Connect to a Meeting

Along with this set of instructions you will have received a Microsoft Lync meeting invitation which appears like https://meet.sesync.org/...

Figure 1 Join Meeting

1. Please copy the Lync meeting address to your web browser.
2. Enter your name in the guest box.
3. Select 'Install Lync Web App plug-in'.
4. Click 'Join the meeting'. (Figure 1)
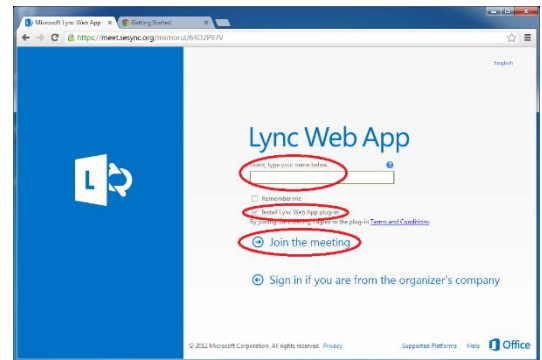5. Your web browser will download the Microsoft lync plugin.

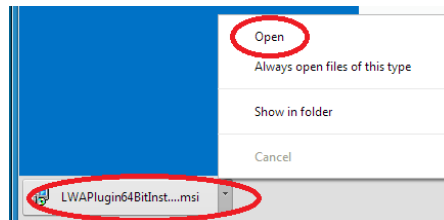6. Run the plugin once it has finished downloading. (Figures 2 & 3)
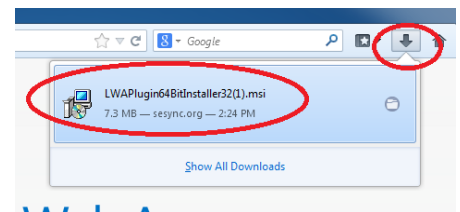

Figure 2 Chrome Plugin Installation

Figure 3 Firefox Plugin Installation

Figure 4 Allow Lync Installer to run

7. If you are prompted with a security warning, please accept and click Run to start the installer. (Figure 4)
8. After the installation finishes, your web browser should reload and the Lync plugin will ask your permission to connect to sesync.org. Click Allow. (Figure 5)
9. Your browser should now connect you to the meeting. If it does not, reload the meeting link and then connect as a guest.
10. Lync will now join you to the meeting, if you do not have a headset or microphone available, you will be prompted to connect one and rejoin the meeting.
11. You will be muted when you join the meeting. Please be sure to un-mute to contribute to the discussion. (See B in figure 6 below)
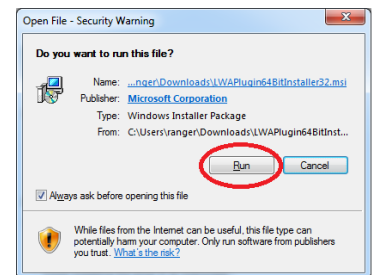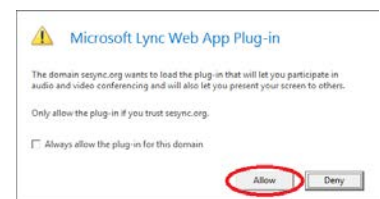

Figure 5 Allow sesync.org to use plugin

Navigating your Lync Meeting

After you connect to your Lync meeting, you will see the following screen.

