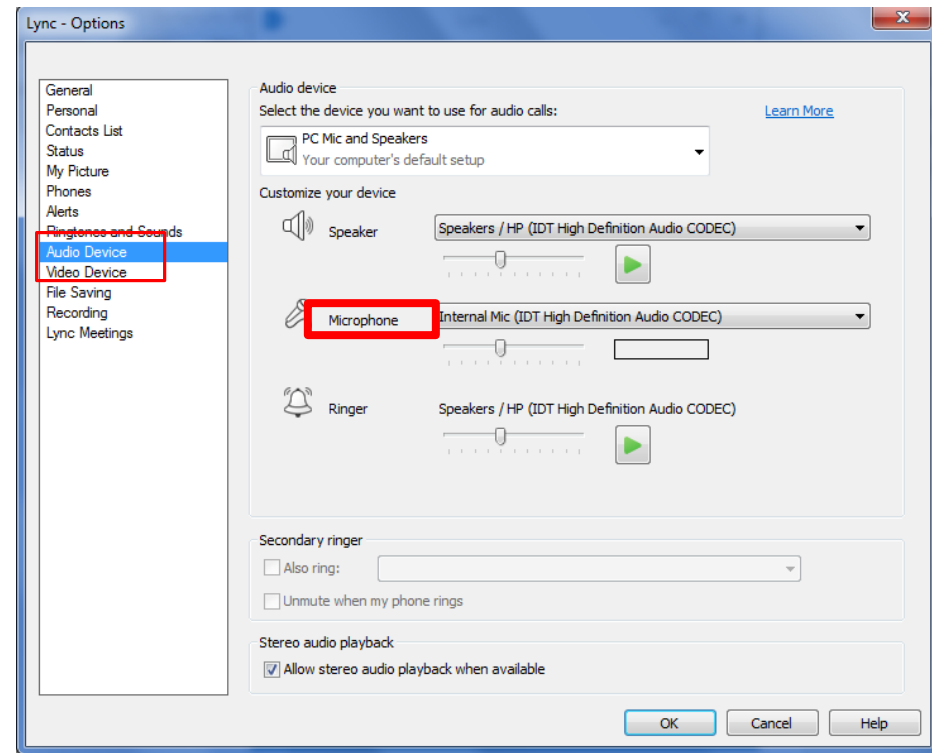
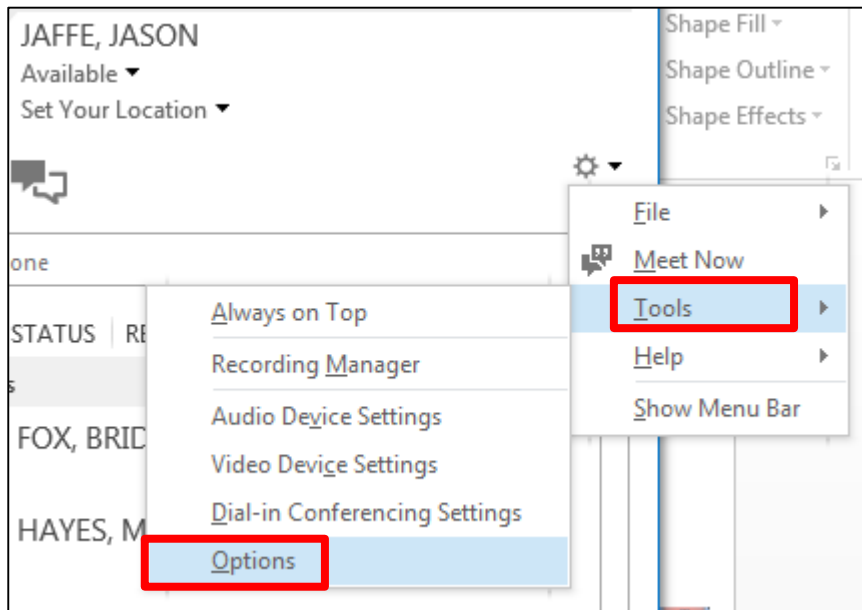


