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

2. After clicking the link to the Lync meeting, you will be prompted to select an option for audio, Select Don’t join audio and click OK.

3. The meeting will open in an Instant Message / Chat view.
Quick Overview

Once you are in the meeting, you will have a variety of options:

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

Start/View Instant Message feature

Start video (you must have a camera set up)

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 the presenter and other participants.

NOTE:
As an Internal user with a Lync account, in addition to sending IM to the group you can also send an IM privately to the presenter or other attendees with a Lync account. However, you **cannot** send IM privately to attendees who logged in through the Lync Web App.

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.

Speaker View

Presentation View

Compact View

View options