

Get started with Lync 2013

To get started with Lync 2013, you will need:

- Lync 2013 software (installed with Microsoft Office Professional Plus 2013).
- An audio device and webcam (optional).

Check your audio and video devices

Before you use Lync to make or receive calls, check your settings to make sure your audio and video devices are configured to function the way you expect.

1. Click the **Options**  button on the upper right side of the Lync window.
2. To check your audio settings, click **Audio Device** in the **Lync – Options** dialog box. Use the testing buttons on this page to make sure that your speaker, microphone, and ringer are all working, and that your call quality is acceptable.
3. To check your video settings, click **Video Device**. Verify that your camera is working properly and adjust camera settings as needed.

NOTE Do not use your webcam as the default audio device.

Set your meeting space options in Outlook

It's a good idea to set up your meeting space options from the start. There are two Lync meeting space options that you can set through Outlook.

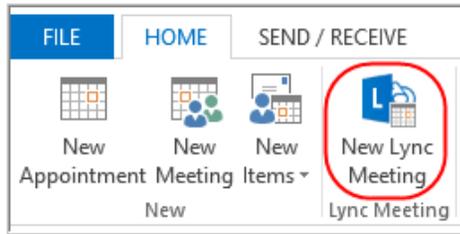
- If you choose the **A new meeting space (I control permissions)** option, Lync creates a brand-new meeting with a unique ID. You can customize permissions (such as who gets to be a presenter), mute people, or prevent people from sharing video.

IMPORTANT Choose this option to avoid the problem of having meeting participants in a current meeting mix with participants joining at the end of that meeting.

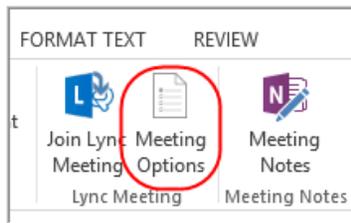
- If you choose the **My dedicated meetings space (less secure)** option, you will always use the same meeting ID and permissions. Content, such as a PowerPoint® presentation, remains in the meeting until you delete it. This is a good option for informal and regular meetings with coworkers.

To set meeting space options:

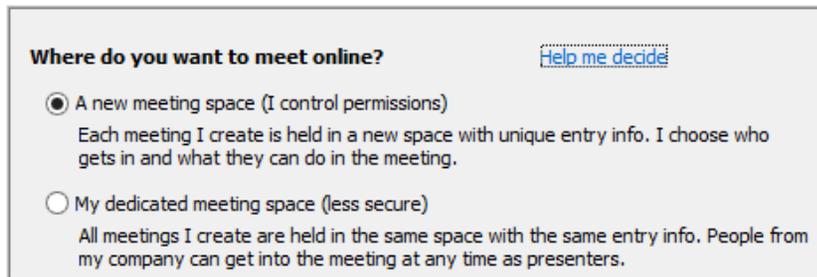
1. In Outlook, open the Calendar, and then click **New Lync Meeting**.



2. Click **Meeting Options**.



3. In the **Lync Meeting Options** dialog box, select one of the meeting space options.



4. Click **Remember Settings**.

Top Ten Best Practices for Lync 2013 Meetings

Attendees

- Use an audio device recommended by Microsoft IT to avoid echoes or other audio issues.
- Mute your audio unless you are speaking.
- If you are joining a meeting alongside other attendees sitting in the same room, use only one computer to log on to the meeting to prevent audio feedback.
- Use a wired Ethernet connection whenever possible.

Presenters

- Set up and test your audio devices before starting.
- Provide a clear and complete invitation, including a meeting agenda.
- Join your meeting early to prepare your content. Upload slides or documents to be shared, and start applications you want others to view during sharing.
- Set your screen display to 1024 x 768 pixels for the best viewing experience (800 x 600 portrait for tablet PCs).
- Mute participants who cause a poor audio experience.
- Enlist the help of an assistant for larger meetings.

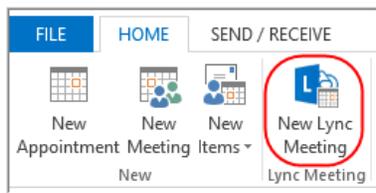
Schedule and join a Lync meeting

Lync 2013 is integrated with Outlook 2013 to allow meeting requests to be sent and received via email between organizers and attendees. The Outlook add-in for Lync 2013 is installed automatically when Office is installed.

Lync supports online meetings and calls (video and audio). One meeting request is used for both purposes.

