



Quick Start: Lync 2010 Attendee

Microsoft® Lync™ 2010 Attendee is a conferencing client that allows users who do not have Microsoft® Lync™ 2010 communications software installed to participate in Lync 2010 online meetings.

Lync 2010 Attendee provides communication tools such as instant messaging, audio, video, as well as collaboration tools such as application sharing, screen sharing, attachments, whiteboard, polling, and slide presentation.

To join and participate in meetings, this topic presents a few tasks that you'll have to do to start using Lync 2010 Attendee.

What do you want to do?

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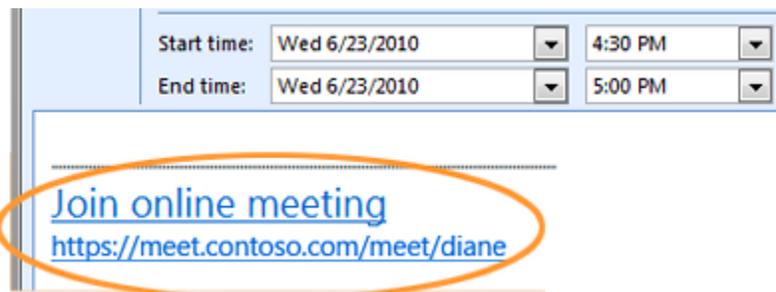
[Start sharing](#)

Obtain Lync 2010 Attendee

You can obtain the Attendee client as follows:

The support team in your organization installs Attendee for you.

If the support team has set up Attendee, when you click the **Join online meeting** link in a Lync 2010 invitation, you'll be prompted to download and install Attendee.



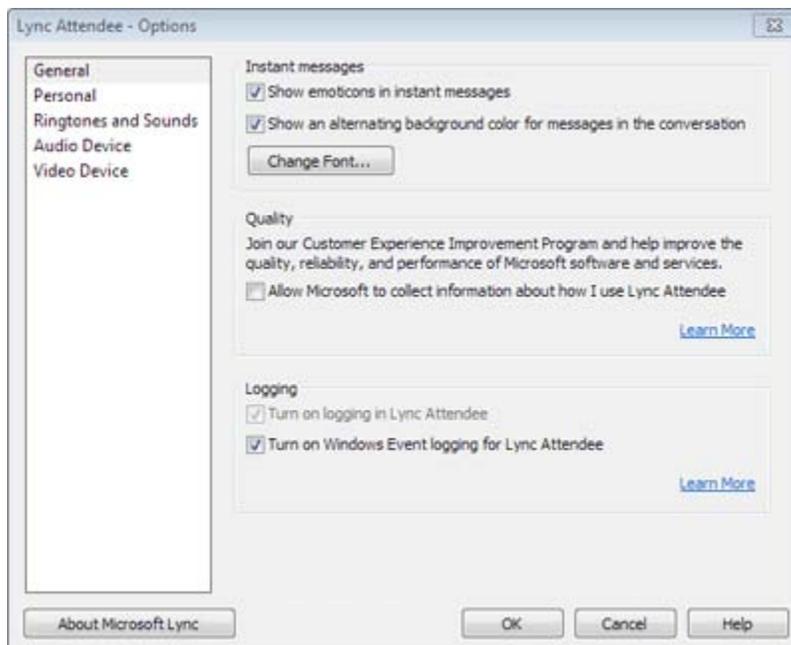
You can install it yourself from a download page before you intend to join a meeting. Go to [Microsoft Lync 2010 Attendee – User Level Install](#).

Prepare Lync 2010 Attendee for a meeting

You can adjust various settings in preparation for using Attendee. You can also adjust options when you're in the meeting.

Click **Start**, click **All Programs**, and then click **Microsoft Lync 2010 Attendee**. The **Options** dialog box appears.

These are the options that you can select from the **Options** dialog box.



NOTE: You could join Lync 2010 meetings with earlier versions of Communicator, but we recommend that you use Lync 2010 Attendee for the best experience. With Lync 2010, you'll get the full in-meeting features that are set by using Attendee.

