

Attending a Meeting



Via
The Web App

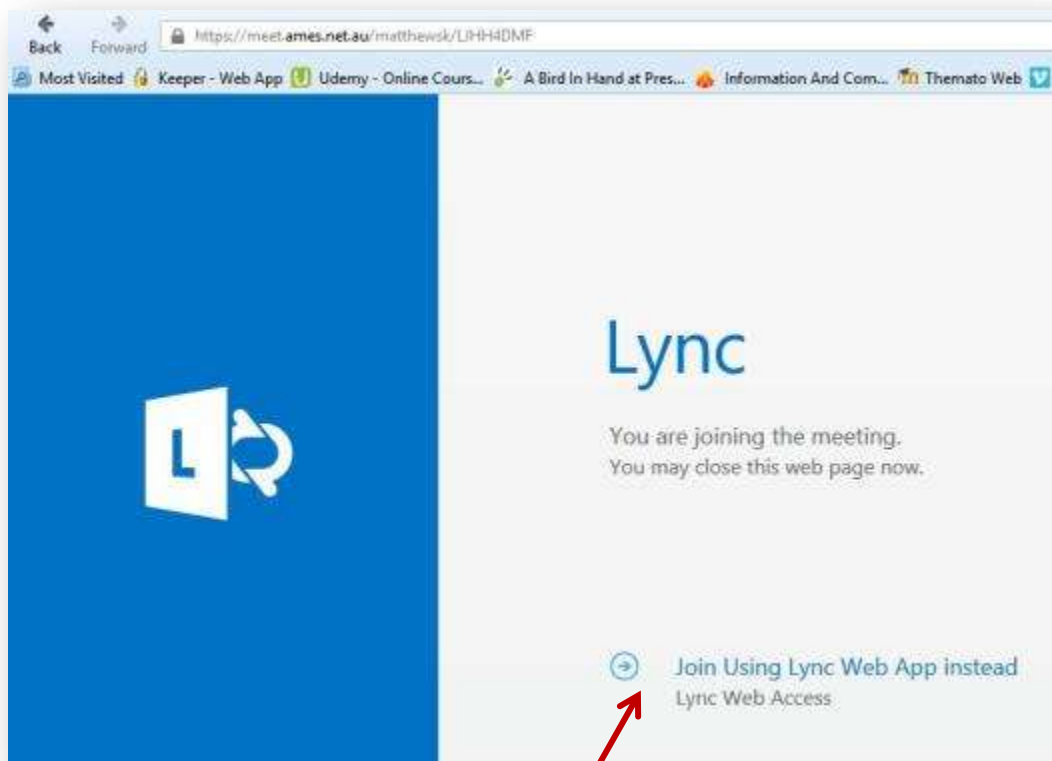
Even if a person doesn't have Lync installed on their Computer, they can still attending a meeting via the Web App which opens within your internet browser

To invite someone to a meeting follow the steps outlined in the **“Lync 2013 using meet now to make a meeting link”** tutorial.

Once you receive the link which will look similar to this:

<https://meet.ames.net.au/matthewsk/9TV4GD2B>

Click on the link to enter a meeting.



Click on “Join meeting using Web App”

FIRST TIME ONLY – install web plugin

Lync Web App

Guest, type your name below

Hillary

Remember me

Install Lync Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

➔ Join the meeting

⬅ Sign in if you are from the organizer's company

Join using Office Communicator

Enter your name

Tick “Install Lync Web App plug-in”

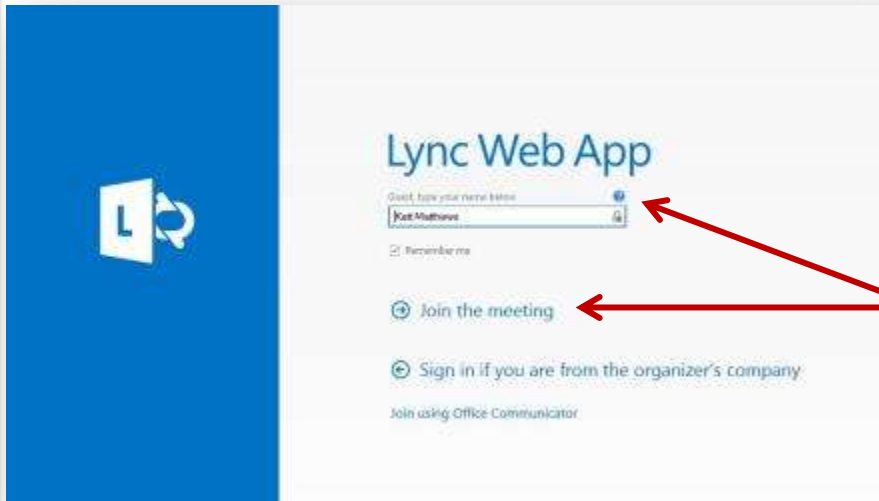
Click on “Join the meeting”

