

## To Schedule a Meeting Using Lync Web App

Use the following instructions to schedule a meeting on any computer with a web browser. You do not have to install the full Lync client with this procedure; instead, you simply install a browser plugin.

Advantages of this method:

- Works with Macs
- The Lync plugin is easy to install
- Most of the functionality is the same

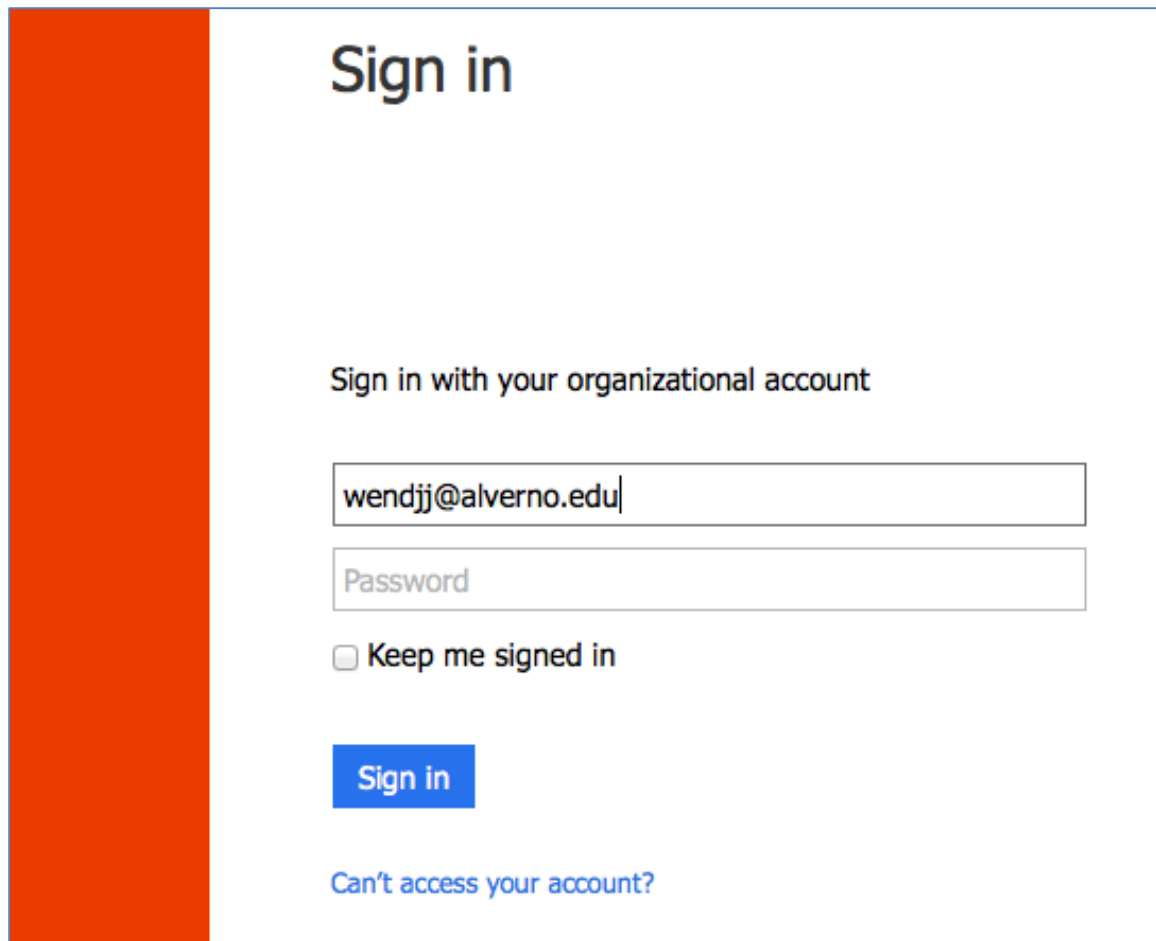
Disadvantages of this method:

- You can't record meetings

1. Open your browser. Firefox is the recommended browser.
2. Do one of the following:
  - If you have **not** logged into Microsoft's OneDrive before, you must first log in here: <https://login.microsoftonline.com>. Log in using your Alverno username@alverno.edu. When the second login prompt appears, enter your username without "@alverno.edu" and your network password.

**Note:** The first time you open OneDrive, the system takes a couple of hours to initialize, **so you will have to wait until you can access your OneDrive account before continuing to step 3.**

- If you have logged into Microsoft's OneDrive before, continue to step 3.
3. Go to <https://sched.lync.com/>
  4. When the Sign In screen appears, log in with your Alverno login information using the following format:
    - Your Alverno login name **followed by "@alverno.edu."** For example, [pinkowkm@alverno.edu](mailto:pinkowkm@alverno.edu)
    - Your Alverno network password.
  5. Press the Sign In button.



# Sign in

Sign in with your organizational account

wendjj@alverno.edu

Password

☐ Keep me signed in

Sign in

[Can't access your account?](#)


You will be prompted to sign in again.

6. Enter your Alverno login information in the following format:

- **User Name:** Your typical Alverno login name. For example, pinkowkm.
- **Password:** Your typical Alverno password.

7. Press OK.

Connecting... screen shot mac - Google Search



### Authentication Required

Enter username and password for  
<https://fs.emp.alverno.edu>

User Name:

Password:

8. When the Lync Web Scheduler appears, fill out the meeting request with your meeting subject, location, time zone, and meeting start and end time.

## Lync Web Scheduler

[MY MEETINGS](#) | [CREATE NEW MEETING](#)

Please fill out the meeting details and click Save.

