

## Installing and using Lync Attendee

### Introduction

To use Lync for communication and interaction the Lync attendee needs to be installed on the computer. It only needs to be installed once. After when a meeting link is sent it will be launched.

Allow 10 to 15 minutes, depending on your internet connection for the file to download. The file is about 50mb.

**Note:** You may need administrator rights to the computer to install the file.

### Installation instructions

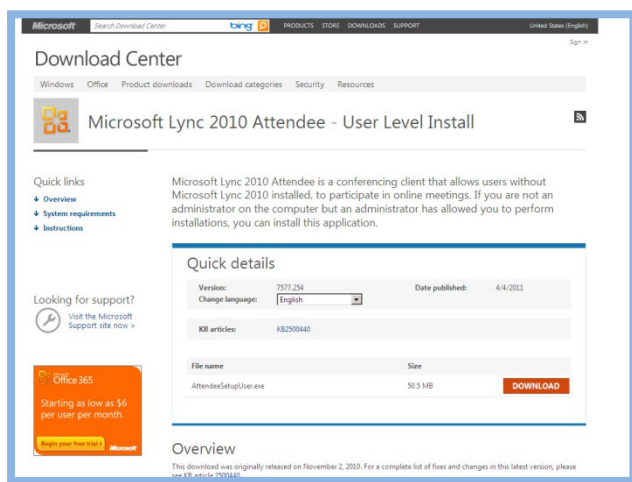
- Click on the link to the meeting you received in the email.

The following window will be launched.



- Click on **Download and install Lync Attendee.**

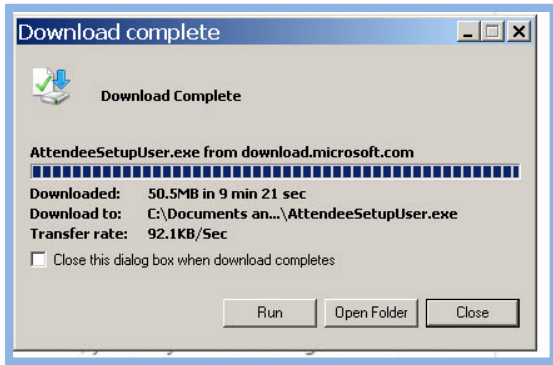
The following webpage will display.



- Click on **Download**

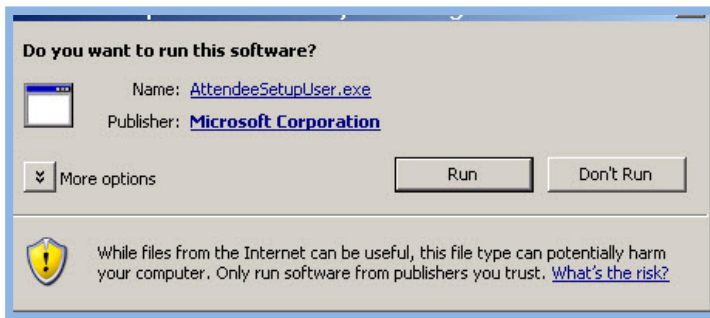
If the download does not start follow the instructions on the screen.

- Click **Save** and select the folder to save the file to.

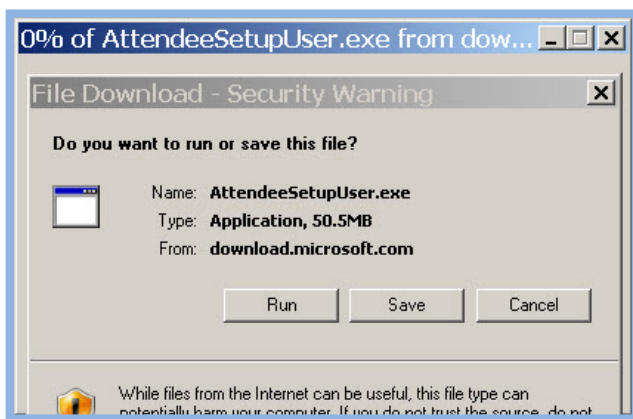


- Click **Run**.

You may get the following warning.



- Click **Run** and follow the instructions on the screen.



This will install Lync Attendee on your computer.

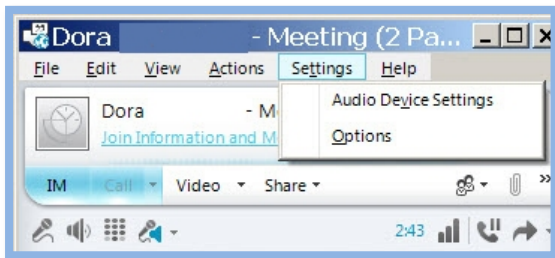
## Using Lync Attendee

- Click on the Meeting link in the email.
- Select **Join as Guest** and type your name.



## To check audio quality

- Click on **Settings**
- Click on Audio Device Settings



Test your headphones and speaker.

## Microphone

When you first join a meeting the microphone will be muted.

- Click on the microphone icon to unmute it.

