Schedule a Lync 2013 meeting

You can schedule a Lync Meeting by using the Outlook add-in for Lync.

To schedule a meeting with Outlook:

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, if your account is configured for dial-in conferencing, audio information that the participant can use to join the meeting.

Set meeting options

You can customize some meeting options, including who has access, present, and share video, for an individual meeting. The options you can set vary depending on whether you use Outlook.

If you use Outlook, set meeting options from the meeting request for a meeting you set up.

- Open the meeting request, and on the Home tab, click Meeting Options, and then in Access and Presenter options and Audio and Phone options, choose the appropriate selections.

If you don’t use Outlook, you can change some options for participants during a meeting you’re a presenter in. For details, see Manage participants later in this guide.

Join a Lync meeting

1. In the meeting request, click Join Lync meeting or click Join Online in the meeting reminder. Or, if the meeting request includes call-in information, you can call in to the meeting from a phone.
2. If you’re joining by using Lync, on the Join Meeting Audio window, select one of these options.

<table>
<thead>
<tr>
<th>Use Lync (full audio and video experience)</th>
<th>You can use computer audio and video with your computer’s built-in devices, or a headset and camera.</th>
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</thead>
<tbody>
<tr>
<td>Call me at:</td>
<td>Lync calls you at a number you provide.</td>
</tr>
<tr>
<td>Don’t join audio</td>
<td>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.</td>
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</table>

Do I need a PIN, work number or extension?

Not always. Most of the time when you call into the meeting, you get connected right away. You need a PIN and extension only if:

- You’re the leader (organizer) of the meeting and calling from a phone that is not connected to your Lync account; such as a cell phone.
- You’re an attendee, but the meeting is secured and you need to be identified before joining.

If you’re prompted for a PIN, 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 then follow the instructions on the page to reset.

### Share your desktop or a program

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.

### Share a PowerPoint presentation

1. Point to the presentation (monitor) button.
2. On the **Present** tab, click **PowerPoint**, and upload the file in the meeting.
3. (Optional) Do any of the following:
   - To move the slides, click **Thumbnails**, and then click the slide you want to show, or use the arrows at the bottom of the meeting window.
   - To see your presenter notes, click **Notes**.
   - 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.

### Manage participants

In the meeting window, point to the people button, and do any of the following:

- 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:
  - **Invite More People** to add participants.
  - **Mute Audience** to eliminate background noise.
  - **No Attendee 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.