External and Co-Existence Users Connecting to a Lync Meeting

Join Lync Meeting & Test Connection

If you don’t have the desktop version of Lync or don’t have a Lync account, you can use Lync Web App to join a Lync Meeting from your browser.

1. Go to Outlook > Calendar, open the Lync Meeting request, and select Join Lync Meeting.

2. Enter your name, and then select Join the meeting.

3. Install the Lync Web App plug-in

   The Lync Web App plug-in is required for audio, video, and screen sharing. You only need to install it once.

   Follow your browser’s instructions for downloading and installing the plug-in. For example, in Internet Explorer, select Run when you see the alert at the bottom of the browser window.

   ![Microsoft Lync Web App Plug-in](image)

4. In the Lync Web App plug-in security alert, select Always Allow.

   In the Windows Firewall security alert, it’s OK to select Cancel if you don’t have administrator privileges on your computer.

   **Important:** Install the plug-in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.

   If you’ve already joined the meeting and the plug-in didn’t install, point to the phone icon and select Call to start the installation process.
Once you are in the meeting, you will have a variety of options:

- **Start video** (you must have a camera set up)
- **Invite others**
- **Mute or unmute**
- **Present**
- **Instant Message**

**Instant Message**

Click the icon to send and read instant messages. This is a good option if you do not have a microphone set up on your computer. It will allow attendees to interact with everyone.

**NOTE:**

As an external user going through the Lync Web App, your IM will be viewed by the whole group. The private IM function is not available.

**Views**

If you have selected Speaker or Presentation View you will be able to see any content that the presenter is sharing. This can be a program, a Lync whiteboard, a PowerPoint, or anything on their desktop.