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1 Making Sure Lync Is Compatible With Your System

To attend a Lync training using your Web browser you need to have one of the following operating system and browser combinations. This is just a very general summary of the requirements so if you have problems or want more detail you should read the detailed requirements on the Microsoft website (http://technet.microsoft.com/en-us/library/gg425820.aspx).

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Internet Browser</th>
</tr>
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<tbody>
<tr>
<td>Windows XP, Vista, 7 or 8</td>
<td>• Windows Internet Explorer 7-10</td>
</tr>
<tr>
<td></td>
<td>• Mozilla Firefox</td>
</tr>
<tr>
<td></td>
<td>• Chrome</td>
</tr>
<tr>
<td>Mac OS 10.5.8 or later</td>
<td>• Mozilla Firefox</td>
</tr>
<tr>
<td></td>
<td>• Apple Safari</td>
</tr>
<tr>
<td></td>
<td>• Chrome</td>
</tr>
</tbody>
</table>

Computer based audio and video are not available for Windows XP and Windows Vista.
2 Joining a Lync Meeting

If you are attending a Lync meeting the presenter should have sent you an e-mail which contains a link to join the meeting:

1. To join the meeting, click the **Join Lync Meeting** link.
2. Enter your name in the box shown below.
3. Check the box to install the Lync Web App plug-in. You will only see this option if you do not have the plugin installed.
4. Click **Join the meeting**

You will be placed in the lobby where you will see the following message. Please wait until the meeting organizer admits you to the meeting.

Hello. You’re in our virtual lobby, so make yourself comfortable. The organizer will let you in soon.....
3 Meeting Interface

Once the presenter starts the Lync meeting you will see a window similar to the one below:
Generally, within Lync, if you’re not sure what something is, try pointing at it with your mouse cursor and keep the cursor there for a second or two. Often a tooltip will appear which provides the name of the item or more information.

The top-left corner of the screen displays information about the screen:

1) Participant count  
2) Network connection strength  
3) Time elapsed since beginning of meeting

In the top-right corner of the screen your sign-in name and some buttons are provided:

4) Sign-in name  
5) Options button  
6) Touch-mode on/off button  
7) Help button  
8) Exit meeting button  
9) Hang-up button
In the bottom-left corner of the screen are the main meeting controls:

- Instant messaging
- Devices
- Video
- Shared content
- Participants

Although Lync supports computer audio, computer audio will not become an option for CSIS trainings until we complete the necessary configuration.

Note: The devices icon may show a crossed-out microphone if you do not have a microphone properly installed on your computer:

In the bottom-left corner of the window are some view controls:

- Layout
- Full screen toggle
4  **Instant Messaging**

To send an instant message:

1) Point at or click the message icon
2) Type a message
3) Press the Enter key
5 Downloading Attachments

In some situations, the presenter may make one or more documents available to download as an attachment. If so, they will be accessible through the shared content button in the bottom left corner of the screen.

To download an attached document:

1. Put your mouse cursor on the shared content button
2. Click the ATTACHMENTS section
3. Click the file you wish to download

4. Depending on your Internet browser settings, the download may start immediately or you may receive a dialog box like the one shown below. If you do, choose the save option, then click OK.
6  View Settings

When you click the Layout icon, depending on whether you are using the full Lync client or what Internet browser you are using to attend the Lync meeting, you will some or all of the following layout options:

- **Gallery View** - shows all the participants’ pictures, or videos, plus meeting content.
- **Speaker View** - shows the presenter’s picture or video at the lower-right corner of the meeting window, plus meeting content.
- **Presentation View** - shows only the meeting content.
- **Compact view** - shows the tiles of the participants’ pictures in a compact window.

If you click the Full Window button, the meeting interface will change to Full Window Mode.

This mode hides the control bars to maximize the viewable space. Combining Presentation View with Full Window Mode will give you the largest view of the presented content.
In this mode, if you want to see the control bars, bring your mouse cursor to either the top or bottom of the window.
7 Microsoft Lync Web App Plug-in

The Lync WebApp plug-in is necessary to use many of the features of a Lync meeting including viewing presented content. If you do not already have the Lync Web Plug-in installed, you may see the following modal window appear. If you do, check the box to **Always allow the plug-in for this domain**, then click the **Allow** button.

![Microsoft Lync Web App Plug-in](image)
8 Join Meeting Audio

If you are presented with the following modal window, close it by clicking the X in the top right corner. CSIS trainings do not currently support the use of computer audio, although there are plans to support it in the very near future.
## Links to Additional Documentation

### Requirements for using Lync in a Web browser

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<tr>
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### How to join a Lync meeting

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### How to use the Lync meeting window

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