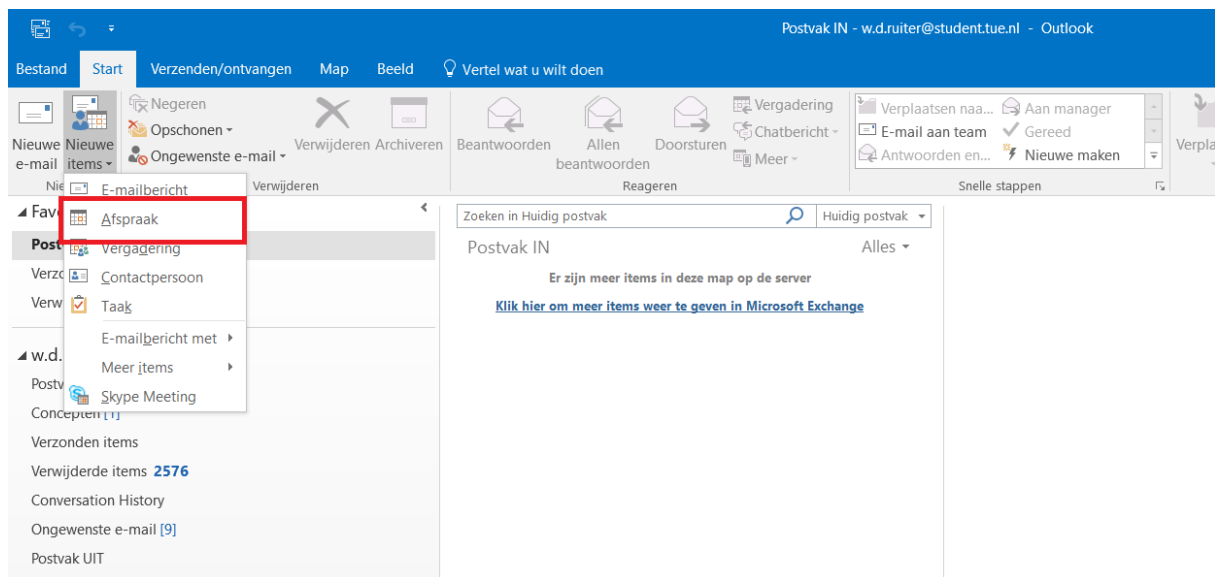


Manual Create Lync meeting

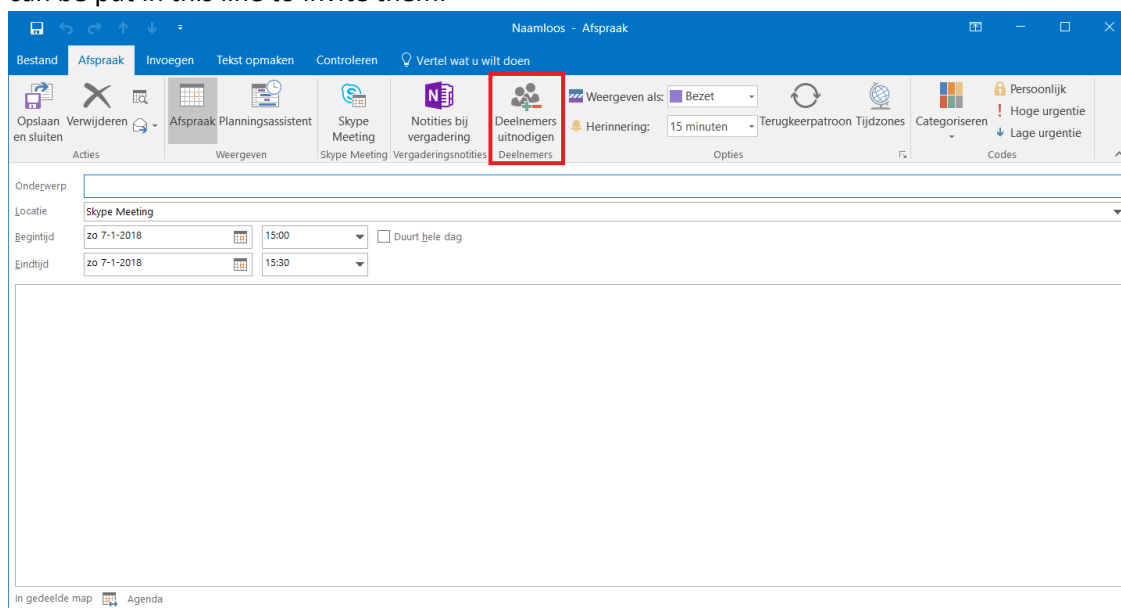
In this manual a discription is given of how one can create a Lync meeting using Outlook. This manual assumes that Outlook and Lync are already installed and both work properly. In this manual we use Outlook 2016 and Skype for Business (Lync) 2015. For other versions of this software the process should be similar although some buttons might have different names or be in slightly different places. Also note that the screenshots are from a Dutch version of Outlook. The buttons should be in the same place in an English version of Outlook.