FIRST TIME ONLY – install web plugin



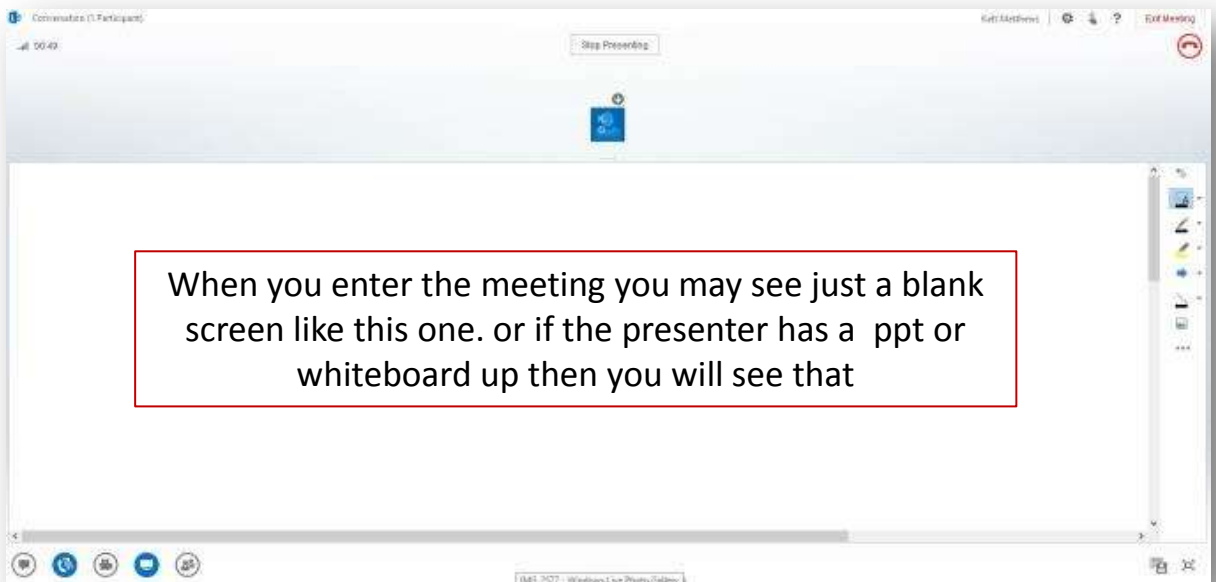
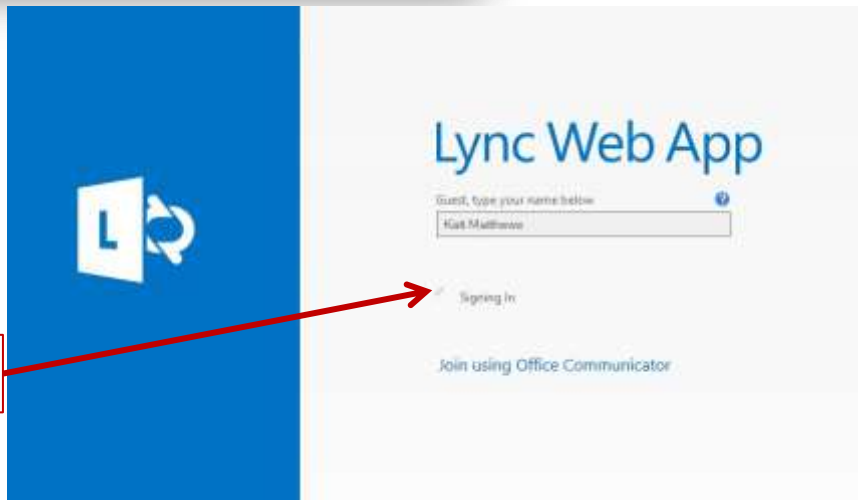
Save and then run the web plugin, eg “LWAPugin...installer.msi”

After the first time...