Configuring Audio



Tools – Options – Audio/Video to check what is selected

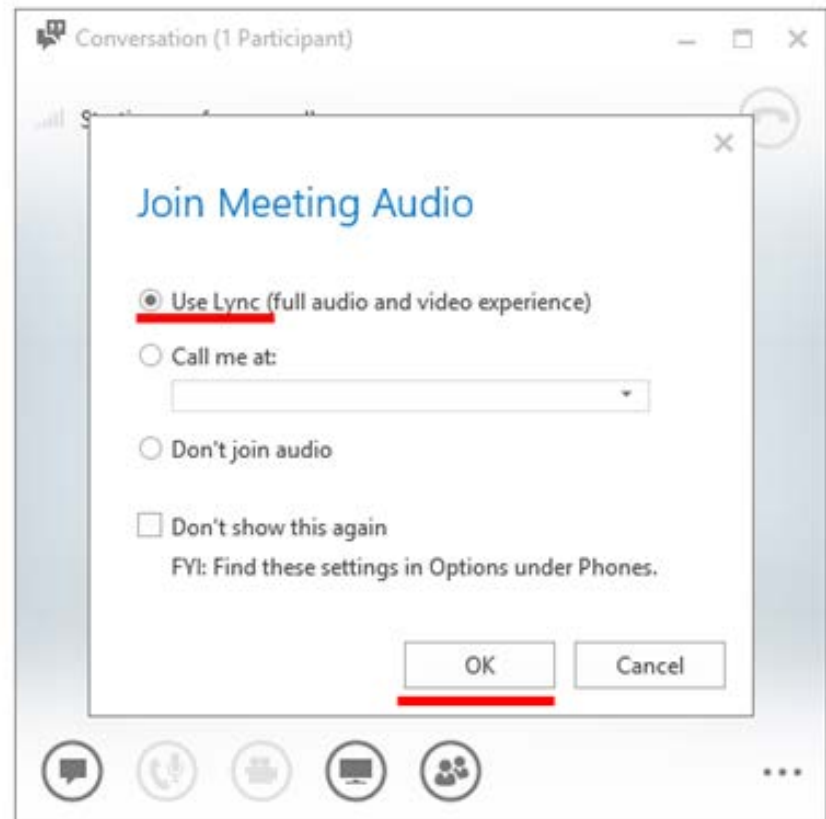
- **1. Audio Settings:** Make sure the correct microphone is selected
- **2. Video Settings:** Check to make sure document camera is not selected



Joining the Lync Meeting

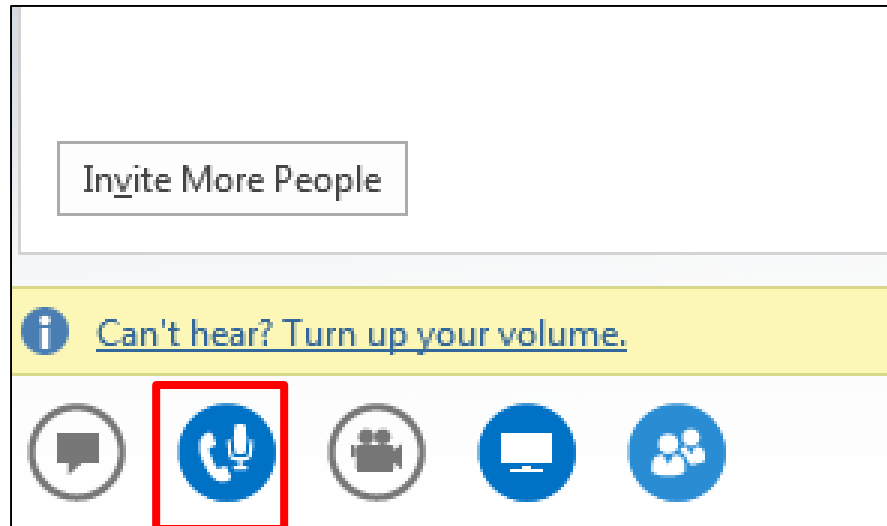
Please click on the link that was provided for your session.

