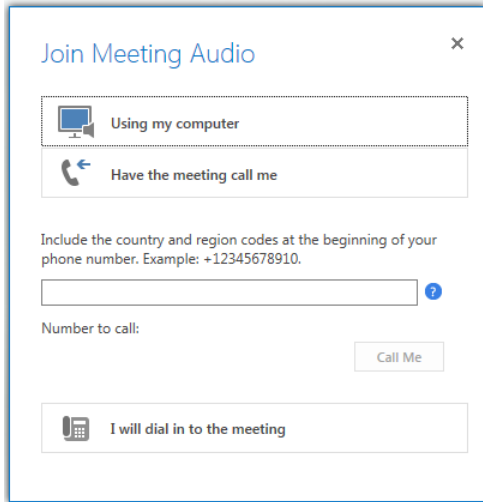## Call in to the meeting

If you want to call in for the audio portion of the meeting, follow the instructions in the previous section, but make sure the option to install the **Lync Web App Plug-in** is <u>Not</u> selected, then click **Join the meeting**.

In the **Join Meeting Audio** box, click **Have the meeting call me,** and type a phone number where the conference can call you. Or click **I will dial in to the meeting** and use the number and conference ID listed in your meeting invitation.

Manage your video display

If you have a camera connected to your computer, click to share your video in the meeting. A camera is required only to share your video, not to view the video shared by others.
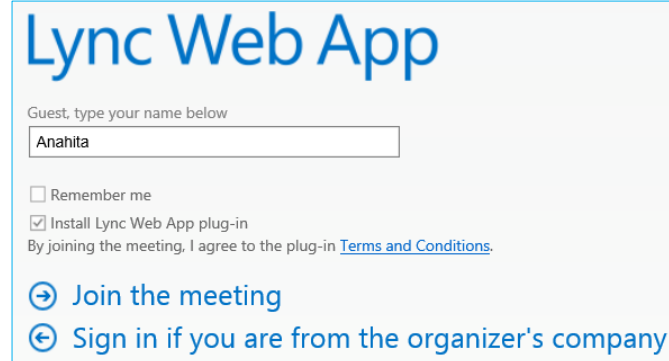
Quick Reference for
Lync Web App

Join a Lync Meeting with computer audio

If you don't have Lync 2013, you can join a Lync Meeting with Lync Web App. **Note** that you don't need to download or install anything. Just click the meeting link in your invitation and follow the instructions on the page to join.

1. In your meeting invitation, click **Join Lync Meeting**.
2. When Lync Web App opens, do one of the following:
*   To join as a guest, type your name in the text box, and select **Join the meeting.**
*   If the meeting is from someone in your own organization, you can select **Sign in if you are from the organizer's company**. Then type the same user name and password that you use to log in to your company's network.
3. Make sure to select **Install Lync Web App plug-in,** which is required for video and computer audio. It also lets you share your screen if you're a presenter.

Depending on how the meeting was set up, you'll either wait in the lobby or be admitted to the meeting. If you're in the lobby, only a presenter can admit you to the meeting. After you're admitted, you can use your computer's speakers and mic, or a headset for the audio.
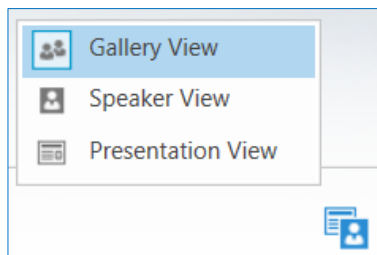
Important Check this topic to learn how to set up and test your audio device.

Pick a Layout

Depending on your meeting type, you can select a specific view of content, presenters, or participants. Click **Pick a layout** on the lower right side of the meeting:
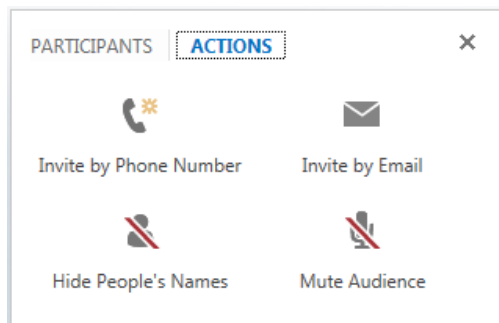
- **Gallery View** displays all the participants' pictures and videos.
- **Speaker View** displays the picture or video of only an active speaker.
- **Presentation View** displays only the shared content in the meeting, such as screen sharing.

Manage meeting participants

If you're a presenter, you can click to access the options to manage participants. The **PARTICIPANTS** tab displays the participant list.
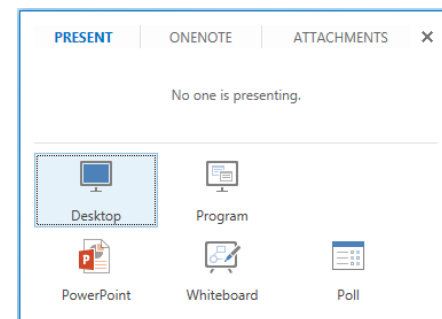
1. Right-click a participant and select **Mute**, **Unmute**, **Remove** or **Make an Attendee/Presenter**.
2. You can invite additional participants during a meeting. Click **ACTIONS**.
   - To invite using their phone number, click **Invite by Phone Number**.
   - To invite via email, click **Invite by Email**.
3. To hide participant names in videos or pictures, click **Hide People's Names**.
4. To mute all the participants simultaneously, click **Mute Audience**.

Share your desktop or an open program

If you're a presenter, you can share your desktop, or one or more open programs in the meeting.

1. Point to .
   - To share your desktop, click **Desktop**. The meeting stage displays **You are presenting Desktop**, and the desktop is outlined in yellow.
   - To share a program, click **Program** and select the program(s) you want to share, then click **Present**.

2. During a sharing session, a sharing toolbar is displayed at the top of your screen. You can hide or unhide it by clicking the pin icon.

3. Click **GIVE CONTROL** to share control of your sharing session with another participant. You can take back control at any time by clicking **GIVE CONTROL**, and then **Take Back Control**.

4. To end the sharing session, click **Stop Presenting** on the toolbar.

Share a PowerPoint presentation

1. Point to , then click **PowerPoint**.
2. In the **Choose a PowerPoint to present** box, click **Browse** to select and open the presentation to share.
3. Move through the slides by using the arrows below the meeting stage. Click **THUMBNAILS** to select a specific slide, and **NOTES** to see presenter notes.
4. Click on the upper right corner of a slide to display the annotation toolbar, to use tools such as highlighters, stamps, and laser pointer.
5. The presentation can have embedded hyperlinks. Before you click them during your presentation, you must hide all annotations in the presentation by clicking **Hide Annotations** in the annotation toolbar.