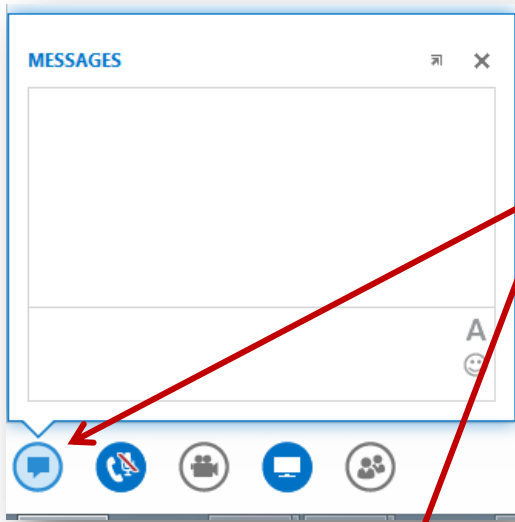
Enter your **name**
Then click on
Join the Meeting

Wait to be signed in



When you enter the meeting you may see just a blank screen like this one. or if the presenter has a ppt or whiteboard up then you will see that

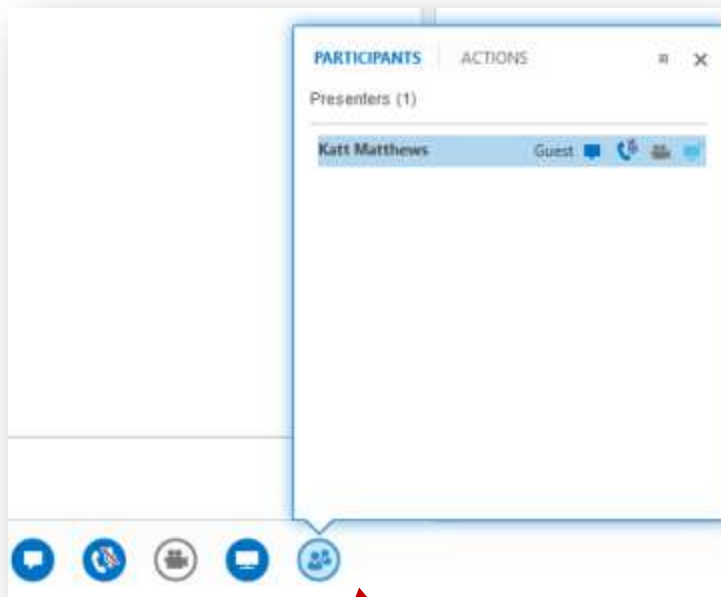
An explanation of the tools In the Web App



In the bottom left hand corner there are five icons.

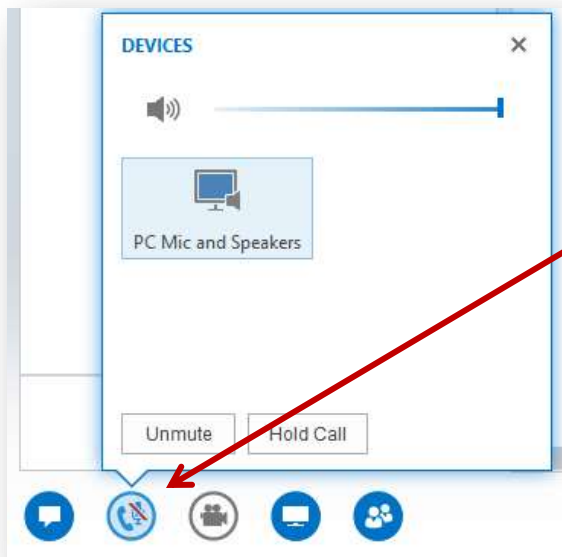
The first displays chat messages – Point to it to see the chat or click on It to embed it on the left hand side of the whiteboard area