Schedule a Lync meeting in Outlook

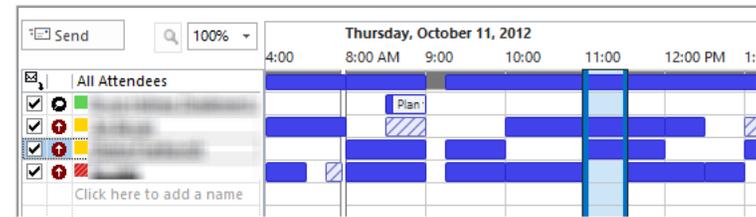
1. Open Outlook and go to the calendar.
2. Click **New Lync Meeting**.



NOTE You can also open a regular meeting first, and then click **Lync Meeting** on the ribbon.

3. Set up the meeting:
 - In the To box, enter the email addresses for the people you want to invite.
 - Type a subject, and then select a start and end time.
4. Type the agenda in the meeting area, but be careful not to change any of the Lync Meeting information.

5. Click **Scheduling Assistant** (optional) on the ribbon to check schedules for the people you are inviting. Click a time slot to select a different time.



6. Double-check the information, and then click **Send**.

TIPS

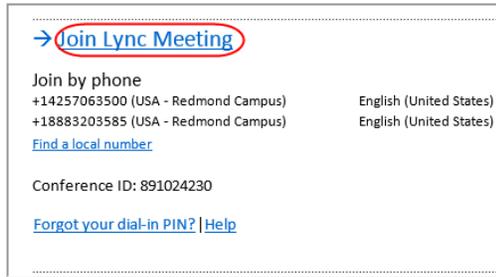
- If you have both in-person and online attendees, you might want to run your Lync meeting in a conference room. Click **Room Finder** in the Scheduling Assistant to find and add a conference room in the building of your choice. Or book the room separately, and then add the room information in the **Location** box.
- If your meeting is with people outside Microsoft, or you're scheduling a large event, change the meeting options before sending the meeting request to better fit your meeting requirements. For more information, see "Get started with Lync 2013" earlier in this document.

Join a scheduled meeting

You can use Lync to join meetings over the Internet from any Internet-connected computer or device. You can also join a meeting by running the Lync mobile client application on a supported mobile device.

To join a scheduled meeting:

1. In the Outlook meeting request, click **Join Lync Meeting**.



NOTE You can also join a meeting by right-clicking the meeting in the Calendar, and then clicking **Join Lync Meeting**.

2. In the **Join Meeting Audio** dialog box, select a type of audio connection.

Select this option	When
Use Lync (full audio and video experience)	Your computer has built-in mics and speakers, or if you have a headset. If you don't use a webcam, you can still see other attendees' videos. This is the recommended option.
Call me at	You want Lync to call you at any number, such as your home or cell phone. Just type a new number or use a listed number.
Don't join audio	You're calling in to the meeting from a phone or want to connect to audio later. The audio numbers and conference ID are included in the meeting request.

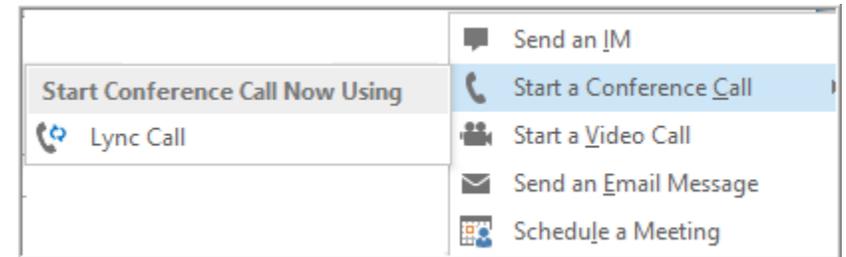
TIPS

- Attendees are muted by default when they log in to meeting.
- If you are joining with a mobile phone that isn't configured with your account, you may be asked for a PIN and work number/extension. You can find this information in the invitation.

Start an ad hoc meeting

Start an ad hoc meeting to discuss a subject that needs immediate attention.

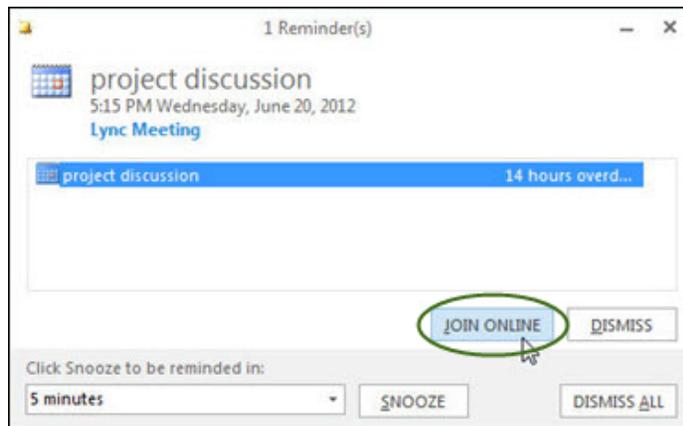
1. Select your Lync contacts by holding down the CTRL key as you click each name in your Contact list.
2. Right-click the selection, click **Start a Conference Call**, and then click **Lync Call**.



