

LYNC 2011 CLIENT FOR MAC

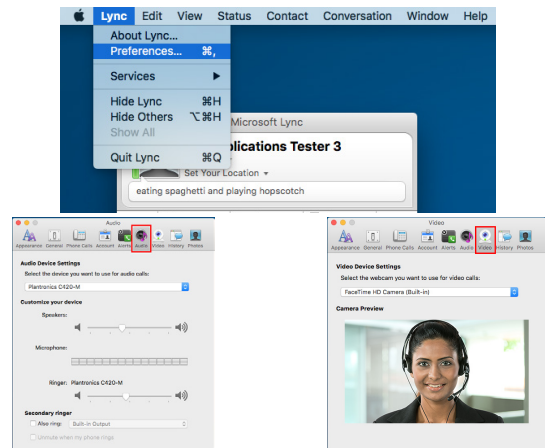
How to join Lync | Skype for Business Online Meetings

1. Checking your audio and video

Select **Lync**, then **Preferences** on the main menu.

Select the **Audio** tab to adjust your speaker and microphone settings. Select the **Video** tab to preview your web cam.

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2. Joining the meeting

Open your email invitation or calendar event. Click on the **Join Online Meeting** or **Join Skype Meeting** link. You may have to wait in a virtual lobby until the host admits you.

[Join online meeting](#)

<https://mu-lyncmeet.massey.ac.nz/tester4/THJ68M5M>

Join by Phone

+64 (6) 3504499

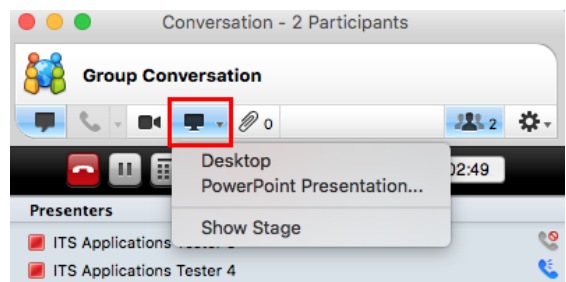
[Find a local number](#)

Conference ID: 50177

[Forgot your dial-in PIN?](#) [First online meeting?](#)

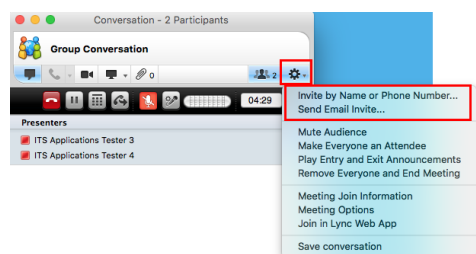
3. Sharing content during the meeting

Presenters can share content during the meeting. Select the **Computer** icon then choose what you would like to present. Your attendees will see the shared content appear on a stage (if their device/app/client supports it).



4. Inviting more people during the meeting

Select the **Options cog** icon, then **Invite by Name or Phone Number** or **Invite by email**.



5. Leaving or ending the meeting

If you're a participant, simply hang up. If you're the meeting host, select the **Options cog** icon, then **Remove Everyone and End Meeting**.

