

External Participants User Guide

Explore the Microsoft Lync Web App Meeting Room



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Participate in Online Meetings with Lync Web App

Lync Web App is a free web-based tool that enables anyone who is not licensed for the full Skype for Business (Lync) client to enjoy the full experience of a Skype meeting, including sending and receiving voice/video, viewing and presenting shared content, and screen sharing.

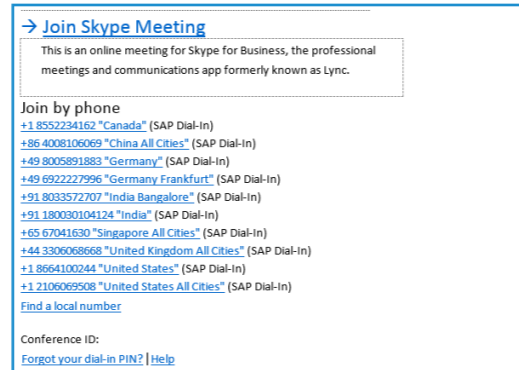
Check your Meeting Readiness

✓ To ensure rich audio quality and a great end user experience, a Microsoft Certified [headset](#) is preferred when using the Lync Web App, but not required. Audio quality may be reduced if not used.

✓ Confirm with your IT if you are able to install the plug-in, which is required to join a Skype meeting. If so, click on [Join Skype Meeting](#) in the meeting invitation, 5 minutes before the meeting, and follow the prompts to install the plug-in.

Join a Meeting

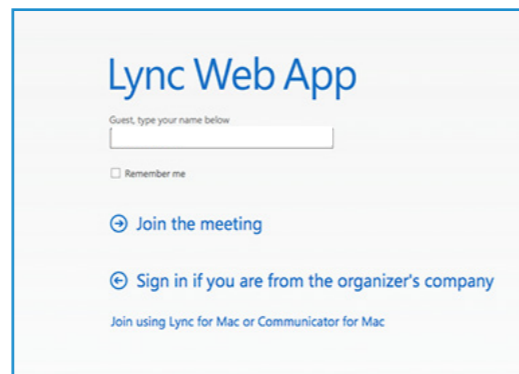
1. Open the meeting invitation in your Outlook calendar or your email inbox and click [Join Skype Meeting](#). Next, click [Join Using Lync Web App instead](#).



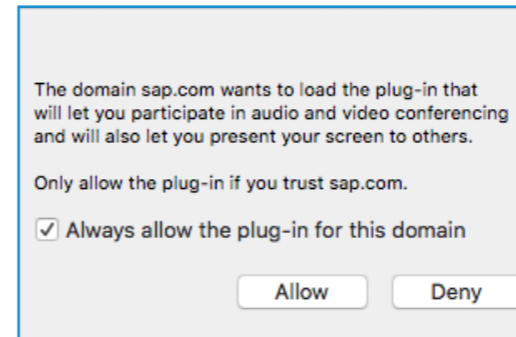
2. Follow the prompts to download and install the Lync Web App plug-in and [Join the meeting](#).



3. Enter name in the field to sign in as a guest and click [Join the meeting](#).



4. Click the box to [Always allow the plug-in for this domain](#) and the [Allow](#) option to install the plug-in, which is required for audio, video, and screen sharing. **You only need to install it once.**

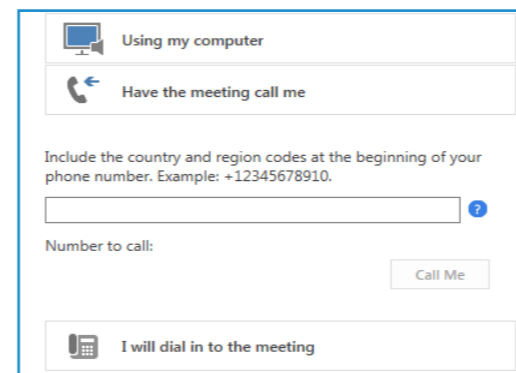


Note: Install the plug in even if you plan to join the meeting by phone. [Trouble installing the plug-in?](#)

You cannot start a meeting as a Guest. By default, attendees who sign in as guests are not admitted directly into the meeting. Instead, they wait in the Meeting Lobby until admitted by a presenter.