### General

Subject: \*

Location: \*

Message:

328 characters left

### Meeting Time

Time Zone:

Start Time:

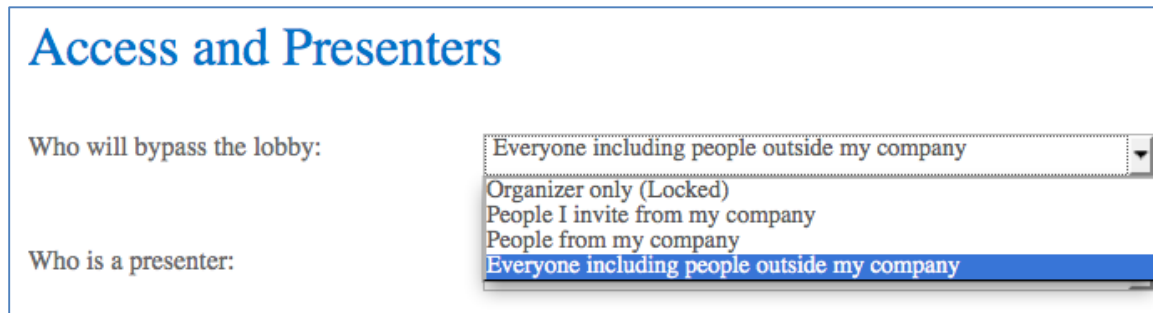
End Time:

### Access and Presenters


Who will bypass the lobby:

9. Set your access and presenters in the following fields:

- **Who Will Bypass the Lobby:** Select “Everyone including people outside my company.”




- **Who is a presenter:** Presenters can share their screens with the group. It is recommended to select “People I choose.” In the field below, enter the email addresses of the people you want to be presenters. If you want everyone to be able to share screens with the group, select “Everyone including people outside my company.”



10. In the Participants and Audio field, list the email addresses of the people you want to participate in the meeting without sharing their screens.

## Participants and Audio

kathypinkowsky@gmail.com



Save

Cancel

11. Click the Save button.

The Meeting Details screen appears.

## Meeting Details

New Meeting has been created.  
Copy the meeting details to the invitation you send to participants.

**Join Lync Meeting**

<https://meet.lync.com/alvernoedu-alverno/wendjj/9VW90SKO>

[First Lync Meeting?](#)

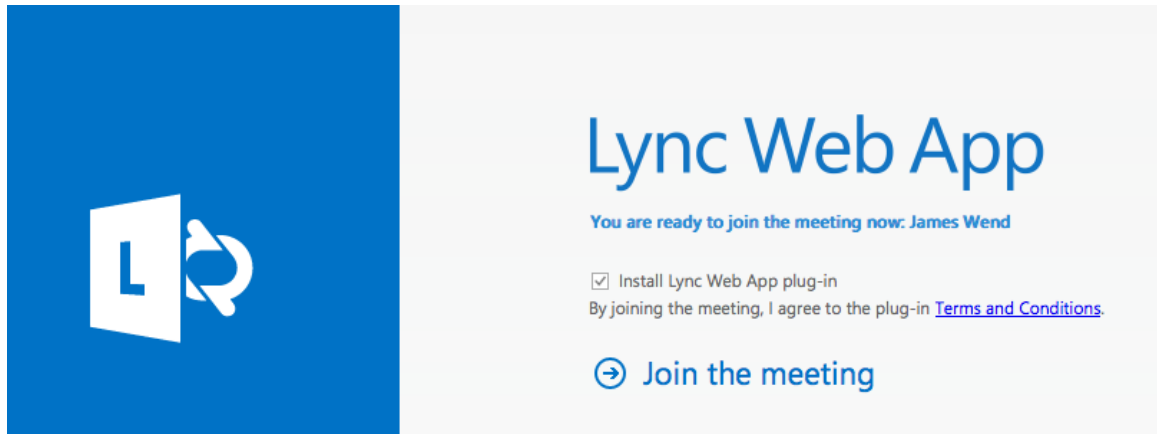
OK

12. Copy the link if you want to additional people to participate in the meeting. For example, you can email this link to students, or you can post it in your Moodle class.

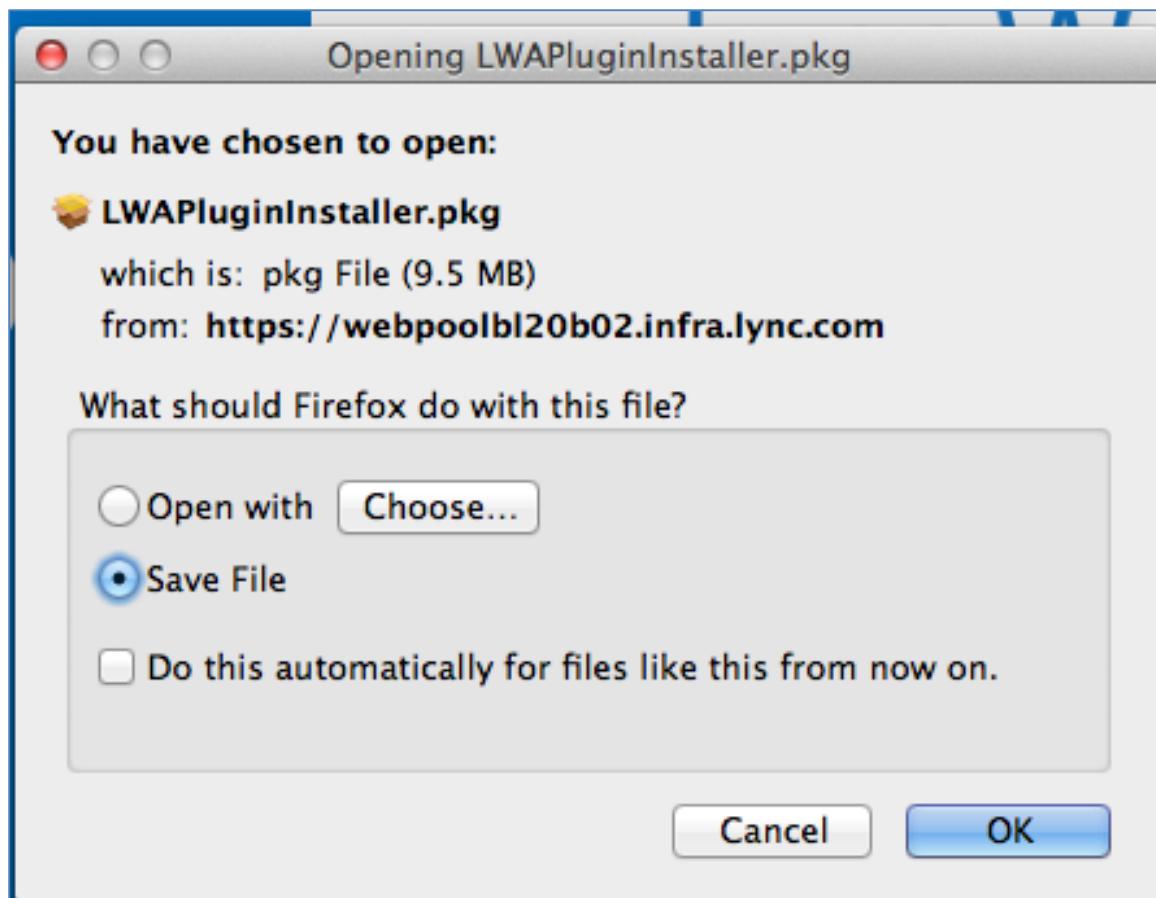
13. Click the Join Lync Meeting link to enter your meeting. The link has already been sent to everyone you listed as a presenter or participant.

