Conferencing Quick Reference

Schedule an online meeting
You can schedule Microsoft® Lync™ 2010 meetings and conference calls from Microsoft® Outlook®. One meeting request is used for both purposes.

1. Open your Outlook Calendar.
2. On the Home tab, click New Online Meeting (in Microsoft Outlook 2010) or Online Meeting (in Microsoft Outlook 2007).

A new meeting request opens, to which you add recipients, a subject line, and other meeting details.

Set meeting options
The meeting request contains the dial-in information that the participant can use to join the audio part of the meeting or conference call. During the Lync meeting, dial-in information is available in the Invite by Phone dialog box (click the People Options menu, and then click Invite by Phone).

You can customize the dial-in information in the Outlook meeting request. You can also customize access and presenters.

1. In the meeting request, on the Meeting tab, click Meeting Options.
2. In the Online Meeting Options dialog box:
   - To control meeting access and presenter options, click Access and Presenters.
   - To customize dial-in information, click Audio and Phone.

Meet now
With the Meet Now option, you can quickly start a meeting or conference call with people inside or outside your organization.

1. In the Lync main window, click the arrow to the right of the Options button, and then click Meet Now.
2. In the conversation window, do any of the following:
   - To invite someone inside your organization, click the People Options menu, click Invite by Name or Phone Number, and then select a contact.
   - To invite someone outside your organization by email, click the People Options menu, and then click Invite by Email. An email message opens in Outlook. (If you do not have Outlook, copy the invitation text, and paste it into your email program.)
   - You can also add contacts to the meeting by dragging the contact from the Contacts list into the conversation window.

Join a schedule online meeting
In the Outlook meeting request, click Join online meeting or click the meeting link.
Start a group IM conversation

You can start a group instant messaging (IM) conversation by selecting multiple contacts or a contact group from your Contacts list, or you can turn an IM conversation with one person into a group conversation.

To start a group conversation from the Contacts list:
1. Hold down the Ctrl key, and click each contact that you want to invite.
2. Right-click the last contact, and then click **Send an Instant Message**.
3. Type your message in the message input area, and then press Enter.

To start a group conversation from a conversation window:
- Click the **People Options** menu, click **Invite by Name or Phone Number**, and then select the contacts that you want to invite.

Enhance your IM conversations

With Lync 2010, you can add communication modes to your IM conversation. For example, you can start an IM conversation with a single contact, add more contacts, and then add audio and video. If you need to share documents or slides, you can share your desktop.

To add voice or video, in the conversation window, do any of the following:
- To add voice, click **Call**.
- To add video, click **Video** to add video.

To invite others, in the conversation window, click the arrow to the right of **People Options**, and then select the contacts that you want to invite.

To share your desktop or a program, in the conversation window, click the **Share** menu, and then select your desktop, monitor, or a program to share.