

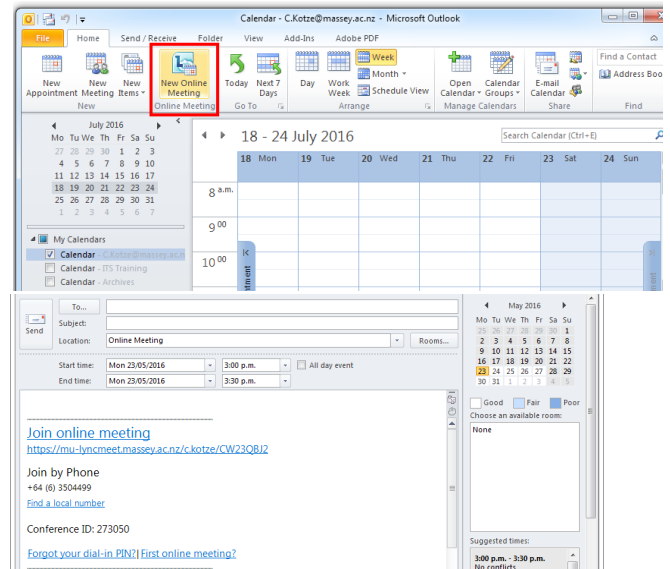
LYNC 2010 CLIENT FOR WINDOWS

How to schedule Lync | Skype for Business Online Meetings

Create a new online meeting

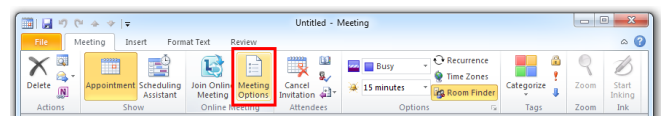
You must be signed in to both Microsoft Outlook and Lync.

1. Open **Microsoft Outlook** and select **Calendar**.
2. Select the **Home** tab (if not already selected) then **New 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 body of the email before the meeting details.
4. Before you press send, consider increasing the privacy of your meetings and choosing presenters (as described below).
5. Press **Send**.



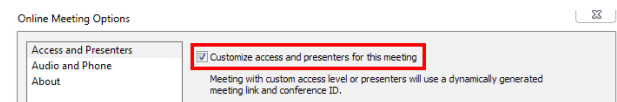
Meeting options

Create a new meeting and open the **Meetings** tab, then open **Meeting Options**. You will need to tick the checkbox **Remember settings** then **OK**, to save these changes as the default for future meetings.



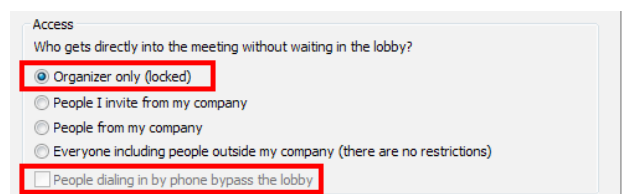
USE A NEW CONFERENCE ID AND MEETING LINK

Tick the checkbox **Customise access and presenters for this meeting**. A unique Conference ID and meeting link will now be generated for every meeting.



MAKE ALL ATTENDEES WAIT IN THE LOBBY FIRST

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

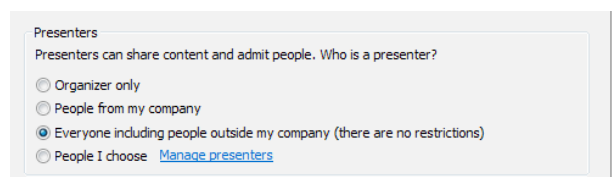


CHOOSE PRESENTERS

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

We recommend:

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



TURN ON ENTRY AND EXIT ANNOUNCEMENTS

Open **Audio and Phone** settings, then tick the checkbox **Turn on entry and exit announcement for this meeting**.