14. Make sure Install Lync Web App plug-in is checked.

15. Click Join the Meeting.

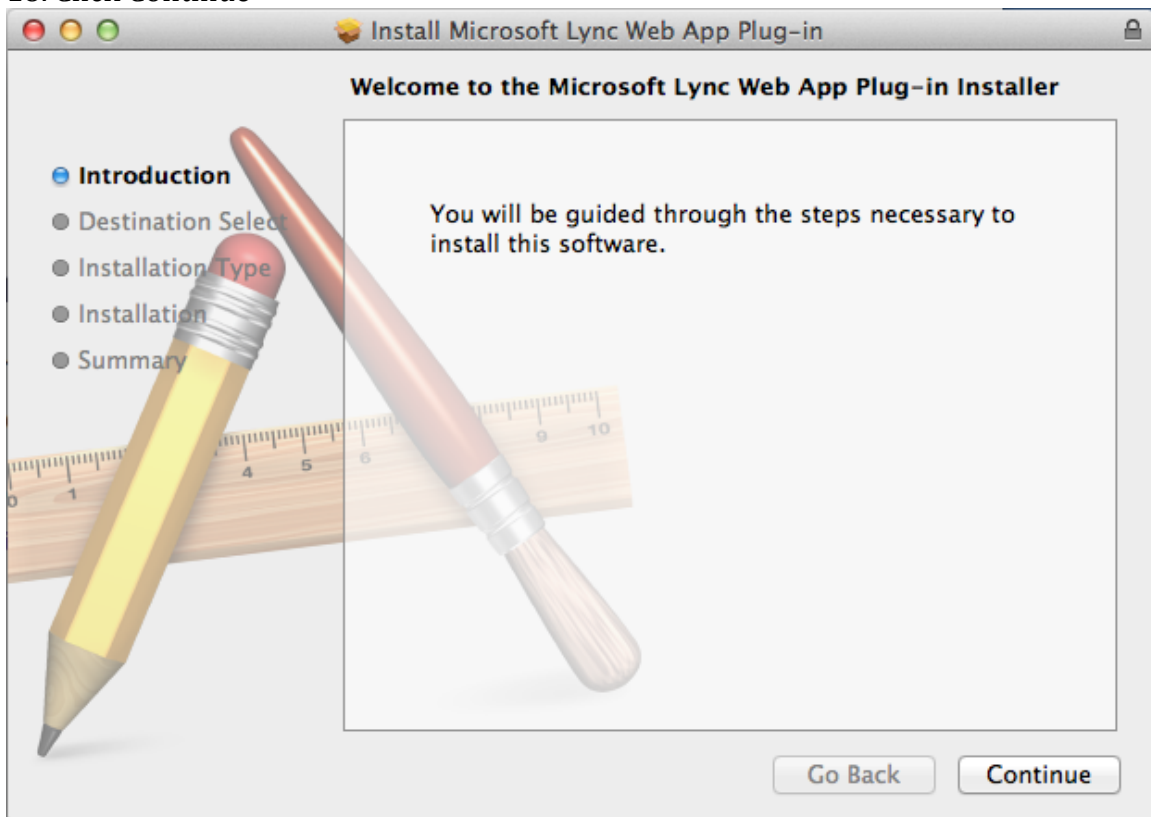


16. The first time you join a Lync meeting, you are prompted to install a plugin, select Save File, and click OK. You will not have to install the plugin for subsequent meetings.

