Microsoft Lync: For Student Use with Online Courses

Microsoft Lync is a communication tool that allows users to collaborate in real-time via text chat, audio/video chat, and desktop sharing.

Students will use the Web App for Lync 2013 to join Lync sessions. The Web App is fully featured, and is compatible with Mac and Windows computers.

- When students receive the link to attend a meeting, they can click the link and enter through the Lync Web App.
- After clicking the link to the meeting, users can select to use the Web App.

![Lync Web App](image)

- Enter your name and select Join the meeting.
- Follow the simple instructions, and the user will be able to join the meeting from anywhere!

Check Your Audio/Microphone

If you have a microphone and speakers, you’re ready to use Attendee to talk and listen when in online meetings. You can also plug in any device recommended by your organization, such as a USB headset, or USB phone or handset. Attendee automatically configures the settings, depending on the device that you connect.

You can check or adjust your audio settings by clicking the wheel icon in the upper right corner after entering in the web app. Select Audio Device, and then Customize your Device to check or customize your devices.
Check Your Video/Webcam

For an enhanced meeting, you can connect a webcam to your computer. The Web App automatically detects the webcam and uses it when video is available in an online meeting.

To check your webcam settings,

1. Within the Web App, click the wheel icon in the upper right corner after entering in the web app. Select Video Device, and then choose your web cam.

2. If you have more than one webcam, select the one that you want to use for a video call.
Using the Chat Feature

1. To chat with a user, roll your mouse over their contact information, and choose to send an instant message.

2. Enter your message in the blank box, and enter to send the message. In the text box, click the “A” to edit your text, and the smiley face icon to add emoticons.
Share Applications

A feature of Microsoft Lync is the ability to share different information with other users. When chatting with an individual or group of people, users can share desktops, other programs, PowerPoint presentations, a whiteboard, or even polls to their collaborators.

To share,

1. Choose **monitor icon**, and choose from the options along the top what you would like to share with other collaborators.

   ![Sharing options in Microsoft Lync](image)

   - **Desktop**
     - To share a monitor screen,
       1. Choose the monitor, select the **Desktop** option under the **Present tab**.
2. Your entire desktop will then be shared. To stop sharing your screen, click Stop Presenting in the upper right corner.

PowerPoint

To share a PowerPoint Presentation,

1. Click the Monitor icon, and choose PowerPoint. Browse through your files to locate the presentation and click Open.
2. The presentation will now appear on the stage for other users to view as well. Use the tools at the bottom of the screen to navigate through the presentation. At the top right corner, select the edit icon to make edits and annotations to the presentation.

3. Participants can also request to take over as a presenter by selecting the option at the top of the screen. They can then utilize the annotation tools and navigate the presentation as they would as the original presenter!
Programs

To share a program with other users, the program must be opened on your desktop. To share a program,

1. Select the Monitor icon and choose Programs. A box will appear with all the open programs on your desktop. Roll the cursor over each program you would like to share to check the box. Click Present.
Present Programs

Don't see the program you want to present?

Present  Cancel

2. Other users will now be viewing each program you designated to share. To stop sharing, click **Stop Presenting**.
The Whiteboard allows users to collaborate on a blank document by adding text, images, shapes, stamps, and drawings. To share a whiteboard,

1. Under **Monitor icon**, choose **Whiteboard**.
2. Use the tools at the bottom of the whiteboard to add text, images, etc. To save the whiteboard, under the **More icon (three dots)**, select **Save As**.

**OneNote**

To share OneNote notes with others, click the **Monitor icon**, select the **OneNote tab**, and choose **My Notes**. You can then select the notes you would like to share.
Attachments

The sharing attachments feature has relocated. It is now located within the rest of the sharing options. Select the Monitor icon, choose the Attachments tab, and then select Add Attachment. The attachment will then be shared.

Switch presenters

Users have the option of switching which user has control of the screen. When a program is being presented on the screen, those who do not have control have the option to request control of the screen. To request control,
1. Click **Take Over as Presenter** above the item being shared.

2. The user currently in control must approve the user requesting control. When they do, the screen will then become in control of the other user. For PowerPoint presentations, that user will now be able to control the pace of the presentation. For other programs such as Word or Excel, that user will now be able to edit the shared document live.

**Polling**

Users can create polls to share with other participants in the conversation. To share a poll,

1. Under the **Monitor icon**, under **Present**, choose **Poll**.

2. Enter the **Poll name**, the **Question**, and the **Choices** for response. Click **OK**.

3. The polls will now be shown on the stage and responses will be displayed as they are received. The poll presenter also has additional options on the toolbar at the bottom,
including closing polling, showing the results, or editing the question.

Additional Information

For more information (including training videos and additional resources), please visit the Lync webpage at http://www.uis.edu/informationtechnologyservices/iss/mslync.html