

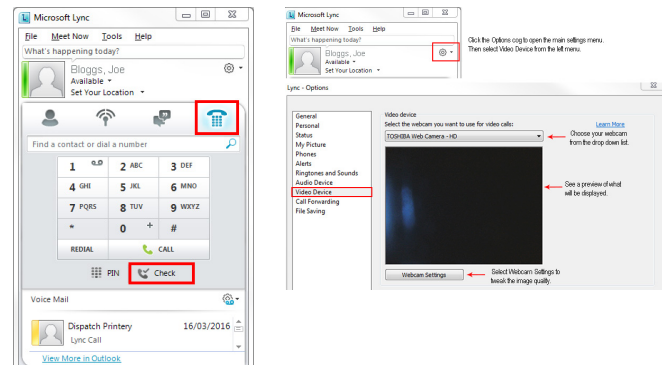
LYNC 2010 CLIENT FOR WINDOWS

How to join Lync | Skype for Business Online Meetings

1. Checking your audio and video

Select the **Phone** tab then select **Check** to make a test call. Record your voice, then wait to hear the recording played back.

Select the **Options** cog to open the main settings menu, then select **Video Device**. Choose your webcam to see a preview.



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

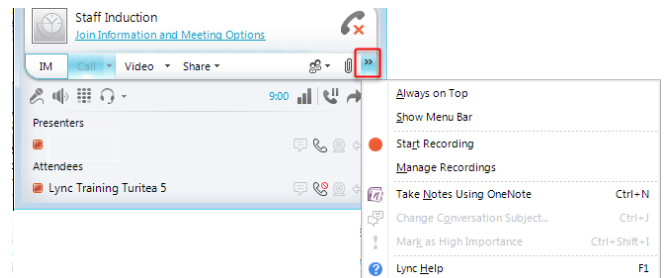
[Find a local number](#)

Conference ID: 50177

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

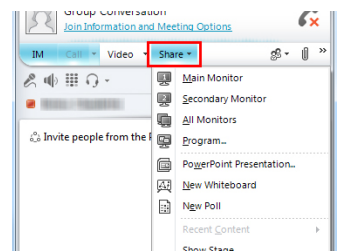
3. Recording the meeting

Let everyone know you're going to record the meeting. Select the **double arrows icon**, then **Start Recording**. When you're done, select **Stop Recording**. Your file will be saved in the Videos/Lync Recordings folder on your computer.



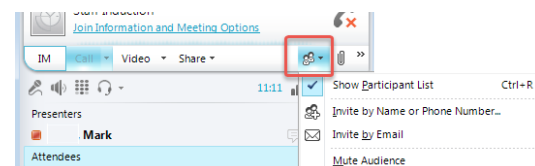
4. Sharing content during the meeting

Presenters can share content during the meeting. Select the **Share** tab, 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).



5. Inviting more people during the meeting

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



6. Leaving or ending the meeting

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