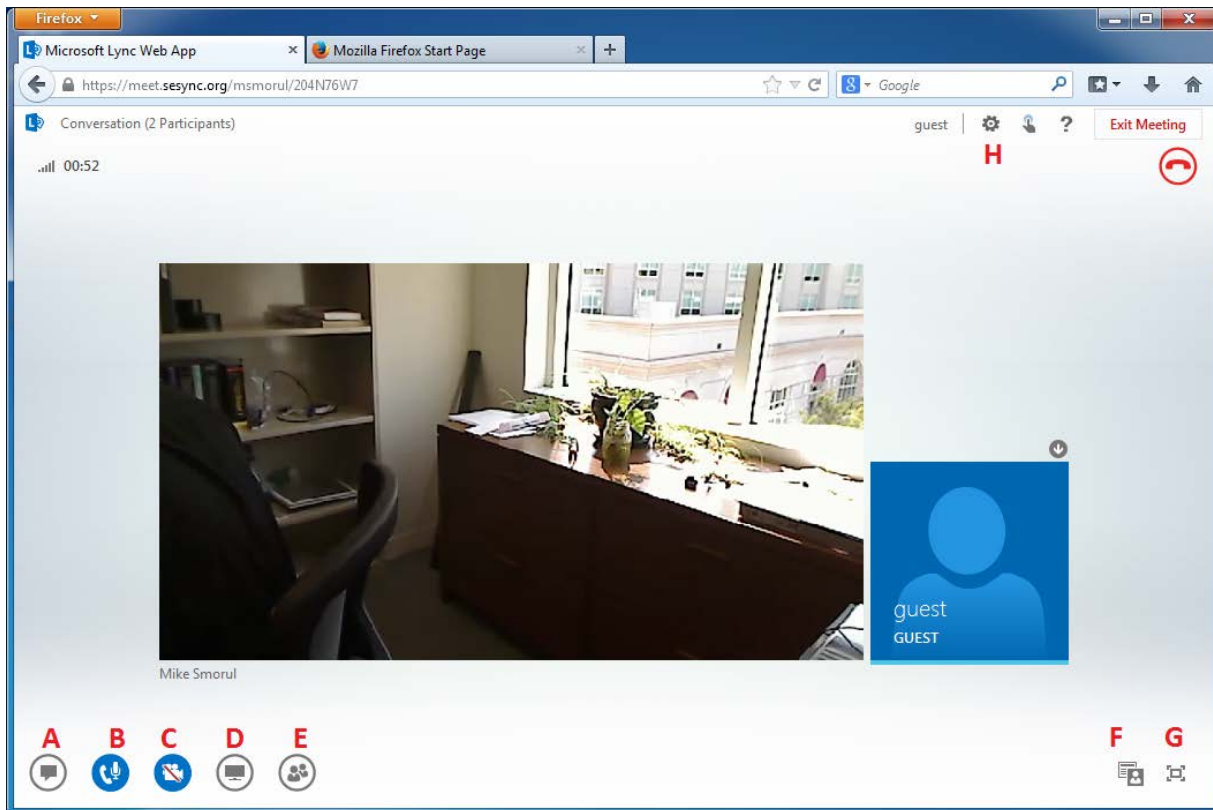Figure 6 Lync Meeting

The meeting controls are described below.

A. View meeting chat window
B. Mute/Unmute your microphone
C. Start or Stop your webcam
D. Share your screen or an application
E. View meeting Attendees
F. Change meeting layout (Only affects you)
G. Change Meeting to Full Screen.
H. Meeting Settings (setup your microphone, speakers, webcam)

Sharing Content

Click the sharing icon and as shown in Figure 7 choose what you wish to share.
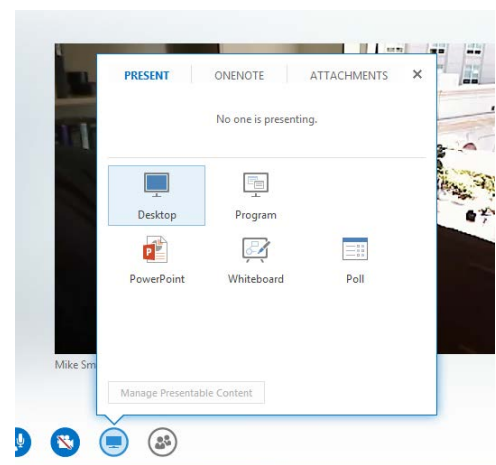

Figure 7 Sharing Content