

# Meetings in the browser



## Quick Start Guide

### Make it yours

Use the Settings menu to customize your calendar. Choose different color schemes and different themes.

### Check availability

Make sure invitees are free to meet. If not, move the meeting to the best time.

### Switch

Go to your email, tasks, or contacts in one click.

### New Event

Create a new event, appointment, or online Lync meeting.

### Add a room

Want to meet in person? Quickly locate an available conference room for onsite attendees.

### Online Meeting

Make this meeting an Online Lync Meeting.

The screenshot shows the Outlook Web App interface for creating a new event. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The 'new event' form is displayed with the following fields and options:

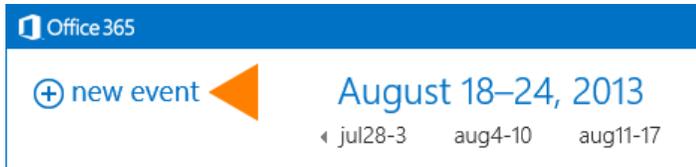
- Event:** A text input field.
- Location:** 'Online Meeting' with an 'add a room' button.
- Attendees:** A text input field with a plus sign to add more attendees.
- Start:** Date and time dropdowns (Mon 8/19/2013, 12:00 PM).
- Duration:** A dropdown menu (30 minutes).
- Show as:** A dropdown menu (Busy).
- Reminder:** A dropdown menu (15 minutes).
- Calendar:** A dropdown menu (Calendar).
- Repeat:** A dropdown menu (Never).
- Mark as private
- Online meeting
- Formatting:** Font face (Calibri), size (11), and bold/italic/underline options.
- Join online meeting:** A blue link.
- Join by Phone:** +14255550123 (USA - Redmond Campus) English (United States)

Callout lines from the text boxes point to the 'new event' button, the 'add a room' button, the 'Online meeting' checkbox, and the 'Join online meeting' link.

# Schedule a Online meeting

When you create a new event, you can make it an Online meeting by selecting the **Online meeting** option.

1. From the **Calendar** menu, select **new event**, and add online meeting link by selecting **Online meeting**.



2. In the meeting request, add recipients, a subject, agenda, and date/time.

The meeting request contains the meeting link and audio information that the participant can use to join the meeting or conference call.

# Set meeting setting

You can customize your meeting settings to fit your requirements and the participants. For example, customize access of attendee and presenters, lobby settings, and so on.

In the meeting request, click **Online Meeting Settings**, then select the setting you'd like to change.

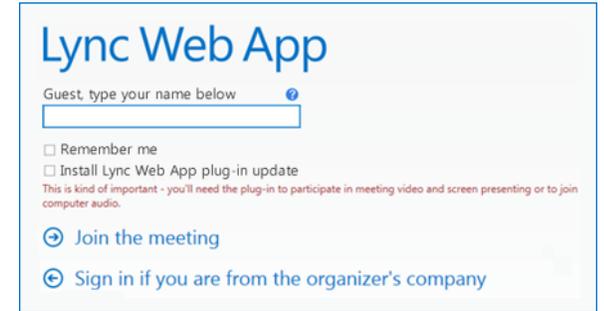


- To control meeting access, select **Access**.
- To control who waits in the meeting lobby, select **Lobby**.
- To choose presenters, select an option under **Presenters**.

# Join a Online meeting

If you don't have Lync 2013, you can join a scheduled Lync Meeting from Lync Web App.

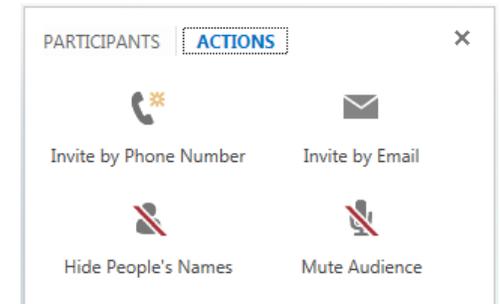
1. In the meeting request, click **Join Lync Meeting**.
2. Type your name in the text box, and make sure the option to install the Lync Web App plug-in update is selected.
3. Click **Join the meeting**. The plug-in is required to use computer audio. After it's installed, you can also share your video and programs.



# Manage participants

When you're in a meeting, click  to access the options to manage participants. The **PARTICIPANTS** tab displays the participant list.

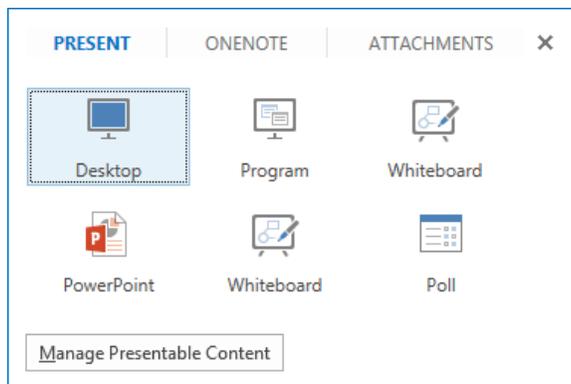
1. If you're a presenter, you can manage participant privileges. Right-click a participant and select **Mute**, **Unmute**, **Remove** or **Make an Attendee**.
2. You can invite additional participants during a meeting. Click **ACTIONS**.
  - To invite using their phone number, click **Invite by Phone 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 a program

During the meeting, you can share your desktop, or one or more programs.

1. In a meeting, point to .
  - To share your desktop, click **Desktop**. The meeting stage displays **You are currently sharing Desktop**, and the desktop is outlined in yellow.



- To share a program, click **Program** and in the **Present Programs** dialog box, click the program you want and then click **Share**.
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 .
2. Click **PowerPoint**. In the **Select the PowerPoint you want to present** dialog 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  in 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.

## Manage your video display and layout

Lync Web App provides a rich video experience for meetings. If you have a camera connected to your computer, click  to share your video with others in the meeting.

A camera is required only to share your video, not to view the video shared by others. Participants who don't share their video can choose to display a static picture instead. The area of the screen in which the pictures or videos are displayed is called the gallery.

