Microsoft Lync Attendee - Basic User Instructions

Prior to the Meeting time – install – AttendeeSetupUser.exe  (Windows only)
This is available as a free download at
www.microsoft.com  (search for  Microsoft Lync 2010 Attendee - User Level Install)


You can only attend meetings with this software, not create meetings.
You will Need:  Webcam and Microphone ( or  Headphones with Mic)

In your email or Outlook Calendar invitation from the Meeting Presenter, you will have a link that looks something like this. Click on the link to Join the Online Meeting.

This will be the name on the screen during the meeting.

Wait – until you have been accepted into the meeting by the Presenter, this window will remain open.

Unmute your microphone

Output Volume control

Start your video here:  Add your Video

* Start your video – button on your video picture.
Hang up the call, end the meeting.

Other person’s video .........

If there is more than one other in the meeting, the dominant speaker will show in video.

To Leave the meeting – click on the Red Telephone and close any other windows that remain open.

Text Chat (Instant Messaging) – the presenter may open a text chat window, if they give you Presenter Rights, you will be able to share large files through this window.