

Sharing

As a Mac users, you can show your entire desktop to everyone in a Lync meeting using the Lync 2011 desktop client. Remember that a Lync meeting can be an impromptu conversation with one or more Lync users, or a scheduled meeting with Lync and non-Lync users. Also, presenters using Lync 2013 for PC or the Lync Web App will have more options for sharing.

To share your screen, you need to be a presenter. If the sharing option is grayed out, ask one of the presenters to give you presenter access.

Share your desktop

1. At the top of the meeting window, click on the Monitor icon.
2. From the drop-down menu, choose Desktop. **IMPORTANT:** When you share your desktop, everyone in the meeting can see your programs, documents, and notifications. Close confidential information or documents that you don't want people to see.
3. When you begin sharing, you will notice a green border around your monitor. In addition, you will see the Stage.
4. To hide the Stage and share more of your screen, select Hide Stage.

If you want a meeting attendee to share their screen, give them presenter access, so they can use the controls. If they don't use Lync, they can still use Lync Web App to present. See Share your desktop and programs from Lync Web App for more information.

Stop sharing your desktop

1. To stop sharing your desktop, click on the Monitor icon at the top of the window and select Show Stage.
2. At the top of the stage, select the Desktop – Your Name button. Hover over Desktop – Your Name and select Stop Sharing.
3. The green border around your screen will disappear. You will still see the Stage, but the grey button at the top will appear as Desktop Not Shared.



Lync allows you to easily add video to chat or voice conversations and video conference other Lync users on campus.

You need a camera to share your video, but you don't need one to see other people's videos. Often, your laptop or computer's camera will suffice, however other options are available at a cost. In addition, a Lync-certified audio device can improve the quality of the session. Contact your department's technical support staff to learn more about the Lync-certified hardware options.

TIP: Often, the best way to start a video conference is to actually start with a chat message and ask if the person is free to video conference.

Find more information about Lync and the latest version of this handout at technology.ku.edu/lync.



Using video

For most Mac users, you can add video using the webcam on your Mac. You need a camera to share your video, but you don't need one to see other people's videos. Lync automatically detects the webcam and uses it for your next video call.

Add video to an IM conversation

TIP: Often, the best way to start a video call is to start with an instant message and ask if the person is free for a video call.

You can quickly add video to your IM conversation by selecting the **Camera Icon**. The video call starts. You can continue to send instant messages to the call recipient and also to other contacts.



Note: If you accept someone's incoming video call, they won't see you unless you add video from your side of the conversation.

Start a video call

1. Find a contact either in your Contacts List or using the search window.
2. Select the contact and then select the **Camera Icon** in the menu at the bottom of the window.



3. Your video call will begin, and your contact will receive a notification that you would like to video conference with them.

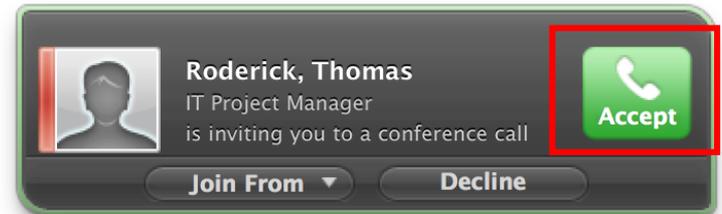
End a video call

1. To end only the video and voice portion of the call, hang up by selecting the **Red Telephone Icon**. The instant message conversation will remain.
2. To leave the video, voice, and instant message portion of the call, close the window.

Answer a video call

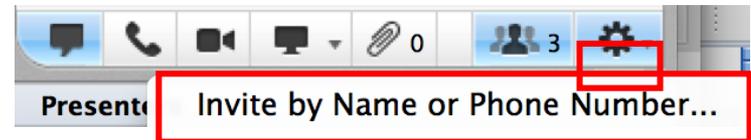
When someone calls you, an incoming conversation invitation notification is displayed in the lower-right corner of your computer screen.

- To join a conversation call, click **Accept**.
- You can also reject a call by clicking **Ignore**.



Invite more people to a video call

1. In the conversation window, click on the **Settings Icon**.
2. Select **Invite by Name or Phone Number ...**



3. Choose a contact from your Contacts List or search for a Lync user, select the contact, and click **OK**.

Manage participants

In the meeting window, click the **Settings icon** to do any of the following:

- **Invite by Name or Phone number...** - This will open your contacts list along with a search box where you can look up other Lync users.
- **Send Email Invite...** - This will create a meeting invitation in Outlook with a link to the meeting, which can be helpful if you're inviting Non-Lync users.
- **Mute Audience** - This will mute all attendees.
- **Remove Everyone and End Meeting**