TIP To add more contacts to the call, just drag them from the Contacts list to the Group Conversation window.

Scenario 1: Join a meeting using your work (domain-joined) computer

- In your Outlook Calendar, right-click the meeting that you want to join, and then click **Join Lync Meeting**.
- OR–
- In the meeting reminder, click **Join Online**



Scenario 2: Join a meeting using a non-work computer

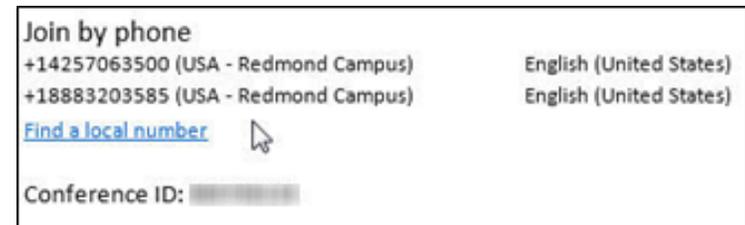
Use Lync Web App to join a Lync meeting from your browser if you don't have Lync 2013 installed.

1. Connect an audio device to your computer. If you don't have an audio device, you can dial in with a phone to connect to the audio portion of the meeting.
2. Click the **Join Lync Meeting** link in the Outlook invitation.
3. Type your name in the text box, and make sure that the option to install the Lync Web app plug-in is selected.

4. Click **Join Meeting**.
5. When prompted to run or save the plug-in file, click **Run**.

Scenario 3: Join a meeting using a mobile phone

1. Dial the conference dial-in number listed in the meeting invitation.



2. When prompted, enter the Conference ID.

Scenario 4: Join a meeting using the Lync mobile client

You can also join a Lync meeting by using the Lync mobile client on a supported mobile device.

Share during meetings

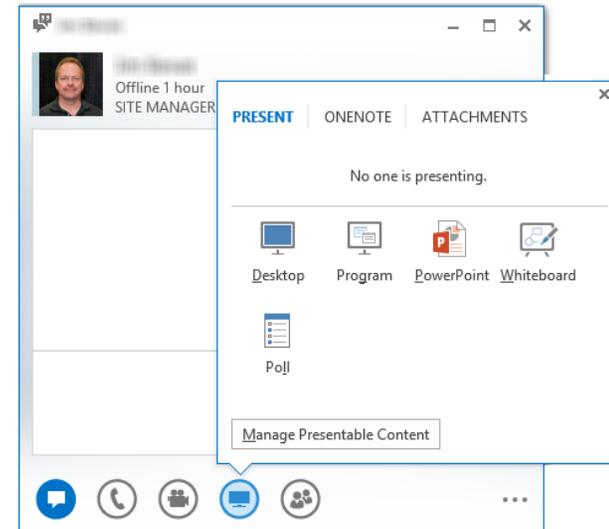
You can share any of the following in a Lync 2013 meeting:

- **Desktop.** Let other participants view your desktop as you view it.
- **Program.** Let other participants view specific programs running on your computer.
- **PowerPoint.** Share a PowerPoint presentation from your computer.
- **Whiteboard.** Use the whiteboard tool to illustrate or to brainstorm with other participants.
- **Poll.** Conduct a poll to learn about participants' feedback in real time.

IMPORTANT Use **desktop sharing** rather than program sharing whenever possible. Desktop sharing uses significantly fewer networking resources than program sharing.

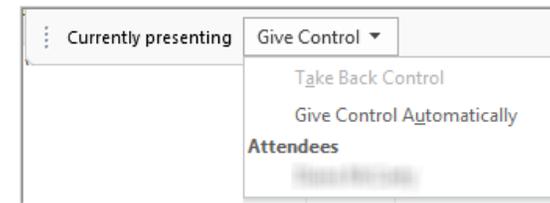
Share during a meeting

1. From your meeting window, hover over the  button.
2. In the pop-up window, click the **PRESENT** tab, and then select what you want to share (for example, your desktop or a PowerPoint presentation)



Your Lync status changes to **Presenting**. You won't receive instant messages or calls while you're presenting.

3. If desired, use the sharing toolbar at the top of the screen to give control of your desktop or programs to another participant. Meeting participants can also request control from the sharing toolbar.



