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**Introduction and Overview**

Meetings can be easily scheduled by using the Lync Meeting Outlook add-in. When scheduling a meeting, you can select your own dedicated space, or you can create a new meeting room with a new ID and password. This enables you to customize your meeting options to better fit your requirements, meeting type, or the participants. For example, if you have external participants, specific presenters, or confidential information to discuss, you might want to create a more controlled meeting space.

You can also decide whether you want to mute the audience and allow or block video sharing when scheduling the meeting. These options are available through Outlook 2013 in the Lync Meeting Options dialog box and are recommended when you have a meeting with more than 20 participants.

**Establishing a Conference Call PIN**

For instructions and steps on how to establish a conference call PIN see the Establishing a Conference Call PIN Lync 2013 job aid.

*Note: When a meeting is created in a new non-dedicated meeting space, the “Join Lync Meeting” URL & conference ID is different than that of the dedicated one; therefore if choosing to copy & paste meeting information between the invitations, you will need to paste the new “Join Lync Meeting” URL information into the new meeting space. Then send an update to all attendees.*
Setting Up a Lync 2013 Conference/Meeting

Directions: Follow these steps to set up a Lync 2013 conference or meeting.

**Step 1:**
Open Microsoft Outlook.
Click the New Items **drop down** menu.

![Image showing the New Items drop down menu in Microsoft Outlook.]

**Step 2:**
Select the **Lync Meeting** option.

![Image showing the Lync Meeting option selected in Microsoft Outlook.]

Continue
Step 3:

AUntitled – Meeting window opens with the Join Lync Meeting information displaying.

Go to the To field and type the names of the attendees.

Note: You can also use the Global Address book to locate and enter attendees by clicking on the `To’ button.

Step 4:

Next go to the Subject field and type the subject of your meeting.
Step 5:

Next go to the Location field and type a location or click the Rooms button to add a meeting room.

Note: For instructions and steps on booking rooms using Outlook see the Booking Rooms PC/Mac job aids on Alfresco.

Step 6:

Next go to the Start time and End time fields to select a start and end time for your meeting.

Note: For information and steps on inputting meeting options go to the Inputting Meeting Options section of this user guide.

Make sure to check attendees’ availability by using the Scheduling Assistant.

Continue
Step 7:

Click the Send button.

Step 8:

Your Lync Meeting is saved to your Outlook calendar and all attendees are notified.

End Steps
Inputting Meeting Options

Directions: Lync meeting options can be input when you are scheduling your meeting or when you begin your meeting.

Note: If you do not change these meeting options anyone within DeVry Education Group can enter your meeting at any time as a presenter.

Follow these steps to input Lync meeting options.

When Scheduling Your Lync Meeting

Step 1:

After entering the required information to set up your Lync Meeting, click the Meeting Options button on the Meeting ribbon.
Step 2:
The Lync Meeting Options window displays. **Click Permissions** on the left side of the window.

Step 3:
Under the “Where do you want to meet online?” section **click** the radial button for **A new meeting space (I control permissions)**.

Step 4:
Next **go** to the “These people don’t have to wait in the lobby:” section. **Click** the drop down menu to select which attendees will not have to wait in the lobby.

Continue
Step 5:

Click the check box to the left of “Announce when people enter or leave” to turn this option off.

Note: Announcements will continue during your meeting.

Step 6:

Next go to the “Who’s a presenter?” section.

Click the drop down menu to select who can present during the meeting.

Note: If selecting “People I choose” you must click the Choose Presenters button to select presenters.

- **Anyone (no restrictions)** – means anyone on the meeting invite can present whether they are members of DeVry Education Group or an outside company.
- **People I choose** – means only the attendees you choose will have the ability to present. When using this option you must click the Choose presenters button to select people to present.
- **Anyone from my organization** – means only DeVry Education Group colleagues can present. Therefore anyone within the organization who has been added to the meeting invite whether a direct invite or through forwarding, will be able to present.
- **Only me, the meeting organizer** – means no one else will be able to present, only the meeting organizer.

Continue
Step 7:

Next go to the “Do you want to limit participation?” section.

Click the check boxes to the left of each option to enable or disable an option.

![Do you want to limit participation?]

Window showing checkboxes for:
- Disable IM
- Mute all attendees
- Block attendees’ video

Note:
Presenters can share audio and video.

Step 8:

Click the OK button.

**Note:** Click the Remember Settings button if you want to use the setting you chose for every Lync meeting you schedule.

If the meeting is being run from within the Lync desktop client, at the conclusion of the conference click the “End Meeting” option to shut down the meeting and disconnect all participants.

End Steps
When Beginning Your Lync Meeting

**Step 1:**

To quickly join a meeting you scheduled, **right click** the meeting on your Outlook calendar.

**Click** the **Join Lync Meeting** option.

**Step 2:**

The Join Meeting Audio window displays. **Make** the appropriate selection for joining your **meeting audio** and **click** the **OK** button.

**Note:** If you choose the Use Lync (Full audio and video experience) you must have a computer headset connected to receive audio.