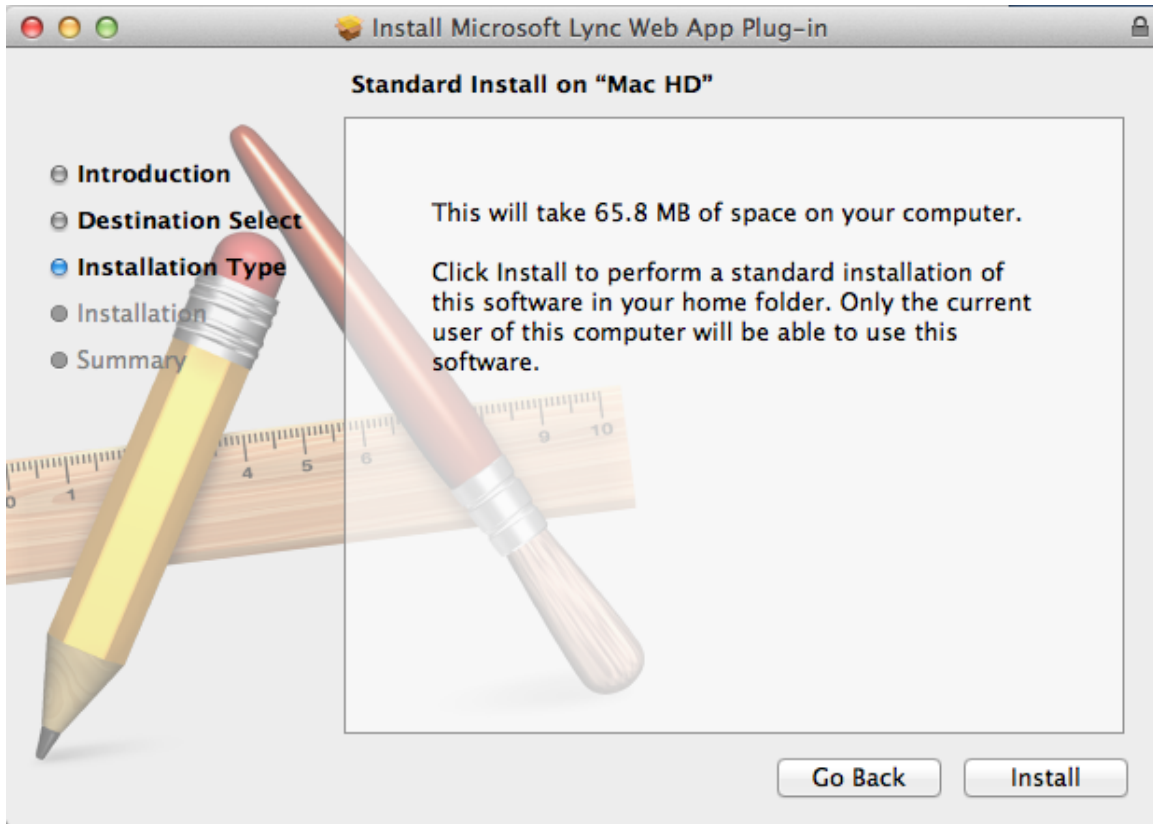


17. Double-click the file you saved, and the installation process will begin.

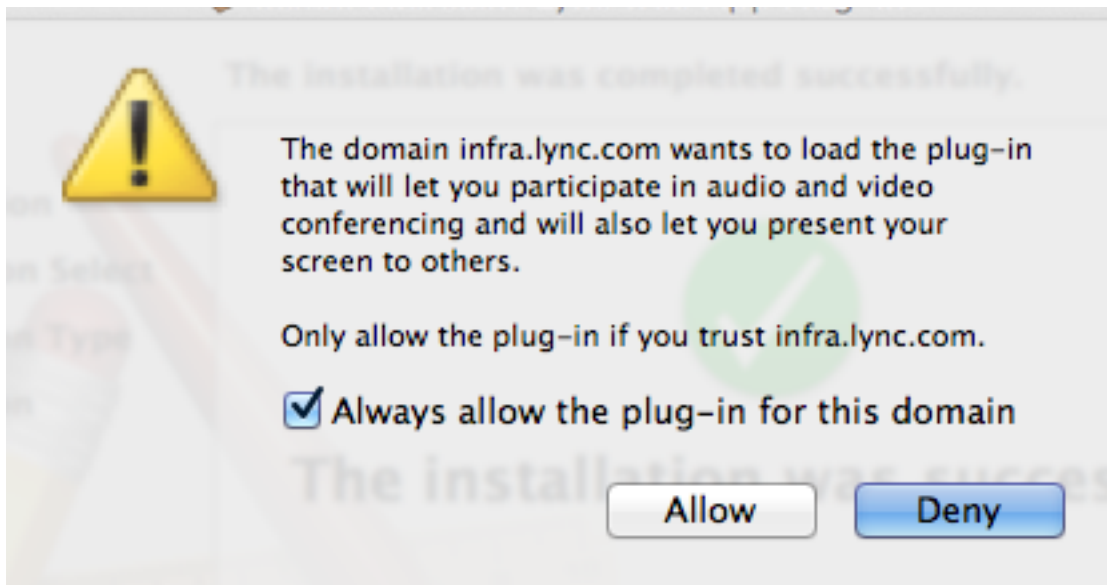
18. Click Continue



19. Click Install.

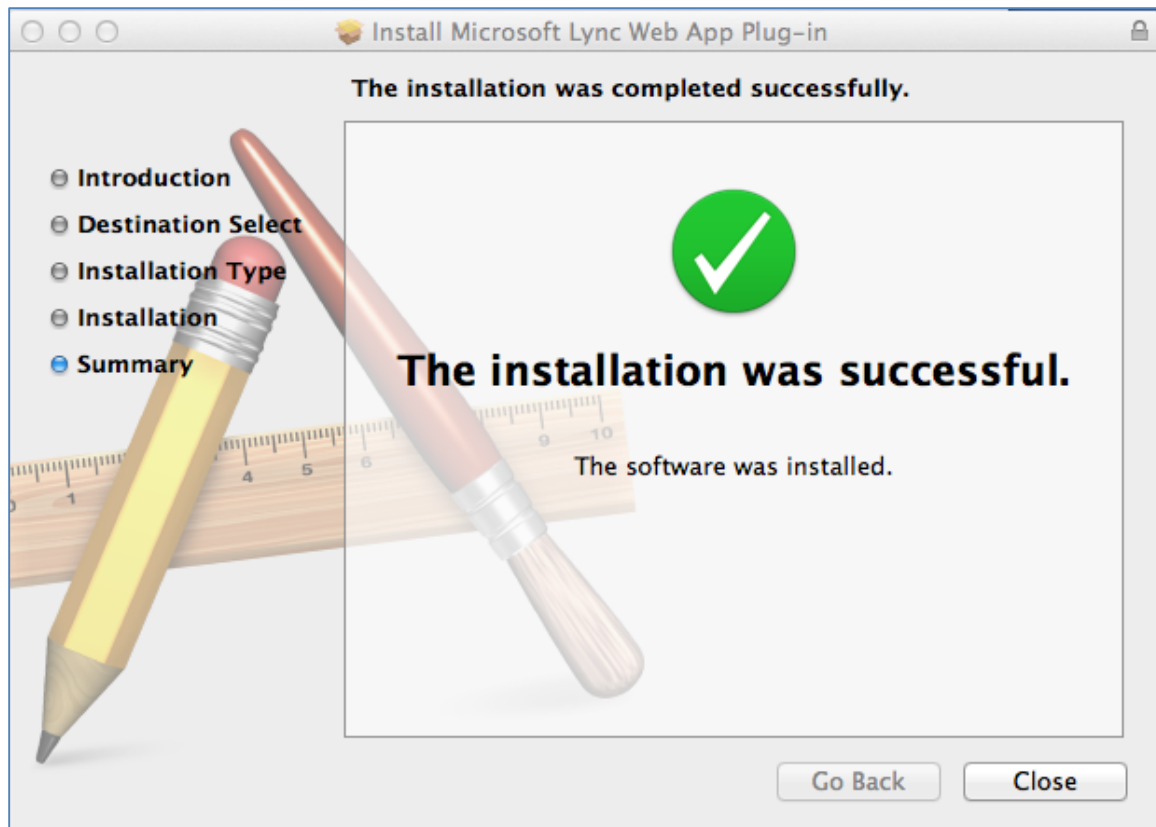


20. Check Always Allow the plug-in for this domain, and click Allow.

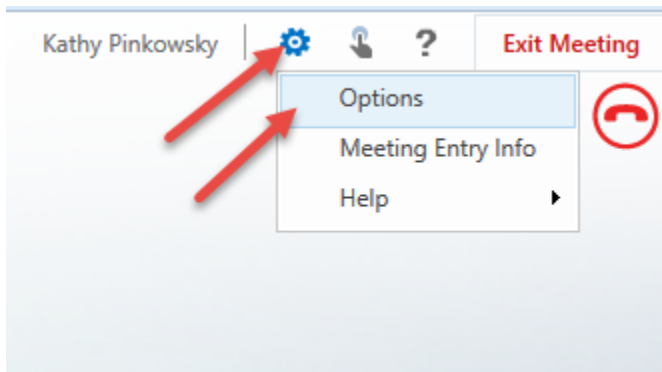


21. Click Close.

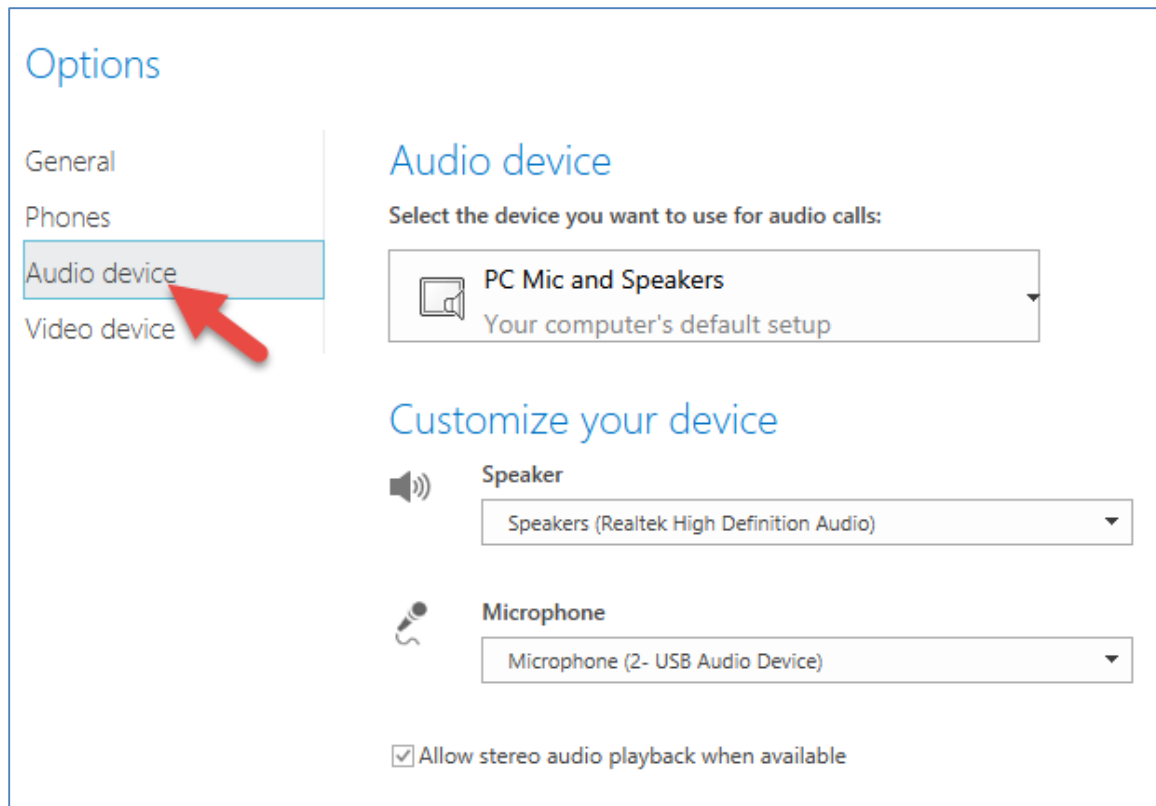




22. Once you have joined your link meeting, you should test the functioning of your system's speakers and microphone by clicking the gear tool > Options.