Install Lync 2010 Attendee before joining a meeting

As mentioned, the support staff in your organization may have already installed and set up Attendee for you. If they did, you will see **Microsoft Lync 2010 Attendee** in the Windows Start menu, where you can open it and view and change options, if required.

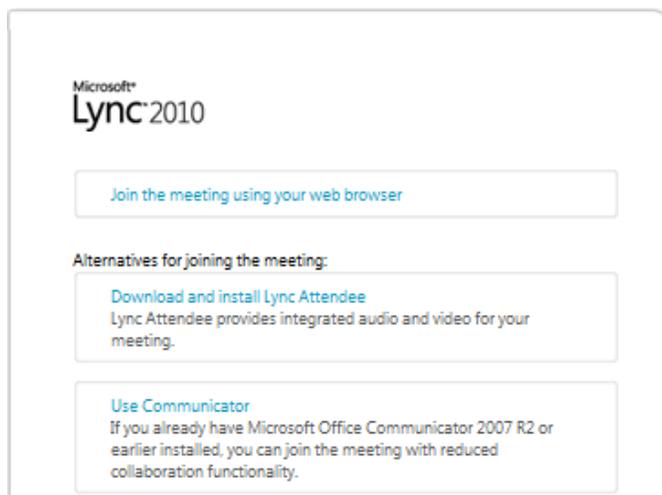
Or, if your organization allows it, you can download and install Attendee from [Microsoft Lync 2010 Attendee – User Level Install](#).

When Attendee is installed, you can join a meeting as a guest or an authenticated user.

Install Lync 2010 Attendee during join meeting

Click the **Join online meeting** link in a meeting invitation sent from Lync 2010.

A screen with instructions for selecting a client to install is displayed. Click **Download and install Lync Attendee**.



A webpage with a download and install link will open. Follow the download and install instructions. After you've completed the installation, in the Lync 2010 invitation click **Join online meeting** again.

Join a Lync 2010 online meeting

You can join a Lync 2010 online meeting as a guest or an authenticated user by following these steps:

Click the Join online meeting link in the invitation sent from Lync 2010.

In the Lync 2010 Attendee sign-in screen shown here, select whether to join as a guest or as an authenticated user by using your company credentials. For information about setting up the joining method, see [Set Personal options in Lync 2010 Attendee](#).



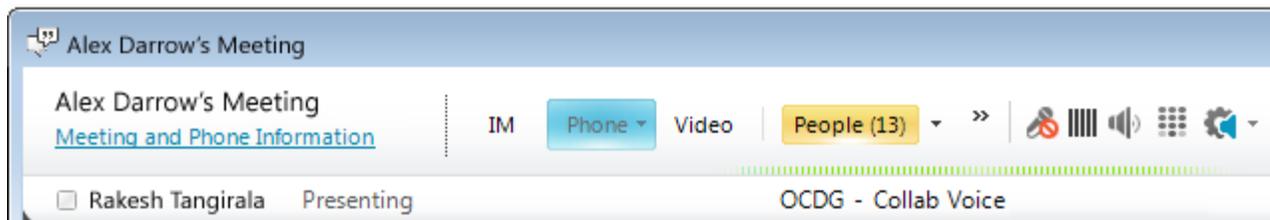
For general information about joining meetings, see [Join from a computer without Lync 2010 installed](#).

Wait in the lobby

Depending on how the organizer has set up the meeting, you'll be able to either join the meeting immediately, or wait in the lobby until a meeting presenter admits you. You can be admitted only by a presenter or an organizer.

Start IM, phone, or video

As soon as you're admitted to a meeting by a presenter or an organizer, you'll see the meeting window. You can then use IM, audio, video and view what's being shared or presented.



Click IM, Phone, or Video, depending on what you want to do.

Start sharing

If you've joined a meeting as a presenter, you can share. When you are in a meeting as an attendee, you don't have the option to share. To start to use one of the sharing options, an organizer or presenter must make you a presenter.

Click **Share** to see the available sharing activities.