

Lync

Joining a Meeting

South Shore Health, South West Health, Annapolis Valley Health

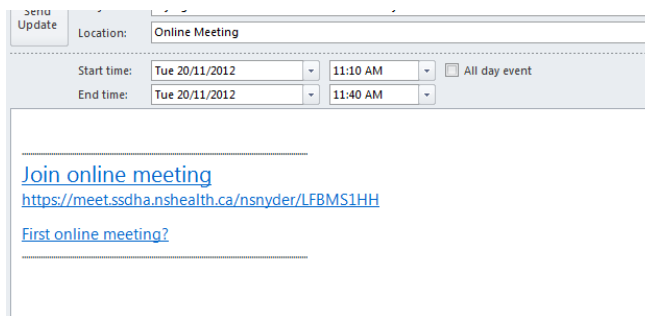
There are two types of ways for you join a Lync meeting – Scheduled and Unscheduled. For every meeting there must be an Organizer. The organizer is responsible for sending out the Meeting Request which allows for all attendees to connect to the meeting.

Joining a Scheduled Meeting

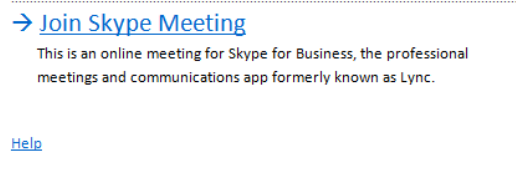
A scheduled meeting is one that will appear in your Outlook Calendar. You will receive this by way of an email from the meeting organizer. Upon receiving the email, you would click Accept which will place the meeting in your calendar, marking you as an Attendee.

At the time of the meeting all participants (Organizer and Invitees):

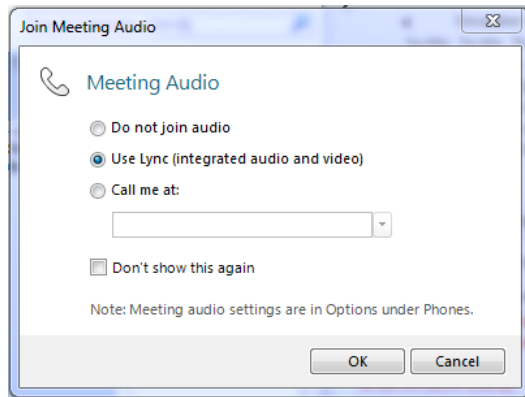
1. Open **Calendar** in Outlook.
2. Open the meeting request that you are to join via Lync.
3. In the Notes area of the meeting request click the link **Join online meeting**.




4. If you are receiving a meeting request from a staff member using the updated version, the request may look the below. Do not be alarmed, you do not need Skype as your version of lync will still allow you to connect. Just join by clicking **Join Skype Meeting**.



5. You may receive the following message, leave on **Use Lync (integrated audio and video)** and choose **OK**.



IMPORTANT: Mute settings

Upon joining a Lync meeting, your sound will be muted by default. This eliminates unnecessary background noise as participants join the meeting and causes less disruption. As you need to speak, you will need to click the unmute button. 

Joining an Unscheduled Meeting

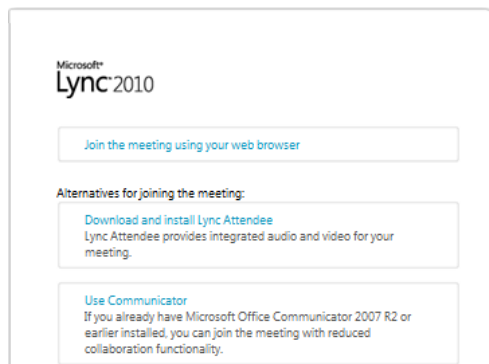
Joining an Unscheduled meeting will not require you to enter your calendar. It will be the responsibility of the Organizer to request your attendance. You will receive a notification in the far right bottom corner of your screen. Simply click **Join**.

Joining from an external computer

First you must Install Lync 2010 Attendee

You can now join a Lync meeting or conference call from a computer that has not had Lync installed by your Information Systems staff. When you open the meeting request which contains the **Join online meeting** link, you will see one or more choices.

1. Login into webmail or open the Outlook program and open the calendar item containing the meeting link.
2. Click **Join online meeting** in Details area of the meeting request.
3. A screen with instructions for selecting a client to install will be displayed. Click **Download and install Lync Attendee**.



4. A webpage with a download and install link will open. Follow the download and install instructions.

Joining the Meeting

Once Lync is installed, you can now join the meeting as a guest or network user.

1. Reopen the calendar item containing the meeting link.
2. Click **Join the online meeting** link in the meeting request.
3. This time you will receive a Microsoft Lync Attendee sign-in window.
4. Select **Join as Guest** and enter a display name in the **Display Name (required)** field.
5. Click **Join**.