23. Select the Audio Device link.

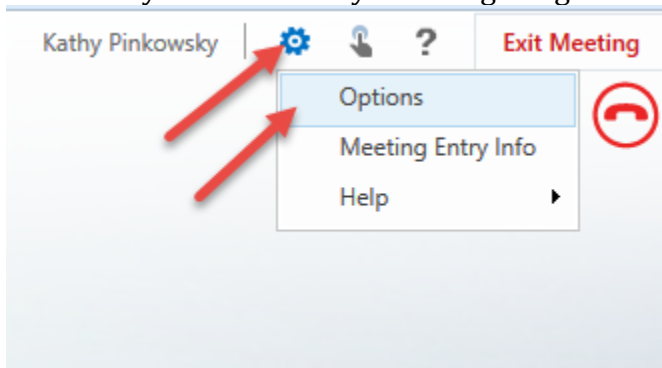


24. Set up your system audio by selecting your speaker and microphone.

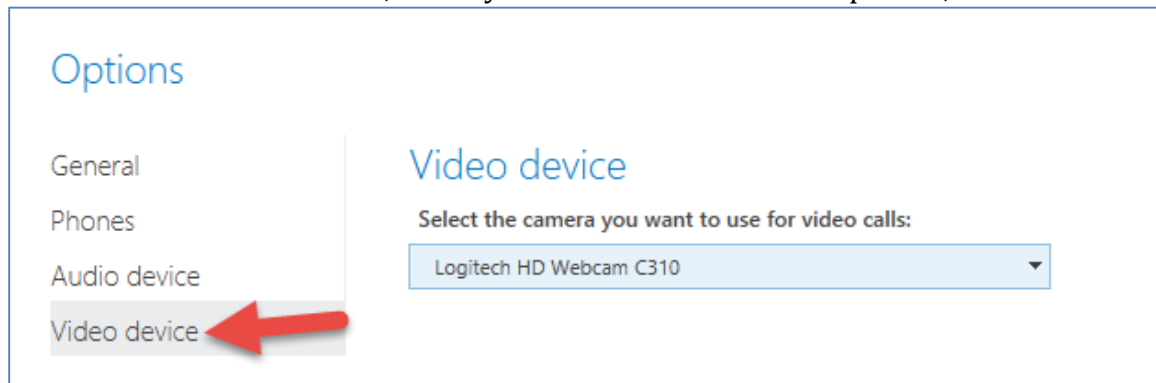
- If you are participating in a webinar in which other faculty/students are sitting in the same room with you, you will need to turn on your computer's speakers. Make sure the speakers are not too close to your microphone because the sound from the speakers could cause an echo.
- If you are the only person nearby who is participating in the webinar, use earbuds or headphones to reduce the chance of echo/feedback.