Join Meeting Audio

Click, [Have the meeting call me](#) and enter your phone number, including the country and region codes. Alternatively, click [I will dial in to the meeting](#), using a telephone. **Note:** Mute audio, unless speaking, to avoid background disturbances during the call.



Send an Instant Message

During a Lync Meeting, click the icon to type an instant message (IM). Your message will be delivered to all the meeting participants. Lync Web App IMs cannot be used to send files or images (except emoticons) to meeting participants.

Share Content

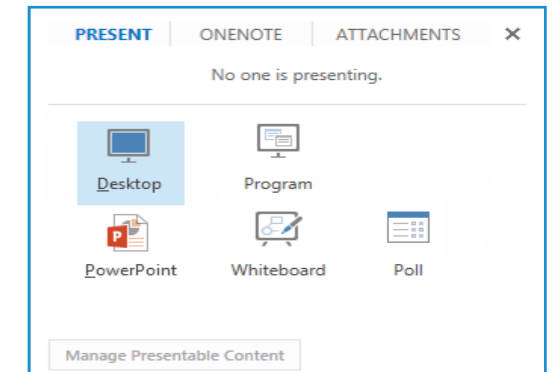
Presenters point to the icon, click the [Present](#) tab to share desktop, programs, PowerPoint presentations, whiteboards, or polls. Use [Onenote](#) to access Onenote notebooks. Click the [Attachments](#) tab, and click [Add Attachment](#) to distribute files.

Add Video

Click on the icon to preview your own video, then click [start video](#).

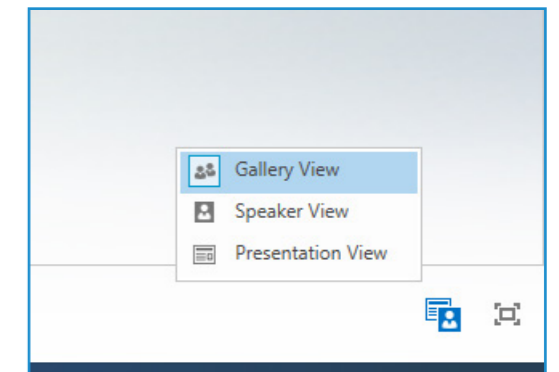
Manage Participants

Presenters can manage the meeting privileges of participants during the meeting. Select the button. The [Presenters](#) tab will display all presenters and attendees in separate groups. The [Actions](#) tab will display the meeting privileges of participants during the meeting.



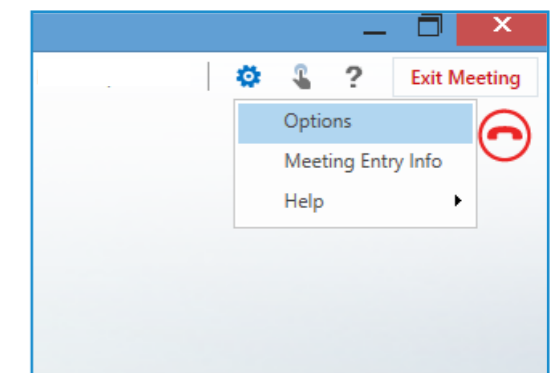
Layout Options

Select the [Pick a Layout](#) button to choose from Gallery View, Speaker View or Presentation View.



Meeting Options

Select the [Options](#) button on the top right of the meeting room to change meeting options and retrieve [Meeting Entry Info](#).



Exit Meeting

To completely leave the meeting, select the [Exit Meeting](#) button. In the dialogue box that displays, click [OK](#) to confirm that you want to exit the meeting.