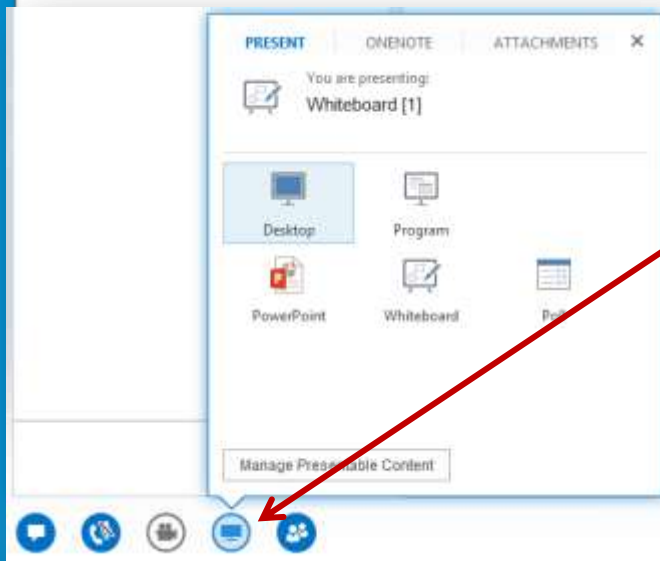
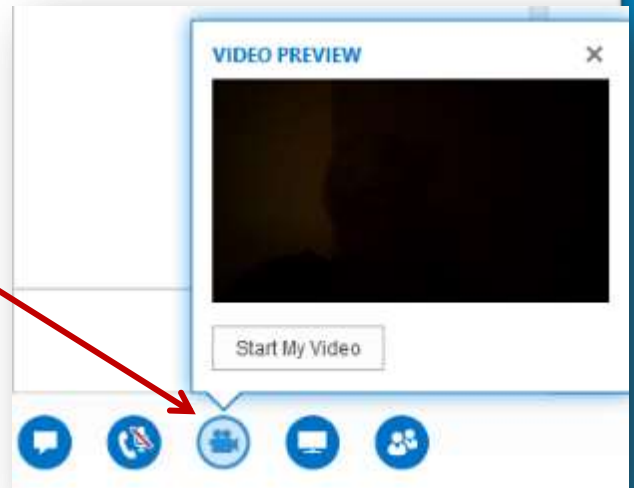
The Last displays the participants in the meeting – To see other participants point to the little people icon, or click on It to embed it on the left hand side of the whiteboard area



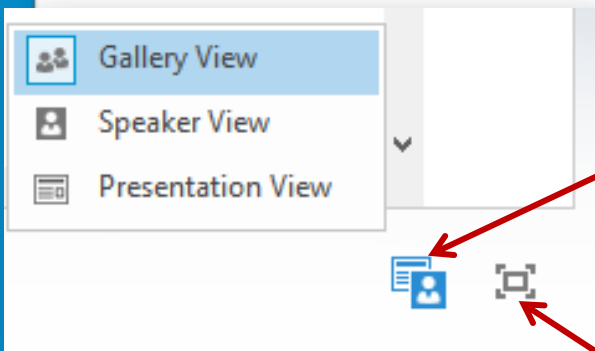


This is your mic options. You can click on this icon to mute and unmute your mic as you talk. The mic is muted when it has a red line through it

This is your video options. To save bandwidth it is advised not to have your video on all the time. Most people keep there video off.

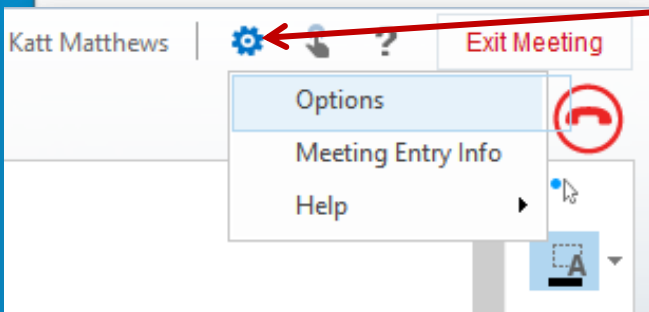
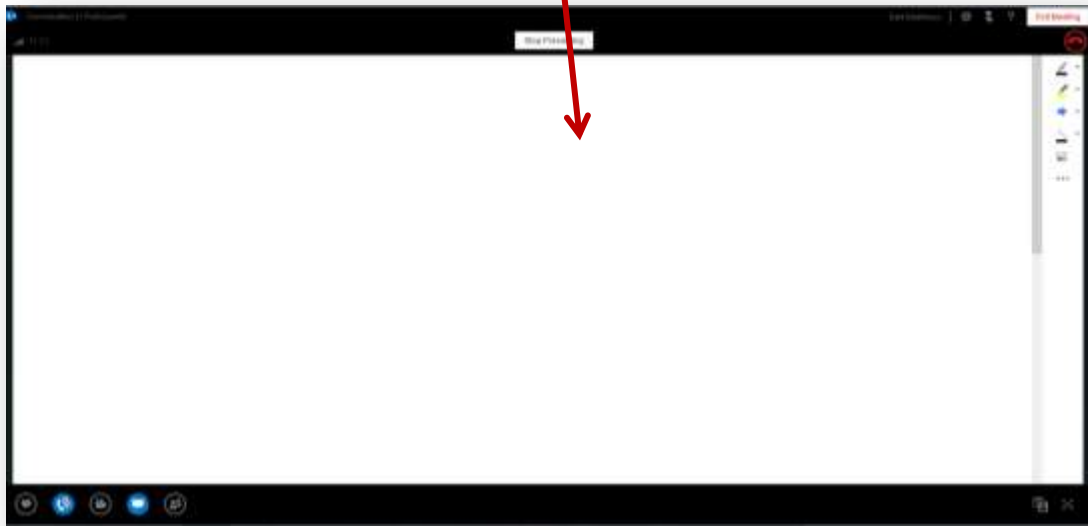


