Quick Start: Set up, start, and join an online meeting

Use Microsoft® Lync™ 2010 communications software to schedule an online meeting, start an unscheduled sharing and collaboration session, and join a meeting.

For more details about all of the tasks in this guide, see Work Smart: Schedule and join a Lync 2010 online meeting.

Schedule an online meeting

Schedule an online meeting in the Microsoft® Outlook® messaging and collaboration client by using the Online Meeting Add-in for Microsoft® Lync™ 2010. The Online Meeting Add-in for Lync 2010 is installed automatically when Lync 2010 is installed.

To create an online meeting request in Outlook, do the following:

- In the Outlook Calendar, on the Home tab, click New Online Meeting (in Microsoft® Outlook® 2010) or Online Meeting (Microsoft® Outlook® 2007).

Change meeting access and presenter options

The default online meeting options are best for small sharing and collaboration sessions with people inside your organization. If you are scheduling an online meeting with people outside your organization or your meeting is unusually large, use the Online Meeting Options dialog box to help you determine the following:

- Who should wait in the lobby before being admitted to the meeting?
- Who should have presenter privileges during the meeting?
To set access and presenter options, do the following:

1. In the meeting request, on the Meeting tab, in the Online Meeting group, click Meeting Options.

2. In the Online Meeting Options dialog box, select the Customize access and presenters for this meeting check box.

Start an unscheduled meeting

To start an unscheduled meeting by using the Meet Now command, do the following:

1. In the Lync main window, click the Show Menu arrow, and then click Meet Now.

2. In the group conversation window, click the People Options button, and then do one of the following:
   - To invite people from your Contacts list, click Invite by Name or Phone Number, type a phone number or select one or more contacts, and then click OK.
   - To invite people by sending an email, click Invite by Email, and then fill out the meeting request.
Join a scheduled online meeting

To join a scheduled meeting, do the following:

1. In the Outlook Calendar, open the meeting you want to join.
2. In the meeting request, click Join online meeting.

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Join an unscheduled meeting

You may be invited to an unscheduled or Meet Now meeting or to a meeting that is already in progress.

- In the notification that appears in the notification area, at the far right of the taskbar, click Join.