



JOINING A MNDOT MEETING VIA LYNC

A Guide for Non-MnDOT Attendees

You can join Microsoft Lync 2010 online meetings hosted by MnDOT personnel from any computer with Internet access. If you have Lync installed, you will join via **your own Lync client**. If not, you can download the free **Lync Attendee client (recommended)** or use the **Lync Web App**. This guide will assist you in this process.

JOINING AN ONLINE MEETING

If you have Lync installed, please start this process at least five minutes before the meeting is scheduled to begin. If you do not have Lync or the Lync Attendee client installed, please allow at least 15 minutes to complete these steps.

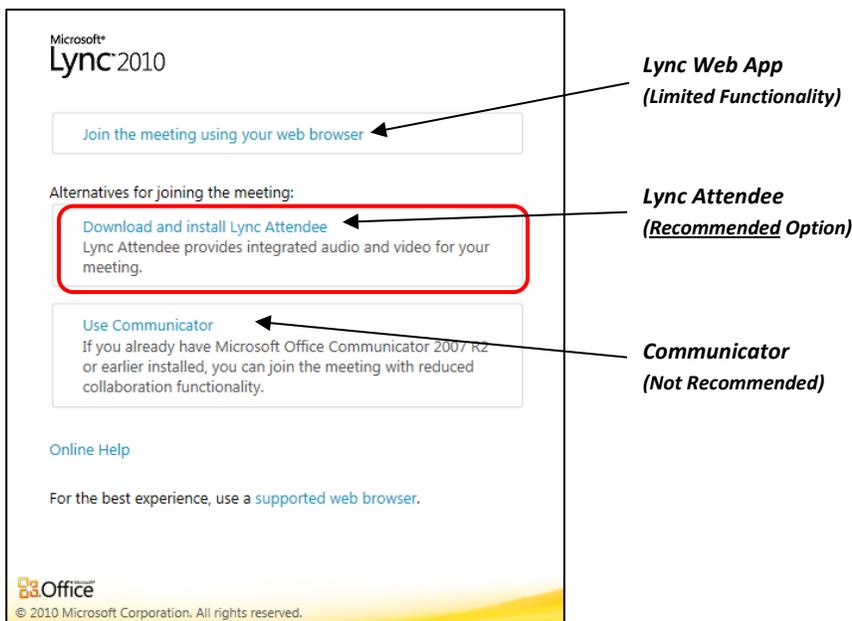
1. Open the meeting invitation or calendar entry for the meeting; then find and click the **Join online meeting** link (or copy and paste the URL into your browser's address bar).



2. If Lync 2010 is installed on your computer, you are prompted to log in (if you aren't already logged in to Lync), and the **Group Conversation** window displays. Proceed with step 3 on page 3.

or

If Lync 2010 is not installed, your browser opens and a page containing the following options displays. For access to all Lync meeting features, we recommend that you choose the second option, **Download and install Lync Attendee**.

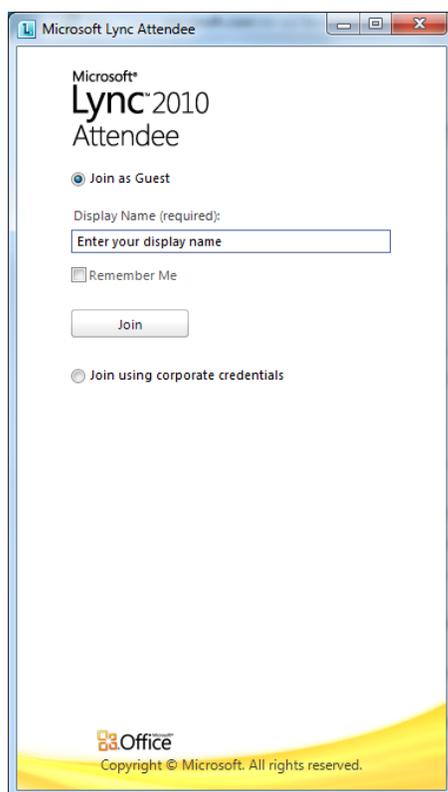


The three options available to users without Lync 2010 installed are described below:

- **Join the meeting using your web browser** – This option uses the **Lync Web App**, which allows you to join meetings without downloading any software to your computer. It requires the latest Microsoft Silverlight plug-in, however (which you must have administrator rights to your computer to install). It also has limited Lync functionality. You cannot use computer audio or video, and you cannot share your desktop.
- **Download and install Lync Attendee** – Installing the **Lync Attendee** client may take several minutes (for your first meeting only), but it can be installed without administrator rights to your computer, and once installed, it provides full Lync functionality (including computer audio and video and desktop sharing). It is recommended that you use this option, if possible.
- **Use Communicator** – This option uses a web-based version of the predecessor program to Lync (Office Communicator). Like the Web App, it offers limited Lync functionality, and it also times out frequently if you are not actively using the application. Therefore, this option is not recommended.

The **Lync Attendee** client provides almost all of the same functionality in meetings as the full version of Lync. To install this program and use it to join the meeting, follow these steps:

- a. Click **Download and install Lync Attendee** (the second option listed on the page).
- b. Follow the instructions on the page that displays to download and install the Lync Attendee client.
- c. When the installation is complete, return to the meeting invitation or calendar entry and click the **Join online meeting** link again. A Lync page displays in your browser briefly, and then the **Microsoft Lync Attendee** window displays.

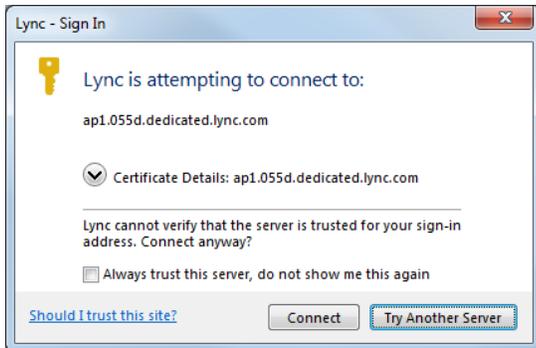


- d. Verify that **Join as Guest** is selected.

Note: The **Join Using Corporate Credentials** option lets users join the meeting using their MnDOT login credentials. These instructions assume you do not have a MnDOT username and password.

- e. In the **Display name (required):** field, type your name as you want it to display in the participant list.
- f. Click . The **Group Conversation** window displays on your screen. Proceed with step 3 below.

3. Wait while Lync establishes the connection. (This may take a few minutes.) If the following message displays, click .



4. When the connection is complete, you'll see a message that you are in the **meeting lobby**. Please wait for your MnDOT host to admit you.



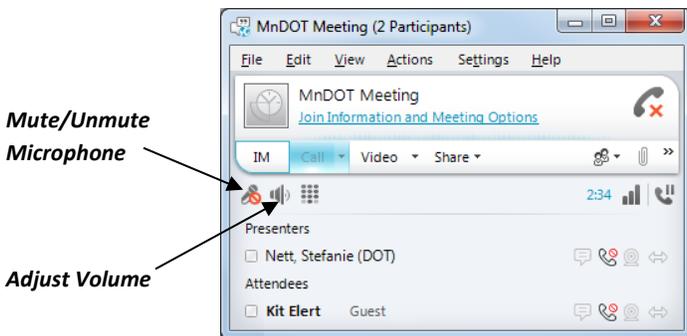
5. When you've been admitted to the meeting, the **Join Meeting Audio** prompt will display.



- If your host indicated that you would use the telephone for the audio, select **Do not join audio** and dial in to the call as instructed.
- If your host indicated you would use computer audio (i.e., computer headset or speakers and microphone), select **Use Lync (integrated audio and video)**.

Note: Do not select **Call me at**. This option is not enabled at MnDOT.

6. When you've selected the appropriate audio option, click . You should see your name in the **Attendees** list as a meeting guest.
7. If you are using computer audio, your microphone is muted by default. Click the Unmute Microphone button  to turn your microphone on. (Click the same button if you want to mute it again.) To control the volume of other attendees' audio, use the Volume button .



Note: These buttons are relevant only if you're using computer audio for the meeting. If you're using the telephone, the audio-related buttons above the presenters list do not display.

8. When the meeting is over, click the in the upper-right corner of the meeting window to close the window. When asked to confirm that you want to leave the conversation, click .