25. Click the OK button.

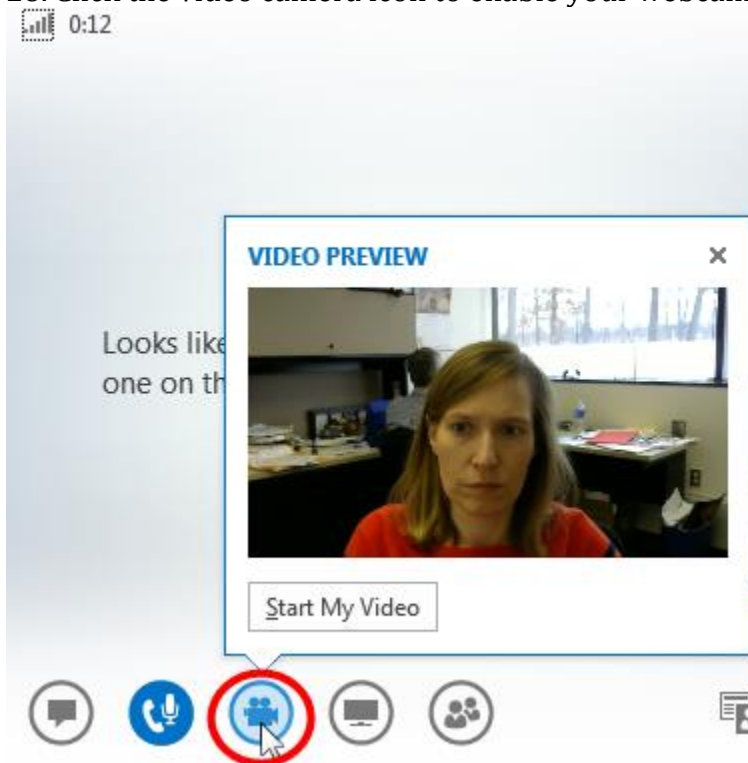
26. Select your webcam by selecting the gear tool > Options.



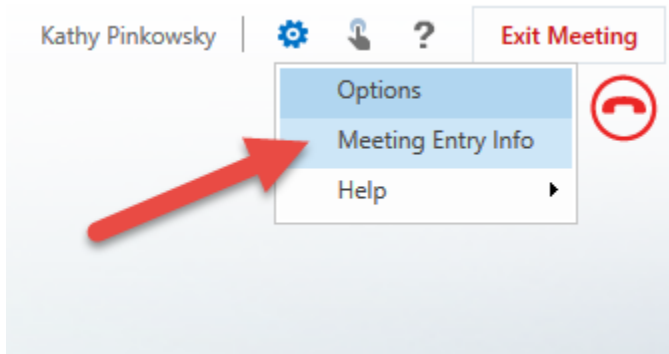
27. In the Video Device field, select your webcam from the dropdown, and click OK



28. Click the video camera icon to enable your webcam in the meeting.



29. If you want to get the link to the meeting, click the gear tool > Meeting Entry Info.  
You can email this link to people or post it in your Moodle class.

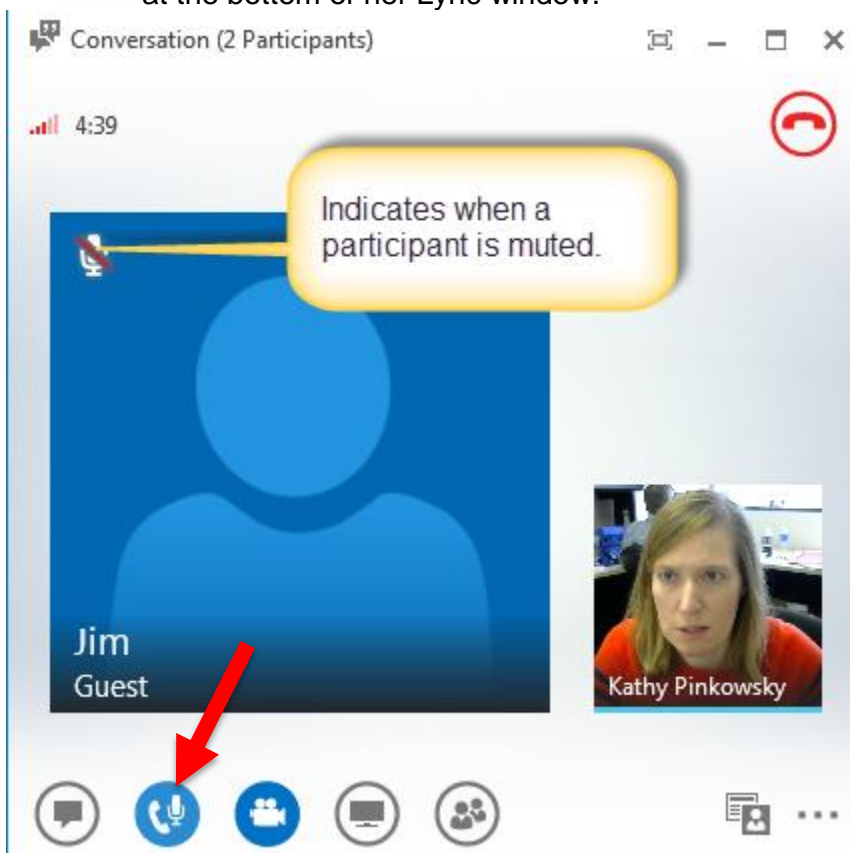


30. When the meeting participants click the meeting link you provided to them, the meeting participants are prompted to install a Lync plug-in onto their computers before joining the meeting.