This is where you see other presenters content and also manage your content should you be presenting. You can share your desktop, files, a ppt, a whiteboard etc in here.

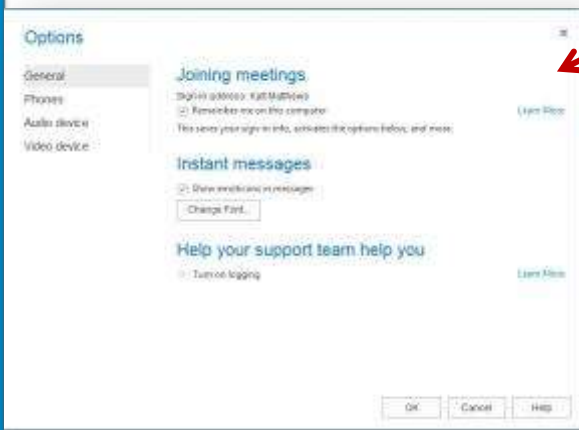


On the bottom right hand side of the window you have 3 different ways you can view the layout of the meeting environment.

The icon to the right of the Layout View Options is a full screen viewing option. The black areas appear when you run your mouse over then and disappear when your mouse is removed from the area

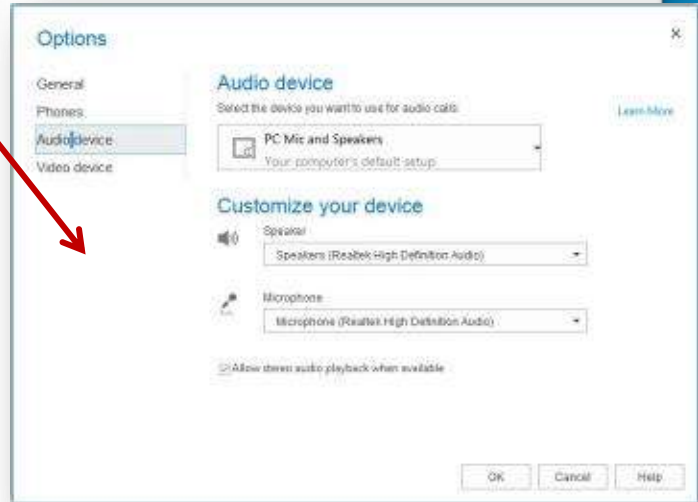


On the top right hand side of the window you have the Options button– Clicking on this will give you settings for Audio video etc

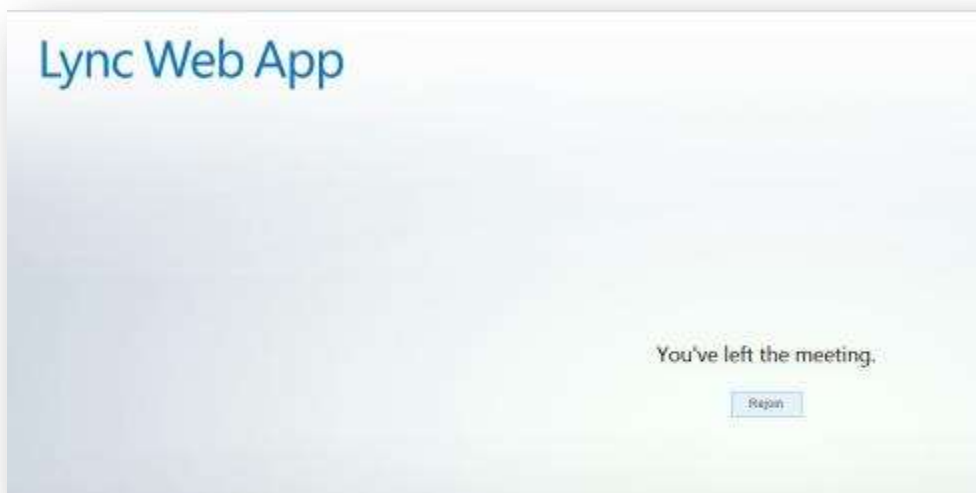


On the top right hand side of the window you have the Exit Meeting options – Clicking on either of these will exit you from the meeting

