The Library Network
Libraries Working Together

Lync Web App

Videoconferencing for Attendees

Joining a Meeting

1. Go to the meeting link found on the TLN Calendar
    a. One can find the TLN Calendar link located on the front page of the TLN Website (http://tln.lib.mi.us), the third button on the top menu
        i. Click Calendar

Home   Member Directory   Calendar   MeritMail   Catalog

2. Scroll to the meeting date on the calendar
    a. Click on the meeting title
        i. A window will open with the meeting details
        ii. The white box will show a link below some text '..join the meeting via Video Conference'
    b. Click the link to the meeting that looks like this; characters on the end will vary:
        https://meet.lync.com/tln/admin/########

    c. At new tab or window will open the Lync website

3. In the Display Name box, enter your name
   a. Optionally, you can check the "Remember Me" box, if you're the only user that will use this Lync Client.


4. On your first visit you will need to install the Lync Web App plug-in
   a. Check the Box: "Install Lync Web app plug-in update"
5. Click "Join the meeting", if you are presenting "Click Sign in if you are an Office 365 user"
   a. Once logged in, your browser will ask you to download the plugin for Lync
   b. For Internet Explorer you should see a bar at the bottom.
   c. Click Run
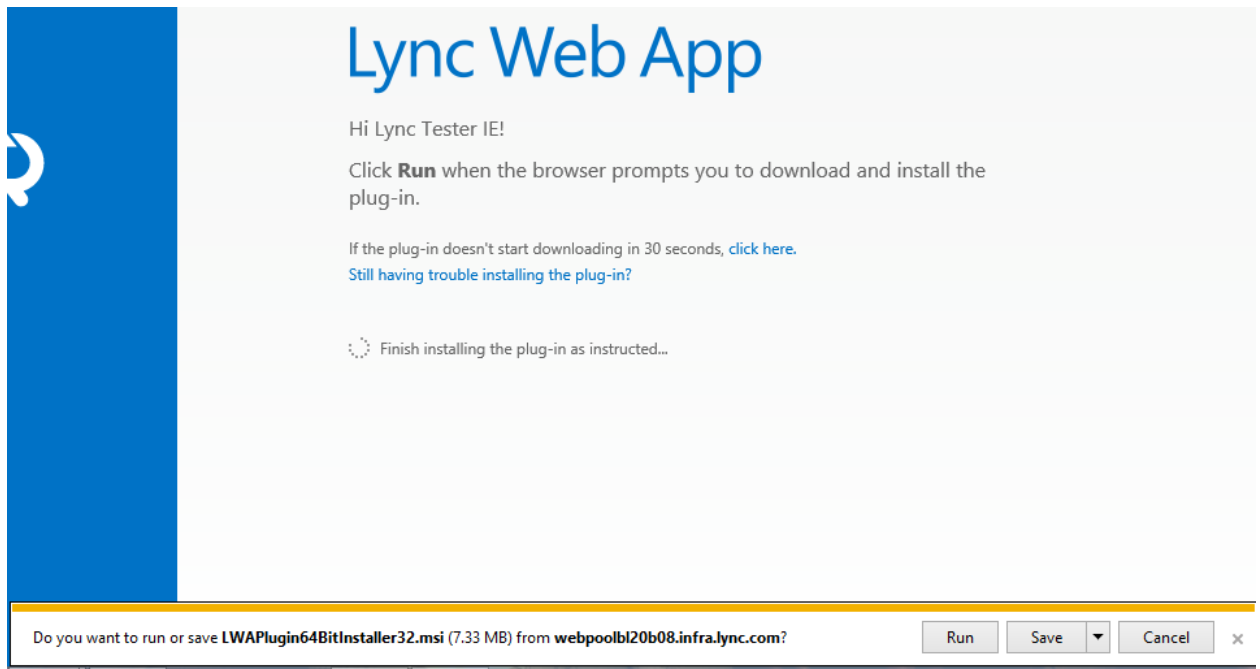
d. For Google Chrome, the file "LWAPlugin64BitInstaller32.msi" will be downloaded and should show on a bar at the bottom of the browser.
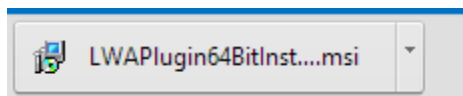
6. The plugin file is the same for both and you will see the following dialog box with a status bar.
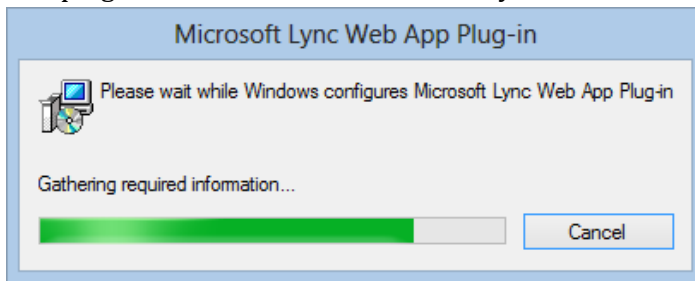

Using Audio and Video

By default, Lync will yours your default audio and video devices attached to your PC or Laptop. These settings can be changed by clicking the options ⚙ icon in the upper right hand corner. This menu includes Lync Options, Meeting information that includes the URL to the meeting and Lync Help.

