



Lync Web App Online Meetings for Attendees



If you meet any of the following conditions, you will use the Lync Web App to join the meeting:

- You are a KU faculty, staff, or student and use a Mac.
- You are a KU faculty, staff, or student and use a PC, but you don't have Skype for Business installed.
- You are a non-KU meeting invitee. **Note: If you are not from KU and would like to start a meeting, you'll need someone from KU to schedule the meeting and to change the default option so that "everyone" is a presenter. See technology.ku.edu/using-skype-for-business for instructions.**

- FAQs:**
- **Do I need a web camera to attend?** You do not need a web camera to attend an online meeting. If you have a webcam, it only enables you to add your own video.
 - **Do I need a headset?** All you need to use the Lync Web App is a speaker and microphone. Using a Mac laptop, you probably can use your computer's built-in audio or you could call the conference number and enter the conference ID to join audio by phone.
 - **What is the preferred browser?** Firefox is the recommended browser for Mac users.
 - **Can I record?** Only Skype for Business (PC) users can record meetings at this time.

How to join the meeting: ([See the other side of this handout for more tips.](#))

1. Go to the meeting request and select → **Join Lync Meeting**.
2. Your default web browser will launch. **TIP: For best results, use Firefox.**
3. Sign in by doing one of the following:
 - KU presenters: Sign in using **home\your) KU Online ID** and **password**.
 - Non-KU presenters: Sign in as a guest by selecting **Are you a guest to this meeting? Sign in here instead**. Type a **guest name** and select **Join Lync meeting**.
4. Install the Lync Web App plug-in, which is required for audio, video, and screen sharing. You only need to install it once. **IMPORTANT: Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.**
 1. Follow your computer's instructions for downloading and installing the plug in.
 2. When prompted, make sure that you select to **Trust** and **Allow** the website and plug-in file.

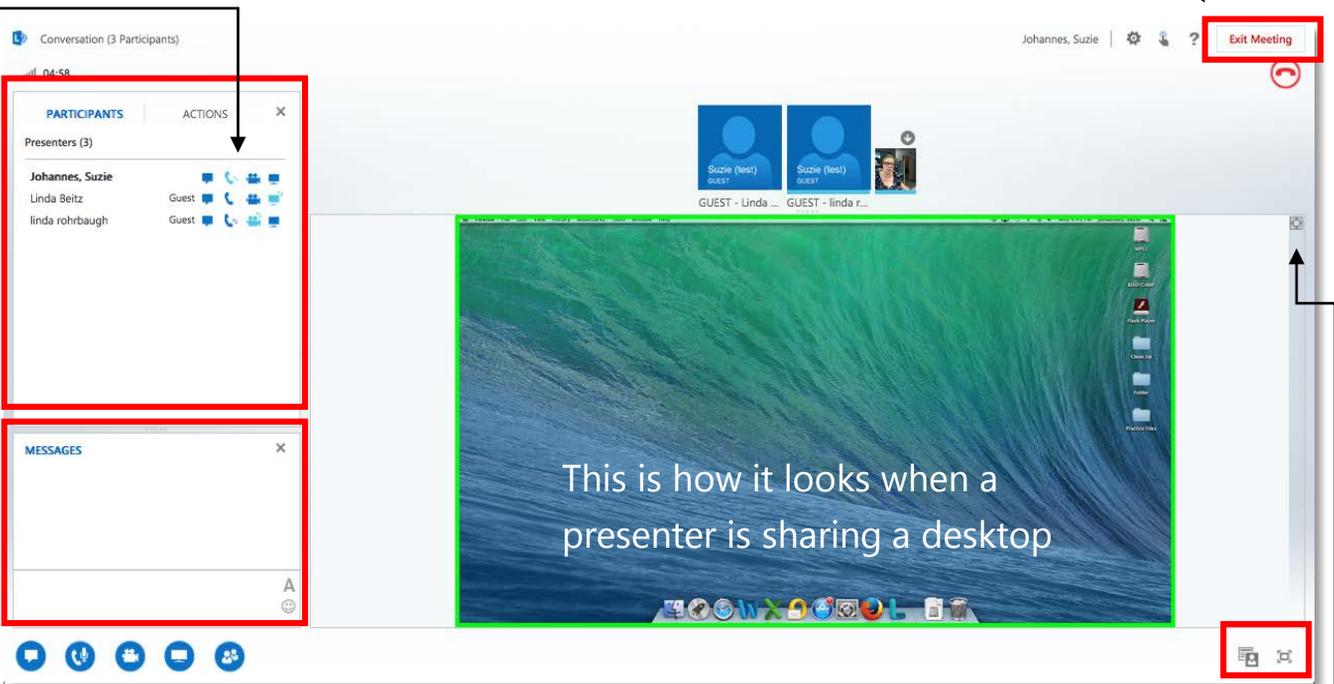


3. You should now be connected to the meeting. If you are signed in as a Guest, you may have to wait in the virtual lobby for a presenter to admit you to the meeting.

- Tips:**
1. Use a wired internet connection if possible. If you are on the KU campus and are using Wi-Fi, make sure you are connected to the Jayhawk network.
 2. 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, either use a conference phone as the room's audio by dialing the conference number and entering the meeting ID or use a compatible audio device. See <http://goo.gl/pIh3KU> for a list of recommended devices.

How to see participants:

- Click on the **participants icon** to show the participants list. 



How to exit the meeting:

- Click on **Exit Meeting**.

How to view and send instant messages:

- Click on the **IM icon** to show the chat area.
- Type your message into the lower window and press **the Enter key** on the keyboard to send.

How to mute yourself:

- Click on the **voice icon** to mute your own audio.
- When muted, the icon will appear with a red slash.

How to add your own video:

- Click on the **camera icon** to see a preview of your own video. Then, click start video.

How to change the meeting layout:

- These icons change the layout and take the meeting to full-screen mode.
- This icon makes the presentation the "actual size."