



Lync 2011 for Mac Online Meetings for Presenters



Scheduling the meeting:

To schedule the meeting, you'll need to have Lync launched and use the Outlook 2011 desktop application (not mail.ku.edu). For instructions on how to set up Outlook, see the KU Knowledgebase at kuknowledgebase.ku.edu or contact your department technical support.

How to sign in to Lync:

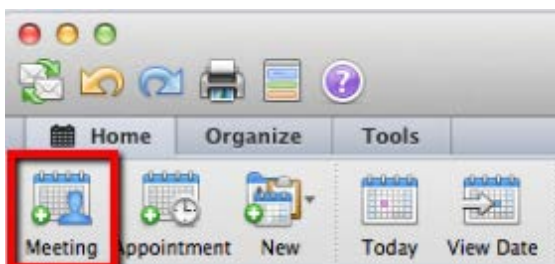
1. Launch Lync. You can use the Spotlight to search for Microsoft, or locate it in the **Applications folder**.
2. By **Email Address**, enter your **primary email address**.
3. Leave **Sign in as** on **Automatic**.
4. By **Username**, enter your KU Online ID.
5. By **Password**, enter your **KU Online password**.
6. Select **Sign In**.

TIP: If you do not have Microsoft Lync on your machine, you can download it from Microsoft at <https://goo.gl/V3kqRR>.

How to schedule a Lync meeting using Outlook 2011:

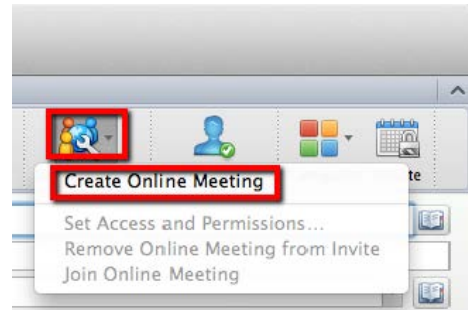
To schedule a Lync meeting, you'll need to use Outlook 2011 and do the following:

1. In **Outlook**, go to the calendar and select the **New Meeting icon**.



How to schedule a Lync meeting using Outlook 2011 (continued):

1. Select the **Online Meeting drop-down menu** and choose **Create Online Meeting**.



2. A footer will appear with a hyperlink to the meeting and a conference number and ID. Add any agenda information above the dotted line of the footer.
3. In the meeting request, add recipients, a subject, agenda, optional in-person location, and a date/time.
4. Click on **Recurrence** to schedule a repeating meeting.

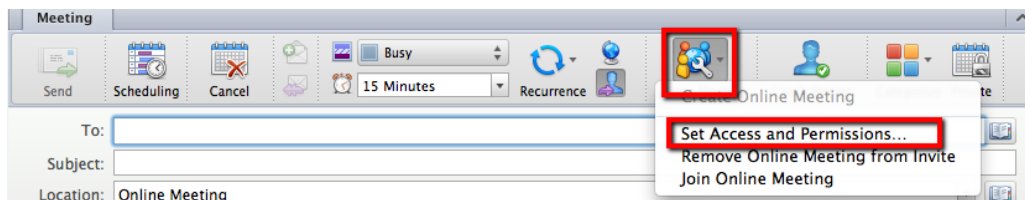
Note: By default, any attendees who log in with their KU Online ID to join the meeting will be considered a presenter. Presenters can start the meeting and take over the meeting by sharing content. See the other side for information on how to expand or limit participation.

5. Select **Send** to send the meeting request.

How to set access and permissions:

By choosing to set access and permissions, you can customize the meeting settings and choose who can directly access the meeting (and bypass the virtual lobby) and who is presenter. To set these options:

1. In the meeting request once you have added the online meeting footer, select **Set Access and Permissions...** from the **Online Meeting** drop-down.



2. Check the box next to **Customize access levels, presenter options, and phone settings.**
3. On the Access tab, use the slider to choose who can bypass the virtual lobby.
4. Click on **Presenter**, to choose who should have presenter rights in your meeting.

TIP: If you would like a non-KU invitee to be able to start the meeting, make sure that in the meeting options **Everyone (no restrictions)** is selected under **Presenter > Who can be a presenter.**

How to join the meeting:

Joining a Lync Meeting is the same as starting a Lync meeting. You can join the meeting up to 14 days in advance and set up or upload content to the meeting space. To join the meeting, do any of the following:

- In the meeting request, click **Join Lync meeting.**
 - In the meeting reminder, click **Join Online.**
 - To join the audio portion of the meeting by phone, dial the conference number and enter the conference ID when prompted.
1. Your default Internet browser will launch and take you to the Lync Web App. **TIP: For best results, use Firefox.**
 2. Log in with **home** followed by your **KU Online ID** and **password.**
 3. You will be prompted to install the Lync Web App plug-in. The plug-in is required to use computer audio. After it's installed, you can also share your video and programs. **TIP: To install the plug in, follow the prompts or see technology.ku.edu/lync-web-app for directions.**
 4. You should now see the meeting and attendees.

For instructions on using the Lync Web App as a presenter, see our handout at technology.ku.edu/lync-web-app.

Tips for online meetings:

- To help your meeting attendees join the meeting, include the URL to our web page with directions, technology.ku.edu/joining-meeting.
- You may want to schedule a pre-meet a few days in advance of your meeting to ensure everyone can join the meeting.
- If you are in the same room with others joining the online meeting, you will want to have everyone mute their microphones and speakers. Then, you can do one of the following:
 - Use a conference phone as the room's audio by dialing the conference number and entering the meeting ID.
 - Use a compatible audio device. See <http://goo.gl/pIh3KU> for a list of recommended devices.