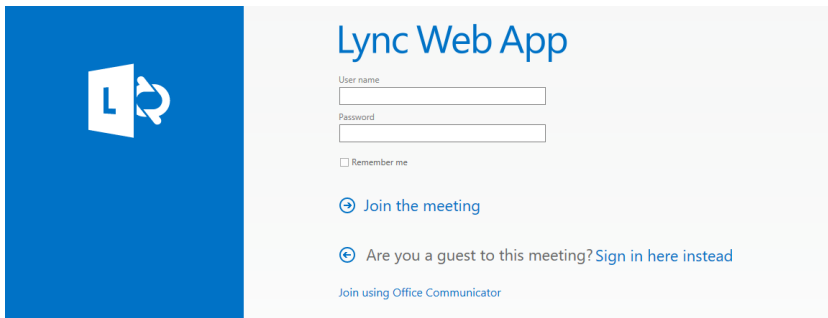# Using Lync Web App
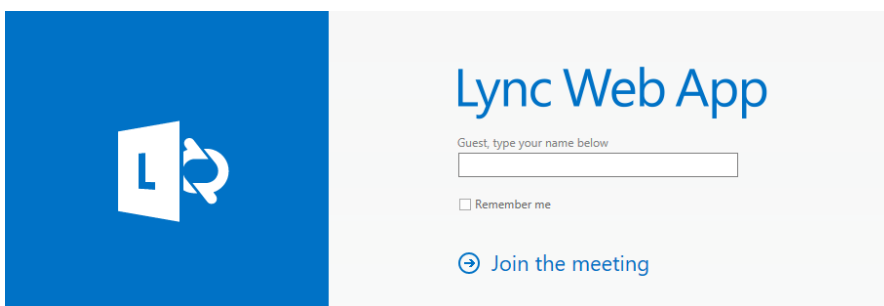
Joining Meeting

1. Click the **Join online meeting** link in the meeting invitation received. Or copy and paste the meeting URL into the device web browser.
2. Your web browser will open the Lync Webb App window.
3. Your browser may present you with the option to Allow or Deny Skype for Business Web App Plug-In. Select **Allow.**
4. Touch **Sign in here instead**.

5. Type your name in the **Guest, type your name below** field.
6. Choose **Join the meeting**.

During the Meeting

Once you join the meeting, ensure you have a red telephone icon on the top right. This indicates that you are in the conference call and you will be able to hear the presenter and speak to others on the conference call.   If there is no red telephone, call into the meeting by touching the telephone icon on the bottom left.

Muting – Select **Mute** (second button from left) to mute and unmute device.

Instant Messaging – Select **Message** (first button from left) to open the IM window. Type your message and select Enter to send the message to all meeting participants online.

Start your Video – Select **Camera** (third button from left) to start your video. You must have a camera connected for this feature to work.

Participants – Select **People** (last button on right) to view the list of participants/attendees.

Disconnecting from Meeting – To exit the meeting, select **Exit Meeting** button in upper right corner.