**Call me at** – Lync calls you at a number you provide.

**Don’t join audio** – If you prefer to call into the meeting audio with the phone using a conference number and ID included in the meeting invite.

Continue
Step 3:

A Conversation window displays.

Click the More Options button.

Step 4:

A menu displays.

Select Lync Meeting Options on the menu.

Continue
Inputting Meeting Options

Step 5:

The Lync Meeting Options window displays.

Go to the “These people don’t have to wait in the lobby:” section.

Click the drop down menu to select which attendees will not have to wait in the lobby.

Step 6:

Next go to the “Who’s a presenter?” section.

Click the drop down menu to select who can present during the meeting.

- **Anyone from my organization** – means only DeVry Education Group colleagues can present. Therefore anyone who has been added to the meeting invite whether a direct invite or through forwarding, will be able to present.
- **Anyone (no restrictions)** – means anyone on the meeting invite can present whether they are members of DeVry Education Group or an outside company.
- **People scheduled as presenters** – means only the attendees you choose will have the ability to present.

Continue
Step 7:

Next go to the “Who can annotate PowerPoint presentation?” section.

Click the drop down menu to select who can annotate (add notes or comments).

Step 8:

Finally, go to the “Who can look at content on their own?” section.

**Note:** Use this option when you want your participants to be able to look at the presentation on their own, without interrupting your meeting. This is also a good option for other presenters who might want to skip ahead to a slide they’re about to present.

This option is for PowerPoint, Whiteboard and Poll pages only. Shared desktop or programs can’t be viewed privately.

Click the drop down menu to select who can look at content on their own.

Click the OK button.
Inputting Meeting Options

Step 9:

You are returned to the Conversation window.

Note: If the meeting is being run from within the Lync desktop client, at the conclusion of the conference click the “End Meeting” option to shut down the meeting and disconnect all participants.

End Steps
Mute\Unmute Attendees

Directions: Follow these steps to mute or unmute attendees during a Lync meeting.

Step 1:

Begin your link meeting and hover your mouse over the People icon and an options window displays.

*Note:* For information on beginning a Lync Meeting see the Inputting Meeting Options - When Beginning Your Lync Meeting section of this user guide.

Step 2:

In the options window click the Actions tab.

Then click the Mute Audience option.

Continue
Mute\Unmute Attendees

**Step 3:**

The People icon option window closes and a message displays in the meeting window saying “A presenter muted the audience”.

**Step 4:**

To unmute the audience, hover your mouse over the People icon and an options window displays. Make sure you are on the Actions tab and click the Unmute Audience option.

**Step 5:**

The options window closes and the audience is unmuted.

End Steps
Add & Remove People

**Directions:** Follow these steps to add and remove attendees during a Lync meeting.

**Add People**

**Step 1:**

Begin your link meeting and **click** the *Invite More People* button.

*Note: For information on beginning a Lync Meeting see the Inputting Meeting Options - When Beginning Your Lync Meeting section of this user guide.*

**Step 2:**

The Send an IM window displays.

**Go to the** search **field and type** the name or a portion of the name of the colleague you want to add to the meeting.

**Click** the colleague’s name to select it.

**Next click** the **OK** button.

Continue
Add & Remove People

**Step 3:**

A **confirmation window** with the colleague’s name displays above the People icon and the colleague is added to your meeting.

![Confirmation window with colleague's name](image)

**End Steps**
Remove People

**Step 1:**

During your meeting **go** to the **Participants** list.

**Right click** on the **name** of the participant you want to remove.

**Step 2:**

A menu displays.

**Click the Remove option** on the menu.

Continue
### Add & Remove People

<table>
<thead>
<tr>
<th>Step 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The participant is removed and they receive an IM message window stating <strong>“You were removed from the meeting”</strong>.</td>
</tr>
</tbody>
</table>

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**End Steps**
Changing a person from Presenter to Attendee

Directions: Lync 2013 is set by default to make all attendees presenters. Follow these steps to change a presenter to an attendee during a Lync meeting.

Step 1:

Begin your link meeting and hover your mouse over the People icon and an options window displays.

Note: For information on beginning a Lync Meeting see the Inputting Meeting Options - When Beginning Your Lync Meeting section of this user guide.

Step 2:

Click the Participants tab.

A list of Participants displays.

Right click on the Presenter that you want to change to an Attendee.

Continue
Changing a person from Presenter to Attendee

### Step 3:

A menu displays.

**Click the Make an Attendee option on the menu.**

![Image of a menu with the Make an Attendee option highlighted.]

### Step 4:

The colleague is changed from a Presenter to an **Attendee.**

![Image showing the Attendee tab selected.]

### End Steps
Appendix

**Directions:** For additional information on Microsoft Lync 2013 go to the following URLs.

Microsoft IT Showcase  
http://microsoft.com/microsoft-IT

What's new in Lync 2013  

Video: What’s new in Lync 2013  

Basic tasks in Lync 2013  

What is Lync Basic?  

Make the switch to Lync 2013  