Join the audio: “Use Lync”



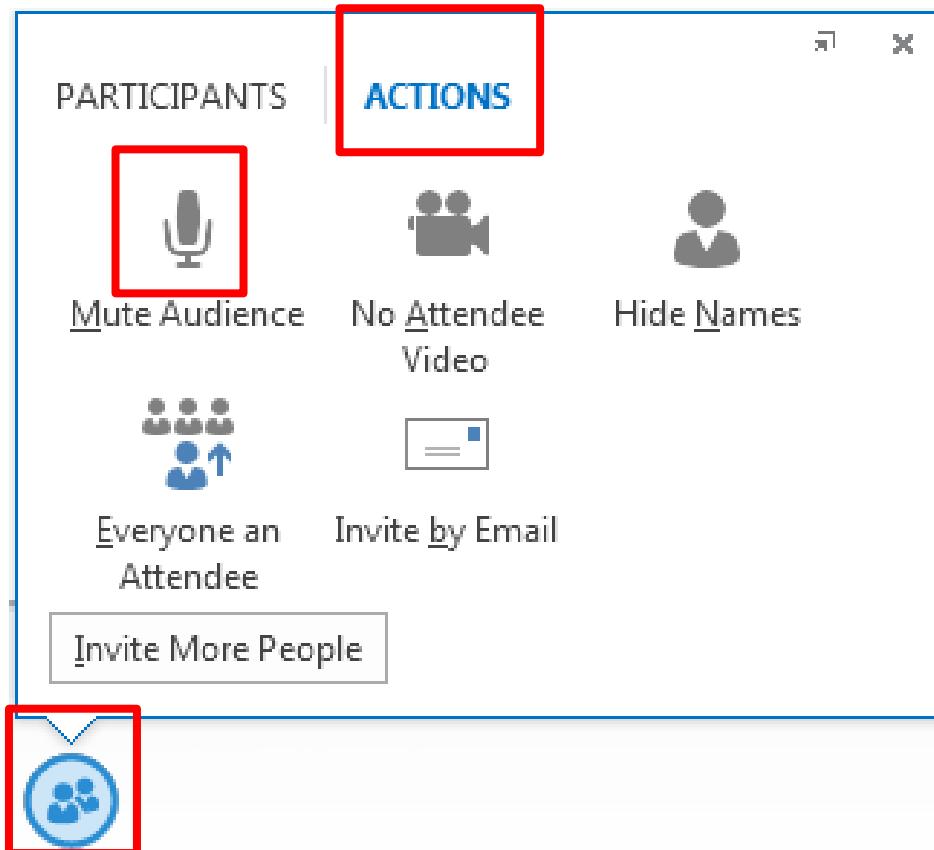
Mute Your Microphone

Audience members and presenters can mute and unmute by clicking on the microphone icon.



Mute Your Audience

Presenters can mute everyone.



Sharing Your Screen (image on next slide)

During a Lync meeting, you can share your desktop or a specific program.

1. In the meeting window, point to the presentation (monitor) button.

2. On the **Present** tab, click:

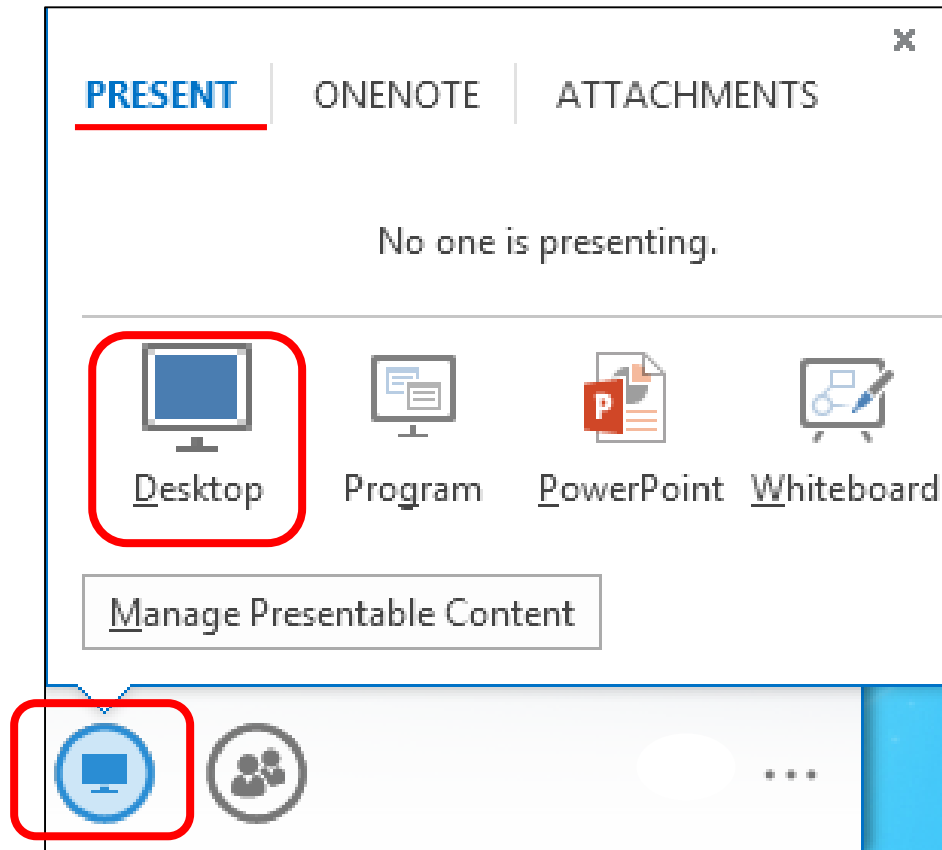
- **Desktop** to show the entire content of your desktop.
- **Program**, and double-click the program you want to share.

