

## Connecting to a Meeting Using Lync (Skype for Business)

### Setting Up Your Computer

Before the meeting starts, check to see if your computer is set up to use Microsoft Lync's Web App.

#### Meeting Platform

Microsoft Lync's Web App is the platform used for web meetings. Compatible browsers are Firefox, Internet Explorer, and Safari.

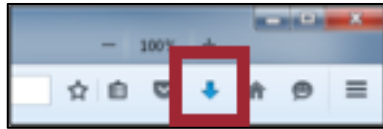
**Note: Chrome is not compatible.**

Follow the link below to test your connection:

<https://meet.ku.edu/gtiemann/F77LDFDR>

Your browser may prompt you to download a plug-in for Microsoft Lync Web App. If so, please download and install the plug-in.

Hint: In Firefox, locate the download by clicking the arrow at the top right.



Once you have downloaded the plugin, login as a Guest, and, if prompted, allow the plug-in.

#### Audio Options

Audio is available on your computer via the Lync web meeting.

**Note: If your computer's audio is not working, you can call 877-278-8686, Pin: 961449.**

#### Downloading a Recording of the Meeting

If you are unable to connect, hear the meeting audio, or see the presentation, you can download a recording of the meeting a few hours after the meeting is complete. Download a recording from:

<http://akassessments.org/webinars/>

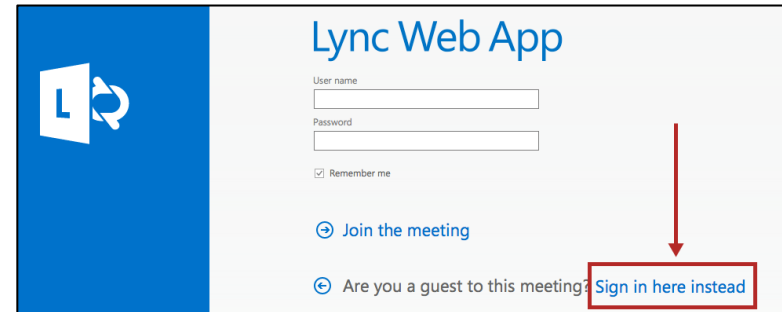
### Logging In to a Meeting

To log in to a web meeting, perform the following steps.

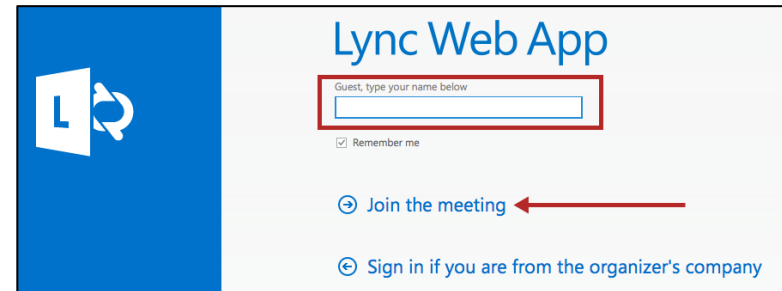
1. Follow the link to the web conference.

**Note: Links to meetings are posted at <http://akassessments.org/webinars/>**

2. On the Lync Web App page next to "Are you a guest to this meeting?," click "Sign in here instead".



3. Type your name in the "Guest" text box.



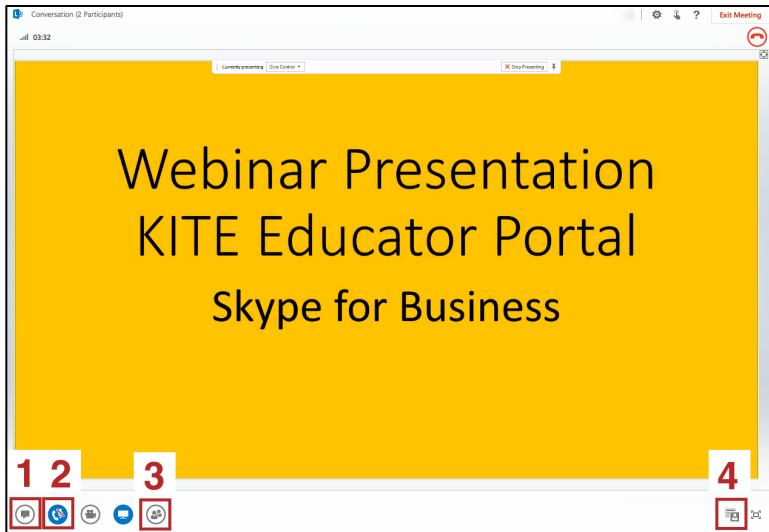
4. Click "Join the meeting."
5. If prompted, "allow" the Microsoft Lync plug-in.
6. If your screen states you are in the virtual lobby, wait until you are admitted to the meeting room.

Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon.....

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### Microsoft Lync Web Meeting Main Room

On the main screen, you can access multiple features. Four of those features are explained in the table that follows.



Button	Function	Description
1	Messages	Type a quick message and/or view the messages panel.
2	Devices	Use to mute/unmute audio.
3	Participants	View the participant list.
4	View	Use to change the screen view. We recommend Presentation View. <ul style="list-style-type: none"><li>• Gallery View – displays icons for each participant above the presentation.</li><li>• Speaker View – displays an icon for the presenter over part of the presentation.</li><li>• Presentation View – displays the presentation in the largest format.</li></ul>

### Troubleshooting

Skype for Business is a relatively new webinar platform. If you experience difficulties, the following articles may be helpful.

#### General Troubleshooting

<https://support.skype.com/en/faq/FA34552/i-m-having-issues-with-skype-for-business-where-can-i-get-help>

#### Web App Plug-In

<https://support.office.com/en-ie/article/Trouble-installing-the-Skype-for-Business-Web-App-plug-in-958fc5f1-2d6f-42e3-815d-a9516c591274>

#### Audio

<https://support.office.com/en-ca/article/Set-up-and-test-Skype-for-Business-Lync-audio-f4336d14-50ef-45a8-91df-1074121a0033>

<https://support.office.com/en-sg/article/Troubleshoot-Skype-for-Business-Lync-Audio-68d84cf2-5d8c-4c91-bda6-69755f3fa165>