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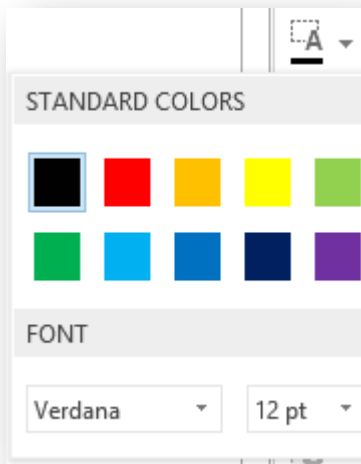
Whiteboard Tools



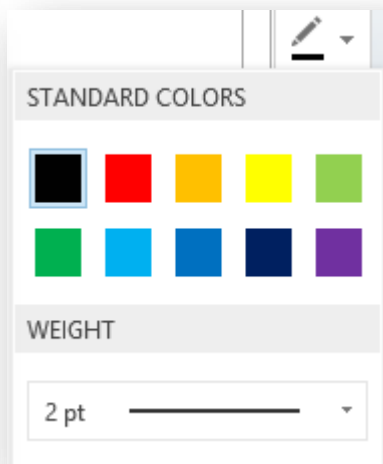
Laser Pointer



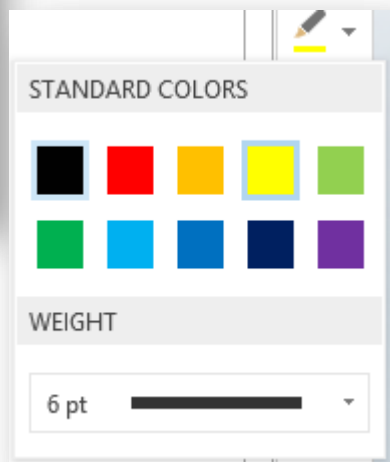
Whiteboard area



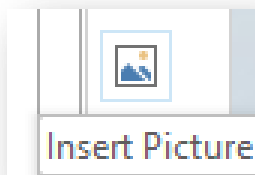
Text/Typing Options



Pen / Line Options

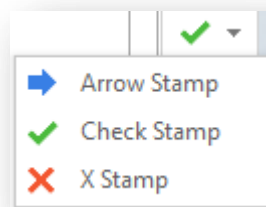


Highlighter Options

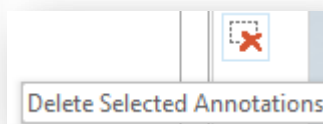


Insert Picture

Insert Picture



Whiteboard area

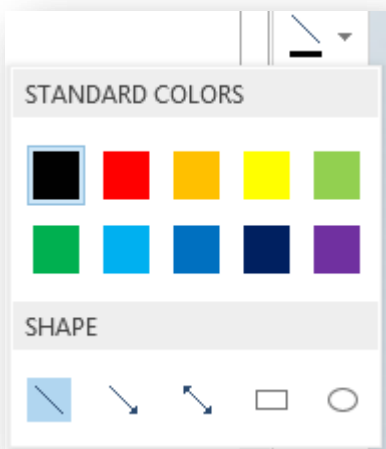


Delete Selected Annotations

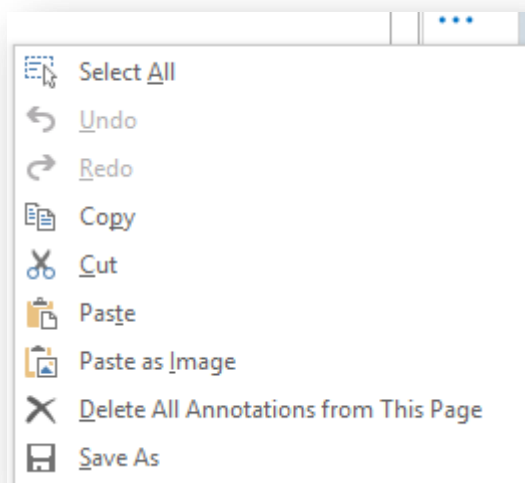
Delete Selected



Layout Options



Draw Shapes Options



Other Options