3. (Optional) Click **Give Control** on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.

NOTE You can take control back at any time by clicking **Give Control**, and then **Take back control**.

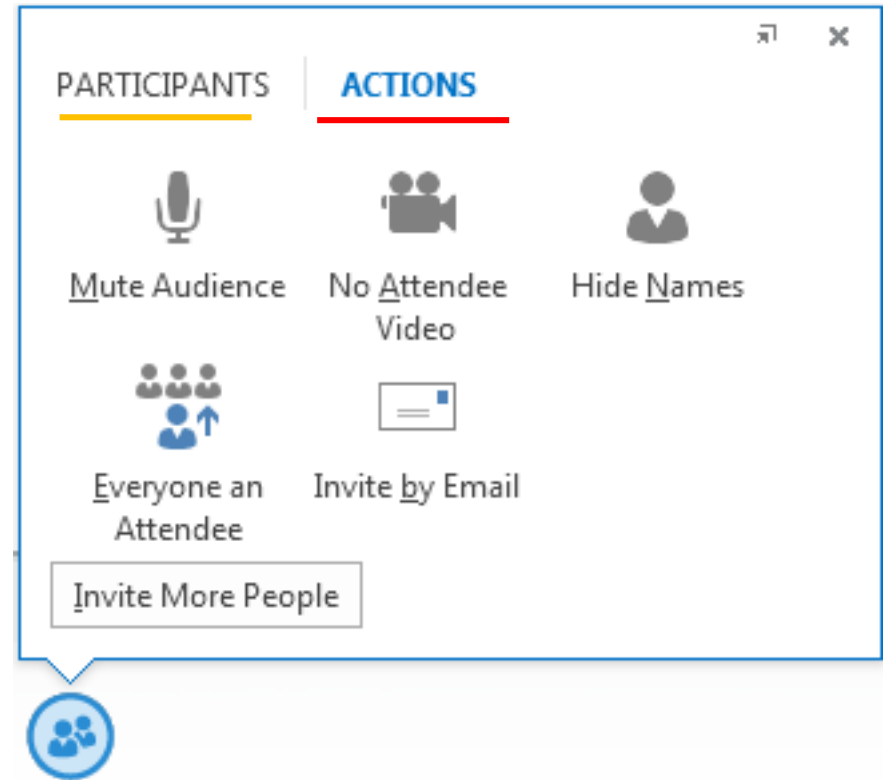
4. When you have finished presenting, click **Stop Presenting** on the toolbar.

Sharing Your Screen



Manage Participants

- To manage a participant, on the **Participants** tab, right-click the person's name, and use the options to mute, unmute, remove, and so on.
- To manage all, on the **Actions** tab, click:
 - o **Mute Audience** to eliminate background noise.
 - o **No Attendee Video** to block attendees from starting their video.
 - o **Hide Names** to hide the names on the pictures. (not needed)
 - o **Everyone an Attendee** if you have too many presenters.