4. When you have finished sharing, click **Stop Presenting** on the sharing toolbar.

TIPS

- For best results, when sharing content, use a wired network connection when possible.
- After you create or upload content for sharing, Lync adds it to the **Presentable Content** list. As you share more content, you can use this list to indicate what content you want to share at any time by tapping or clicking the  button and selecting from the options that appear.
- Large PowerPoint presentations can take up to five minutes to load in the sharing window. To save time, join the meeting early and load the file that you want to share.

Share live video

You can also share live video of yourself during a meeting using a webcam.

1. Click the **Video**  button on the Lync toolbar.
2. Click **Start my video**.
3. To stop sharing video, hover your pointer over the **Video** button, and then click **Stop my video**.

TIP When conferences include attendees both in a physical meeting room and virtual attendees, Microsoft RoundTable[®] enables users to interact by using concurrent video and audio transmissions. For more information on RoundTable, see <http://www.microsoft.com/en-us/download/details.aspx?id=6204>.

Record a meeting

When you record a Lync meeting, you capture audio, video, instant messaging, application sharing, PowerPoint presentations, whiteboard, and polling. Lync saves the recording in MP4 format. Only meeting presenters can record a meeting.

Create a recording

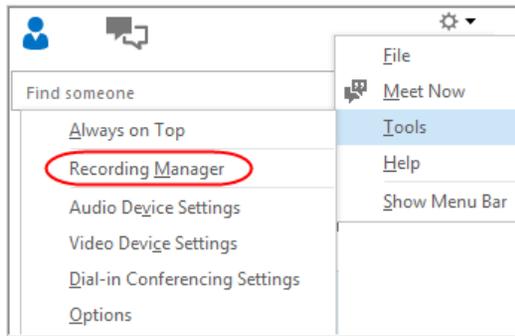
1. In the meeting window, click the **More Options**  button, and then click **Start Recording**.
2. Use the controls at the bottom of the meeting window to pause or resume recording.

NOTE To see who else is recording the meeting, pause on the red recording button. You'll see the names of other presenters who are recording the meeting.

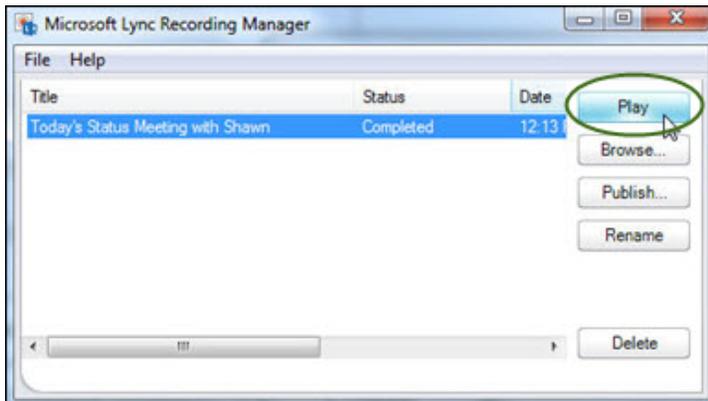
3. When you're done, click the **Stop Recording** button.

Play back a recorded meeting

1. In the Lync window, click the down arrow next to the **Options**  button, point to **Tools**, and then click **Recording Manager**.



2. Click to highlight the recording you want to play back, and then click **Play**.



Using Recording Manager, you can also do the following:

- **Click Browse to view the list of recordings in Windows Explorer.**
- **Click Rename to provide a new name for the recording in Recording Manager (the file name in Windows Explorer is not affected).**

For more information

Microsoft IT Showcase

<http://microsoft.com/microsoft-IT>

What's new in Lync 2013

<http://office.microsoft.com/en-us/lync-help/whats-new-in-lync-2013-HA102927099.aspx?CTT=1>

Video: What's new in Lync 2013

<http://office.microsoft.com/en-us/lync-help/video-whats-new-in-lync-2013-VA102929734.aspx?CTT=1>

Basic tasks in Lync 2013

<http://office.microsoft.com/en-us/lync-help/basic-tasks-in-lync-2013-HA103065025.aspx?CTT=1>

What is Lync Basic?

<http://office.microsoft.com/en-us/lync-help/what-is-lync-basic-HA103437092.aspx?CTT=1>

Make the switch to Lync 2013

<http://office.microsoft.com/en-us/lync-help/make-the-switch-to-lync-2013-RZ102924313.aspx?CTT=1>

Microsoft Lync Server 2010 Enterprise Voice

<http://office.microsoft.com/en-us/communicator-help/microsoft-lync-server-2010-enterprise-voice-HA102623971.aspx?CTT=1>