

DID YOU KNOW?

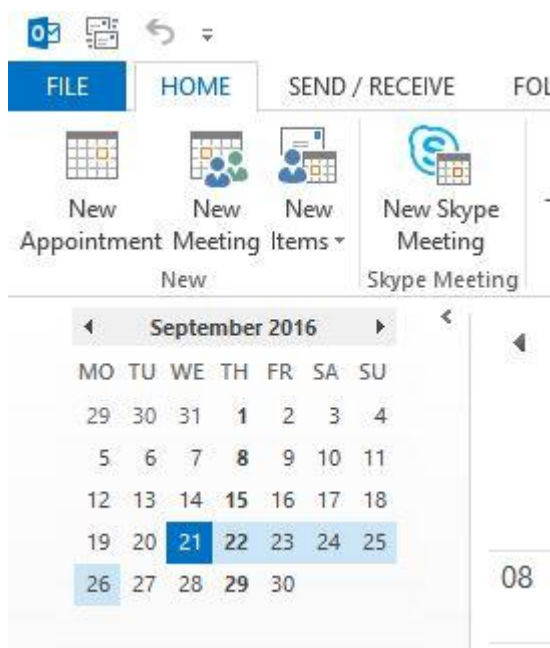
How to Schedule Lync meetings using Ms-Outlook

Lync meetings are very convenient and a powerful tool for groups that can't physically meet. With a webcam and microphone you can turn a chat room into a video conference. Scheduling a meeting allows you to organize a time for everyone to meet.

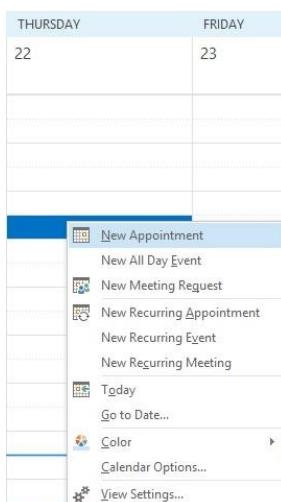
- 1) Go to calendar in Outlook located in the bottom left of the screen.



- 2) Right click on the time that you would like the meeting.

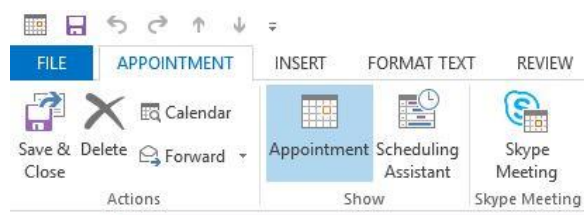


3) Select New Appointment.

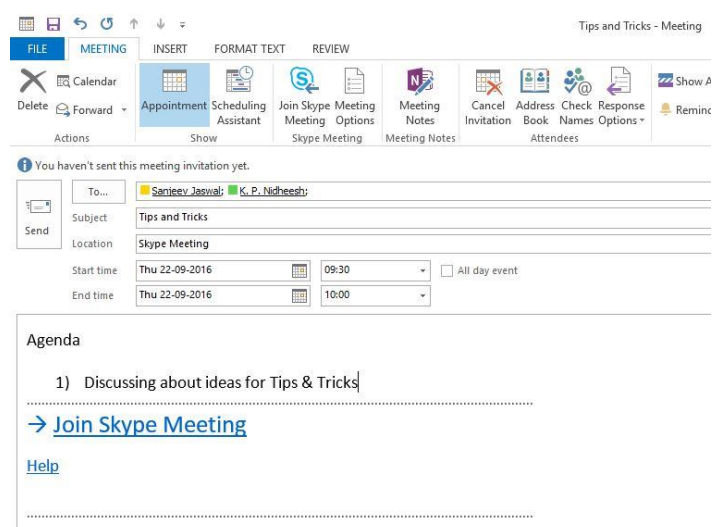


4) Click on Skype Meeting.

(Note :- Some may have option of Lync Meeting if not upgraded to Skype for business)



5) Put the email id of people whom you want to invite for the meeting & also put the Agenda in the email body if required.



THANK YOU