31. Ask the participant to unmute her microphone by clicking the microphone icon



at the bottom of her Lync window.



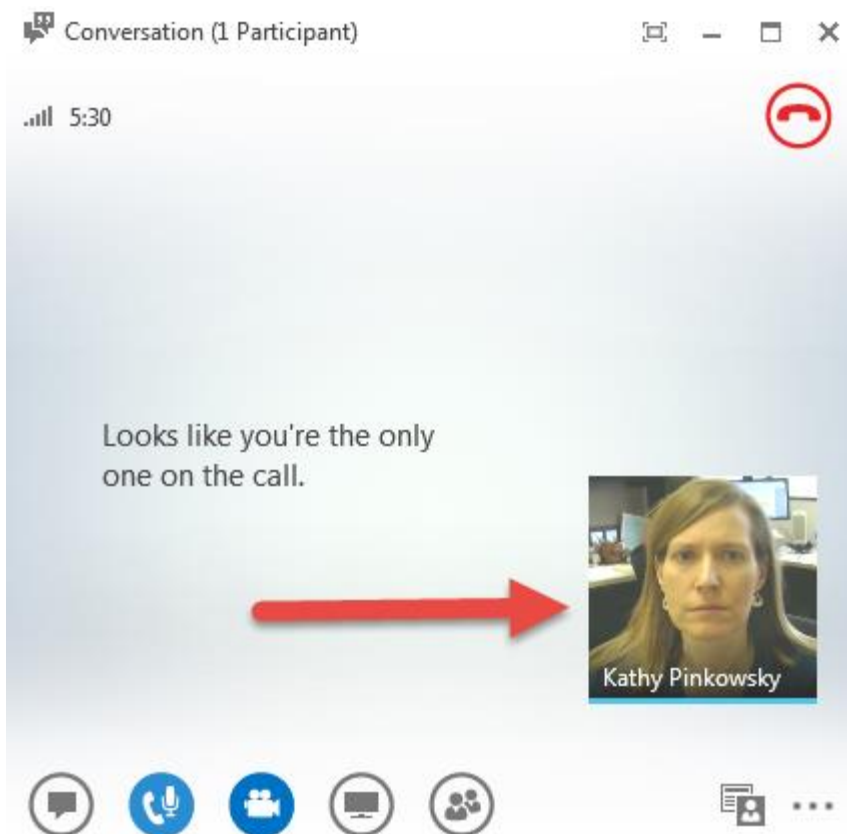
32. Notice that when your microphone is muted, there is a red slash through the microphone.



33. Start your webcam by clicking the video icon.



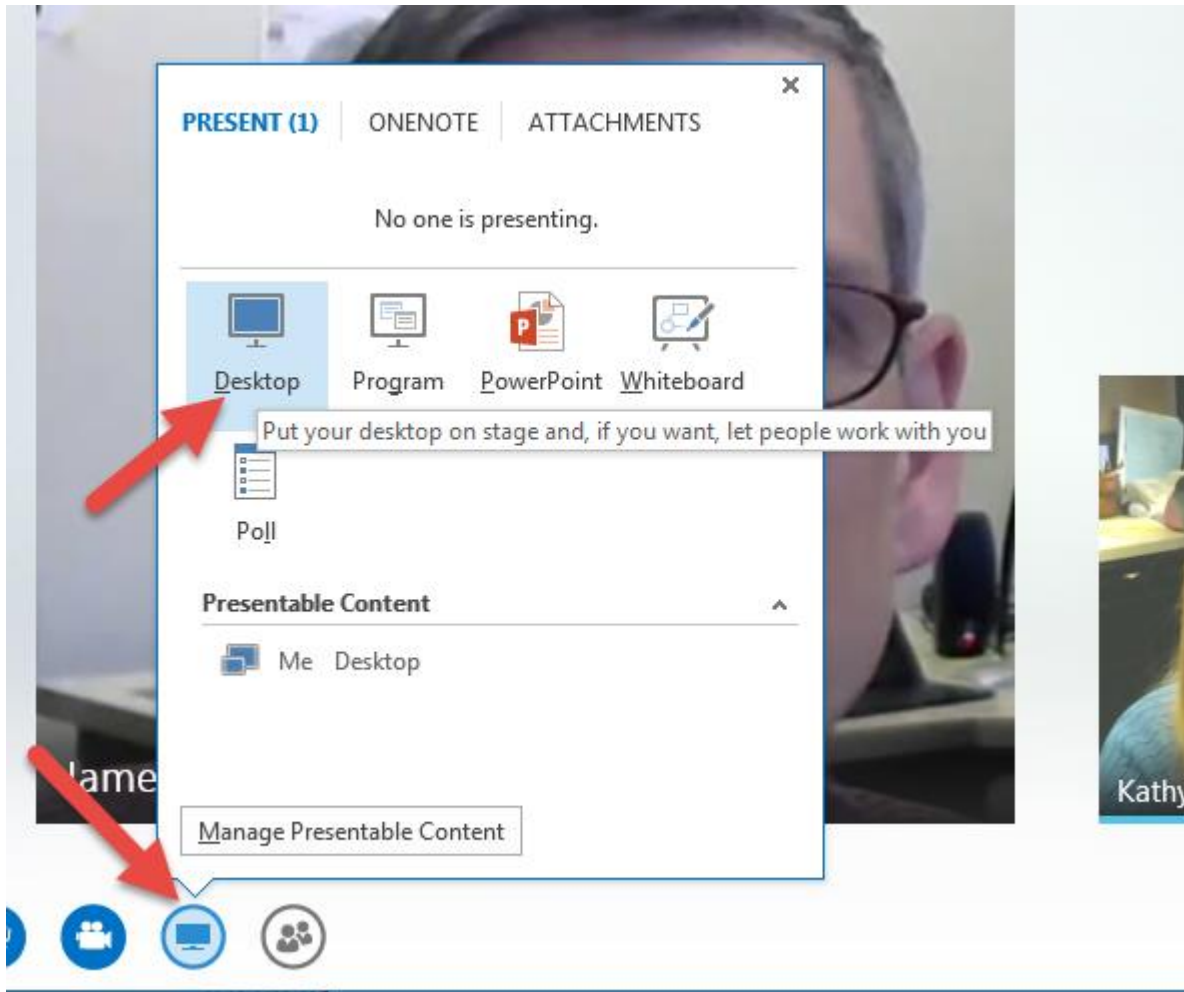
34. The picture from your webcam should appear.