1. To adjust video settings click ⚙
   a. Click options

b. Click Video device
    i. You will be presented with a drop down to allow you to pick from your video sources
    ii. Each source will have a preview

2. To adjust audio settings click ⚙
    a. Click options
    b. Click Audio device
        i. You will have the option of selecting your available microphone and speaker options
            1. By default "allow stereo audio playback when available" is selected
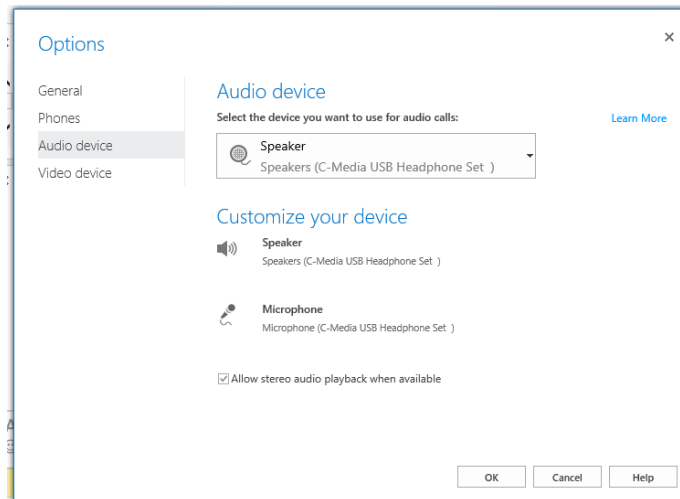
            2.

The video window displays the current speaker in the meeting or any shared video; generally the presenter is going to be visible in the larger video window.
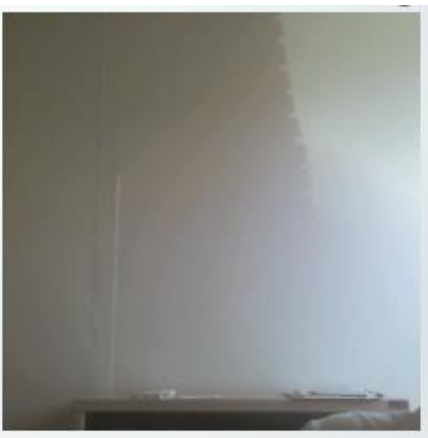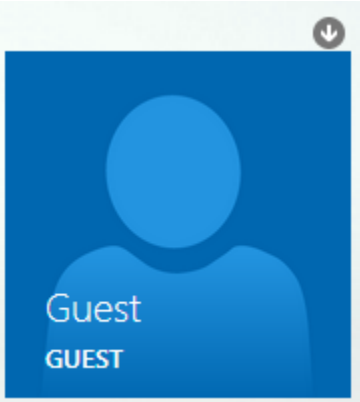

The entire site can be set to full screen by clicking the full screen button in the right hand bottom corner.

And to set it back to normal by clicking the minimize icon in the same location,
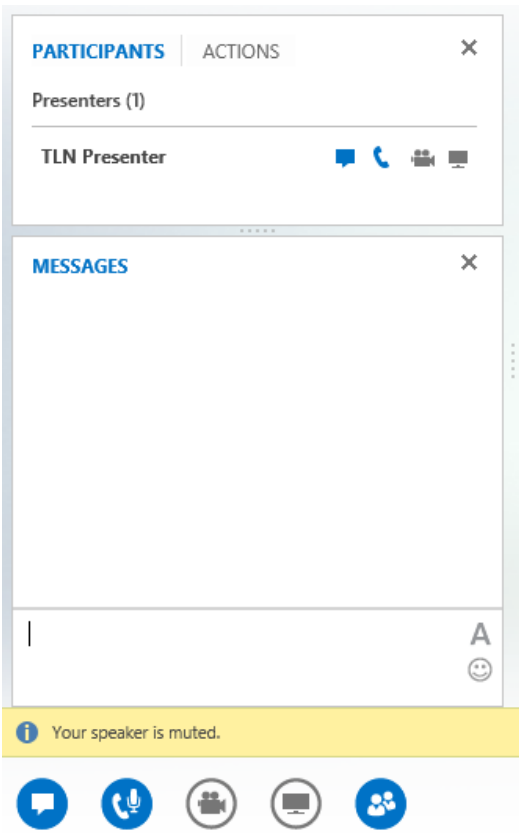
You can show and hide your personal video window by clicking the arrow next to the portrait, .

Using the Lync Participant & Instant Messaging Interface

Everyone in a meeting can use the Instant Messaging interface to communicate with the presenter and other attendees.

Clicking in the chat icon will allow you to chat. To the right side of the box are the font type, color, and size options. There is also an emoticon selection button, to share smiley faces and other icons. The icon will show a list of participants in the meeting; attendees and the presenters.

Exiting the Meeting

To exit a Lync meeting

1. Click the exit meeting icon, or red "exit meeting" text button.