Quick Reference for Lync Web App

Join a Lync Meeting with computer audio

If you don't have Lync 2013, you can join a Lync Meeting with Lync Web App. Note that you don't need to download or install anything. Just click the meeting link in your invitation and follow the instructions on the page to join.

1. In your meeting invitation, click Join Lync Meeting.
2. When Lync Web App opens, do one of the following:
   - To join as a guest, type your name in the text box, and select Join the meeting.
   - If the meeting is from someone in your own organization, you can select Sign in if you are from the organizer's company. Then type the same user name and password that you use to log in to your company's network.
3. Make sure to select Install Lync Web App plug-in, which is required for video and computer audio. It also lets you share your screen if you're a presenter.

Important Check this topic to learn how to set up and test your audio device.

Manage your video display

If you have a camera connected to your computer, click to share your video in the meeting. A camera is required only to share your video, not to view the video shared by others.
Pick a Layout
Depending on your meeting type, you can select a specific view of content, presenters, or participants. Click Pick a layout on the lower right side of the meeting:

- Gallery View displays all the participants’ pictures and videos.
- Speaker View displays the picture or video of only an active speaker.
- Presentation View displays only the shared content in the meeting, such as screen sharing.

Manage meeting participants
If you’re a presenter, you can click to access the options to manage participants. The PARTICIPANTS tab displays the participant list.

1. Right-click a participant and select Mute, Unmute, Remove or Make an Attendee/Presenter.
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 an open program
If you’re a presenter, you can share your desktop, or one or more open programs in the meeting.

1. Point to 📐.
   • To share your desktop, click Desktop. The meeting stage displays You are presenting Desktop, and the desktop is outlined in yellow.
   • To share a program, click Program and select the program(s) you want to share, then click Present.
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 📁, then click PowerPoint.
2. In the Choose a PowerPoint to present 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 🍭 on 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.