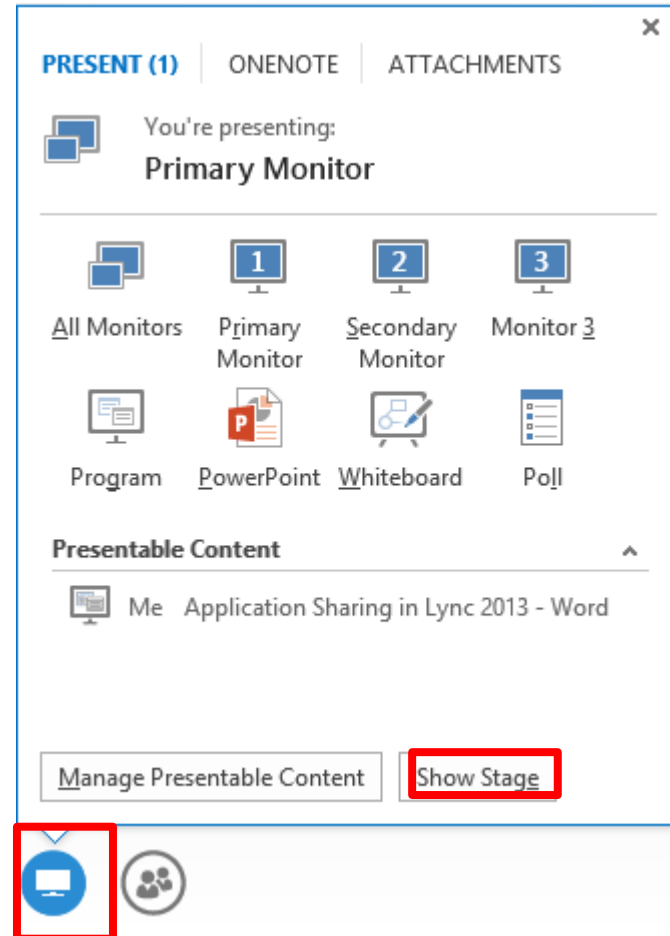


Can't View the Content

Make sure your stage is not hidden.

Click on the Manage Presentable Content icon (the monitor)

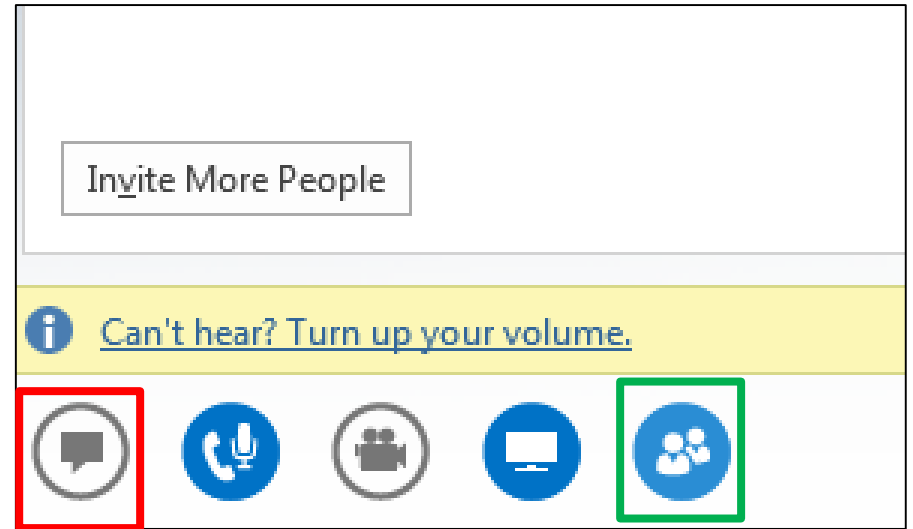
Show Stage – if you are seeing the Chat room only



Can't View the Content

To hide/view the chat window, click on the **Chat** icon.

To hide and view the participants, click on the **Participants** icon.



Scheduling a New Lync Meeting

To schedule a meeting with Outlook for a future meeting:

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.
3. The meeting request contains the meeting link so that the participant can use to join the meeting.

