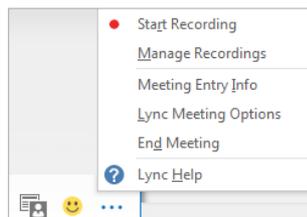


Record and playback the meeting

Lync recording captures audio, video, IM, program sharing, PowerPoint presentations, and whiteboards.

1. In the meeting window, click **More Options**, and then click **Start Recording**.
2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.



After the recording is stopped, Lync automatically saves it in a format that plays in **Windows Media Player**.

To play, rename, or delete a recording, click **Manage Recordings** on the **More Options** menu, and click your selection. You can also click **Browse** to go to the location of the recording and make a copy of the file to post on a shared location for others to view.

Join a Lync Meeting

1. Do any of the following:
 - In the Lync main window, above the search box, click the **Meetings** icon, and then, in the meeting listing, click **Join**.
 - In the meeting request, click **Join Lync meeting**.
 - In the meeting reminder, click **Join Online**.
 - If the meeting request includes call-in information, you can call in to the meeting from a phone.
2. Unless you call in, on the **Join Meeting Audio** window, select one of these options.

Use Lync (full audio and video experience)	You can use computer audio and video with your computer's built-in devices, or a headset and camera.
Call me at:	Lync calls you at a number you provide.
Don't join audio	Select this if you decide you want to call into the meeting with a phone (and the meeting request includes call-in details) or join the audio portion later. Use the conference numbers and ID in the invitation to dial in.

fold

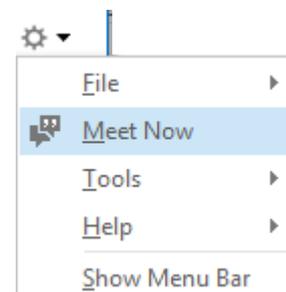


Microsoft Lync 2013 Online Meetings For Windows

Impromptu meetings

You can hold impromptu meetings with one or many participants.

1. Select the **drop-down menu** beside the gear option in the client.
2. Select **Meet Now**.
3. You can then add other participants to your meeting by hovering over the participants icon and selecting **Invite Participants**.



This is one Quick Start Guide of a series. We encourage you to view more guides, step-by-step instructions and instructional videos at technology.ku.edu/lync.



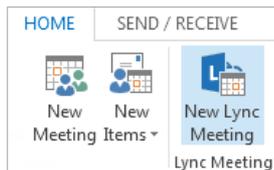
Schedule a Lync meeting

You can schedule a Lync Meeting by using the Outlook.

To schedule a meeting with Outlook:

1. Open your Outlook calendar, and on the **Home** tab, click **New Lync Meeting**.
2. In the meeting request, add recipients, a subject, agenda, and date/time.

The meeting request contains the meeting link and, if your account is configured for dial-in conferencing, audio information that the participant can use to join the meeting.



Set meeting options

You can customize some meeting options, including who can access, present in, and share video during an individual meeting, and whether instant messaging (IM) is enabled.

1. Open the meeting request, and on the **Home** tab, click **Meeting Options**, and then in Access and Presenter options and Audio and Phone options, choose the appropriate selections.

For details, see *Manage participants* later in this guide.

Share a PowerPoint presentation

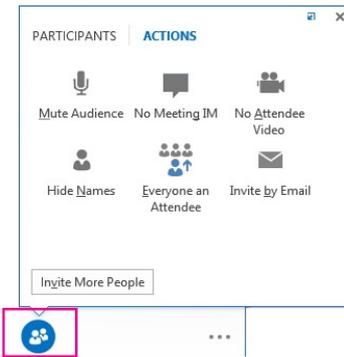
1. Point to the presentation (monitor) button.
2. On the **Present** tab, click **PowerPoint**, and upload the file in the meeting.
3. (Optional) Do any of the following:
 - To move the slides, click **Thumbnails**, and then click the slide you want to show, or use the arrows at the bottom of the meeting window.
 - To see your presenter notes, click **Notes**.
 - Click the **Annotations** button on the upper-right side of the slide to open the toolbar and use highlights, stamps, laser pointer, and so on.



Manage participants

In the meeting window, point to the people button, and do any of the following:

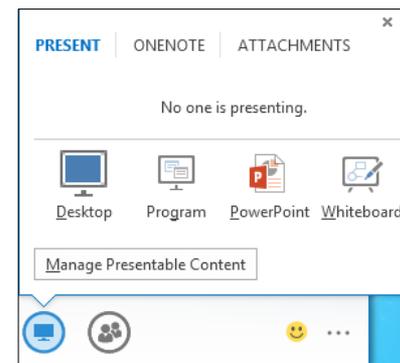
- To manage a participant, on the **Participants** tab, right-click the person's name, and use the options to mute, unmute, remove, and so on.
- To manage all, on the **Actions** tab, click:
 - **Invite More People** to add participants.
 - **Mute Audience** to eliminate background noise.
 - **No Meeting IM** to turn off meeting IM
 - **No Attendee Video** to block attendees from starting their video.
 - **Hide Names** to hide the names on the pictures.
 - **Everyone an Attendee** if you have too many presenters.
 - **Invite by Email** to send email invitations to additional people.



Share your desktop or a program

During a Lync meeting, you can share your desktop or a specific program.

1. In the meeting window, point to the presentation (monitor) button.
2. On the **Present** tab, click:
 - **Desktop** to show the entire content of your desktop.
 - **Program**, and double-click the program you want to share.
3. (Optional) Click **Give Control** on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.



NOTE You can take control back at any time by clicking **Give Control**, and then **Take back control**.

4. When you have finished presenting, click **Stop Presenting** on the toolbar.