How to schedule a Lync Conference from Outlook 2010

**Summary:** if you have the Lync client installed on your computer, then from Outlook 2010 you can schedule Lync conferences. Once scheduled, you can join the conference at any time by clicking on the “Join Online Meeting” link within the calendar entry. Participants in the conference can join via Lync, the Lync Web Client, and the Lync Attendee client.

**Scheduling a Lync Conference**

1) From Outlook 2010, click on Calendar, then click on the button for New Online Meeting

2) On the new meeting request, add the participants you would like to invite on the To line. Give your meeting a subject, then pick a date & time. If you would like to set any of the options, click on the Meeting Options button.

**Join online meeting**
https://lync.odu.edu/meet/asmith/D87BTRBF

**First online meeting?**
3) By clicking on the Meeting Options button you can customize who can access the meeting, and what level of participation they have. By default, only the presenter can share content & admit people to the conference. Also by default, the presenter will have to admit participants to the meeting as they join. When done click OK.

4) When you are ready to send the invitation, click Send to send the meeting invitation. ODU Faculty & Staff who join the meeting can use the full Lync client, the Lync web client, or the Lync Attendee client to join the meeting. ODU students, and non ODU employees can join the meeting only using the Lync web client or the Lync Attendee client because they do not have ODU Lync accounts, so they cannot use the full Lync client or be presenters.
How to join the meeting

Joining the meeting as the presenter

1) When you are ready to start the meeting, go to your calendar event for the meeting, and click on the link for Join online meeting.

2) This will start a new meeting from the Lync client

3) As participants join the meeting, you will be prompted to admit them to the meeting.

4) To start an IM conversation with the participants, click on the IM button and start typing.

5) To start video in the meeting, click on the Video button to start video.

First online meeting?

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https://lync.odu.edu/meet/asmith/D87BTRBF
6) To share additional content, click on the Share button, and then choose what you would like to share with the participants.

![Share button with options]

**Joining the meeting as a participant**

Participants can join the meeting any time after the presenter has begun the meeting by clicking on the “Join online meeting” link in their meeting invitation, or in the calendar event created by the invitation.

**Join online meeting**

[https://lync.odu.edu/meet/asmith/D87BTRBF](https://lync.odu.edu/meet/asmith/D87BTRBF)

First online meeting?

**Join using the full Lync client**

ODU Faculty & Staff can use the full Lync client. If the client is already installed and you are signed into Lync, then once you click the “Join online meeting” link the program will automatically start and you will join the meeting once the presenter admits you to the meeting.

**Join using Lync Attendee Client**

Invitees can also join the meeting using the free Lync Attendee client which can be downloaded here:

Join using Lync Web Client

If the participant does not have a Lync client, and is unable to install the Lync Attendee client, then they can only join using the Lync Web client. The web client does not have the ability to participate in video conferences, but it does have the ability to view shared content and instant messages.

Lync Attendee Client instructions

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 Lync Attendee - Options dialog box appears.

The options General, Personal, Ringtones and Sounds, Audio Device, and Video Device are the options that you can click from the Lync Attendee - Options dialog box. You can then either review them to make sure that they are applicable to what you want to do, or change them.
Join a Lync 2010 online meeting

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

1. Click the Join online meeting link in the online meeting request.
2. In the Microsoft Lync Attendee sign-in screen, select **Join as Guest**, type your name in the text box and click **Join**.

![Microsoft Lync Attendee Sign-in Screen](image)