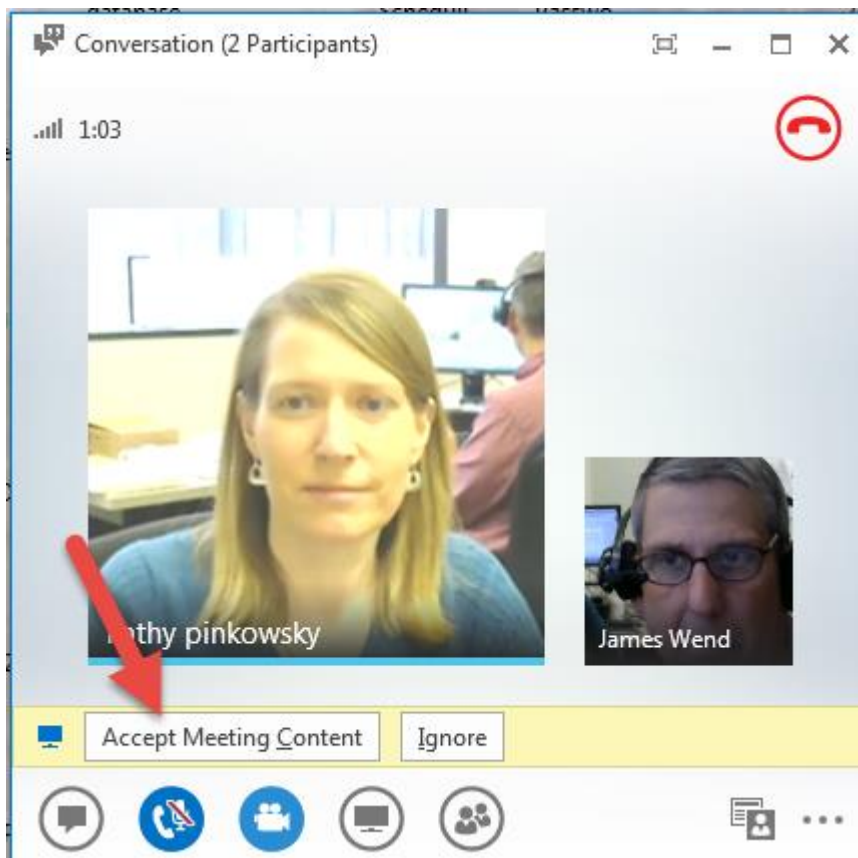
## Sharing Screens


When you share your screen with the meeting participants, they can see whatever is on your screen. You can deliver a Powerpoint presentation, review a Word document, and so on. Both the presenter and meeting participants have the ability to do this.

1. To share your screen, click the monitor icon. Then click Desktop.

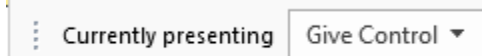


2. Tell meeting participants that they have to click the Accept Meeting Content button to see your screen.



3. If someone's shared screen is too small, click the  icon to make the image of the participant's screen bigger.

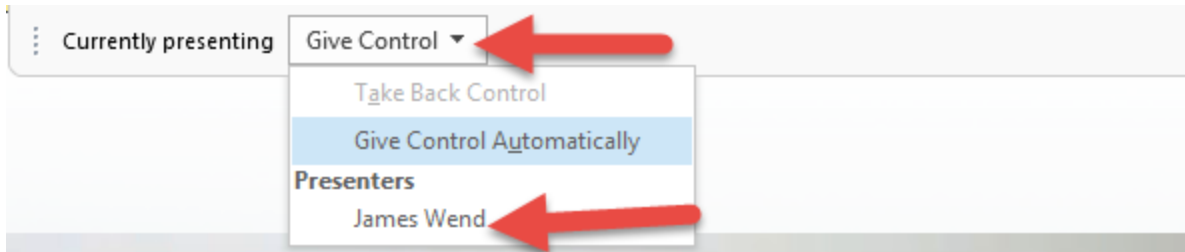
4. To stop sharing your screen, click Stop Presenting.



### Allowing Someone to Control Your Screen

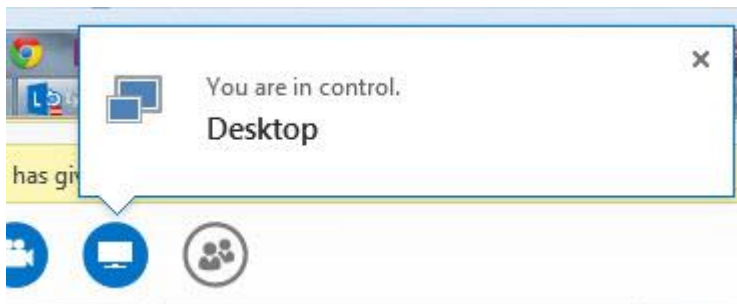
1. After you have shared your screen using the steps listed above, click Give Control to allow someone to have control over the mouse on your computer. This is useful for tech troubleshooting and for allowing someone else to control navigation in a PowerPoint presentation on your computer.

2. At the top of the screen, select Give Control, and select the name of the participant you want to give control to.

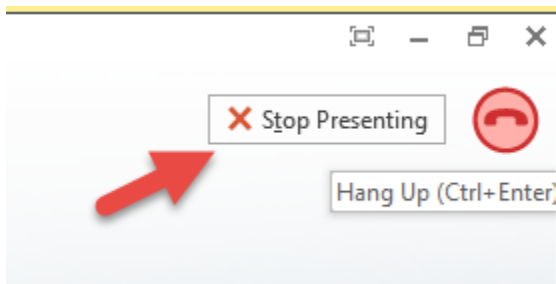


3. The participant you selected can then control the mouse on your screen.

When a participant is given control of the host's computer, the participant will see this prompt.



4. To take back control of your computer, click Stop Presenting.



## Ending a Meeting

After the participants have left the meeting, click the red phone icon to hang up, and then click X to close the window.

