

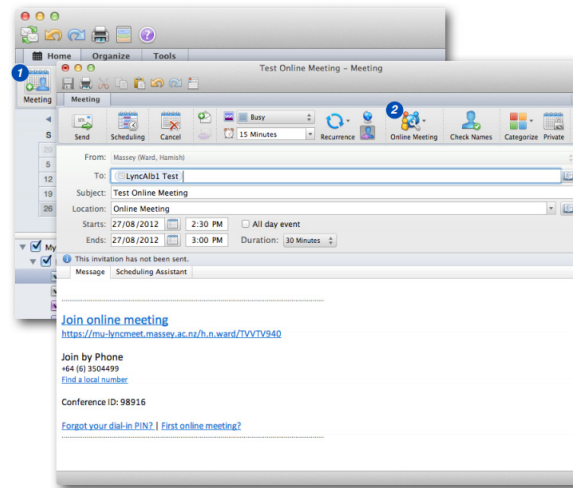
LYNC 2011 CLIENT FOR MAC

How to schedule Lync | Skype for Business Online Meetings

Create a new online meeting

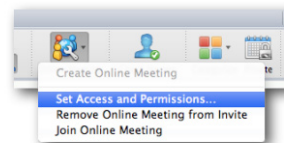
You must be signed in to both Microsoft Outlook and Lync.

1. Open **Microsoft Outlook** and select **Calendar**.
2. Select **Meeting**, then **Online Meeting**, then **Create Online Meeting**. A new Outlook calendar invitation will open and the body will contain the online meeting details.
3. Enter your recipients and a subject. Select a start and end time. Add your agenda items to the email before the meeting details.
4. Before you press send, consider increasing the privacy of your meeting and choosing presenters (as described below).
5. Press **Send**.



Meeting options

Click the small down arrow next to the Online Meeting icon. Select **Set Access and Permissions** to open Meeting Options.



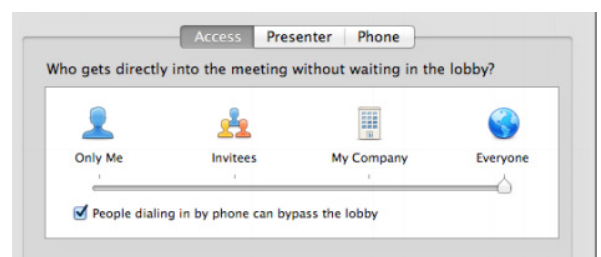
USE A UNIQUE CONFERENCE ID AND MEETING LINK FOR EVERY MEETING TO PROTECT YOUR PRIVACY

Tick the checkbox **Customise access and presenters for this meeting**.

- Customize access levels, presenter options, and phone settings
Meeting with custom access level or presenters will use a dynamically generated meeting link and conference ID.

MAKE ALL ATTENDEES WAIT IN THE LOBBY FIRST

Under the **Access** section, select **Only Me** and untick the checkbox **People dialing in by phone bypass the lobby**. When the meeting commences, you will need to admit your attendees.

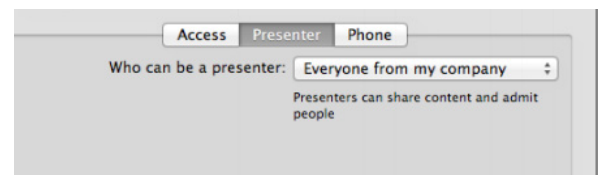


CHOOSE PRESENTERS

Under the **Presenters** section, select your preference.

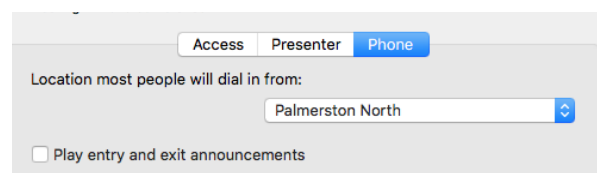
We recommend:

- Limiting presenters for formal presentations
- Making everyone a presenter for collaborative meetings



PLAY ENTRY AND EXIT ANNOUNCEMENTS

Open **Audio and Phone** settings, then tick the checkbox **Play entry and exit announcements**.



Tick the checkbox **Remember settings** then **OK**, to save these changes as the default for future meetings.