Step 1: Make sure Lync is turned on and signed in

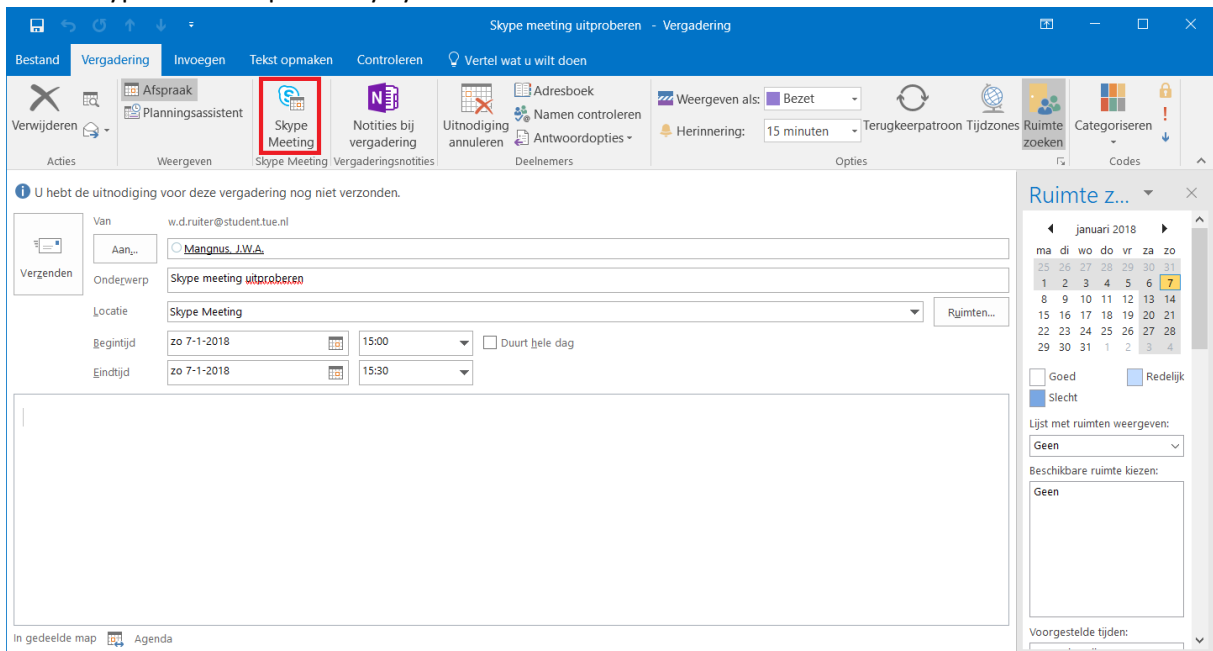
Step 2: Open Outlook and make an appointment.



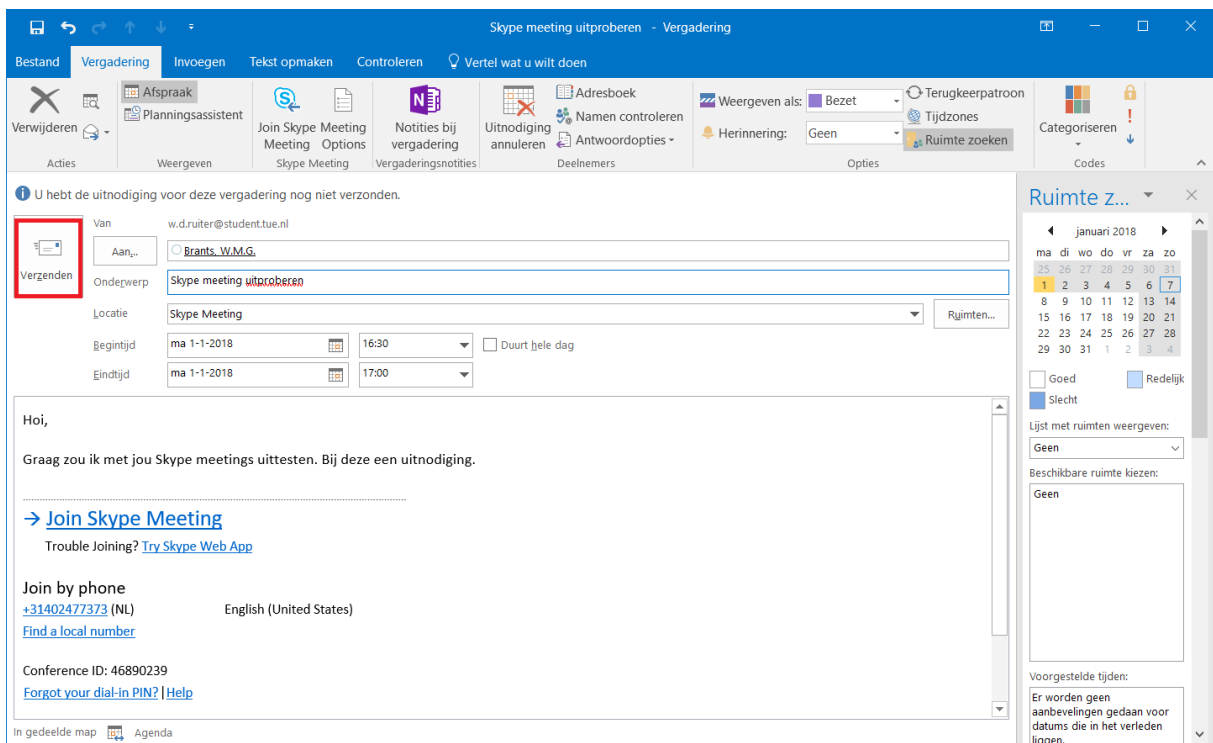
Step 3: Invite the necessary participants for the meeting. Click the button as indicated in the screenshot below and a To: line will appear above the subject. Email addresses of the participants can be put in this line to invite them.



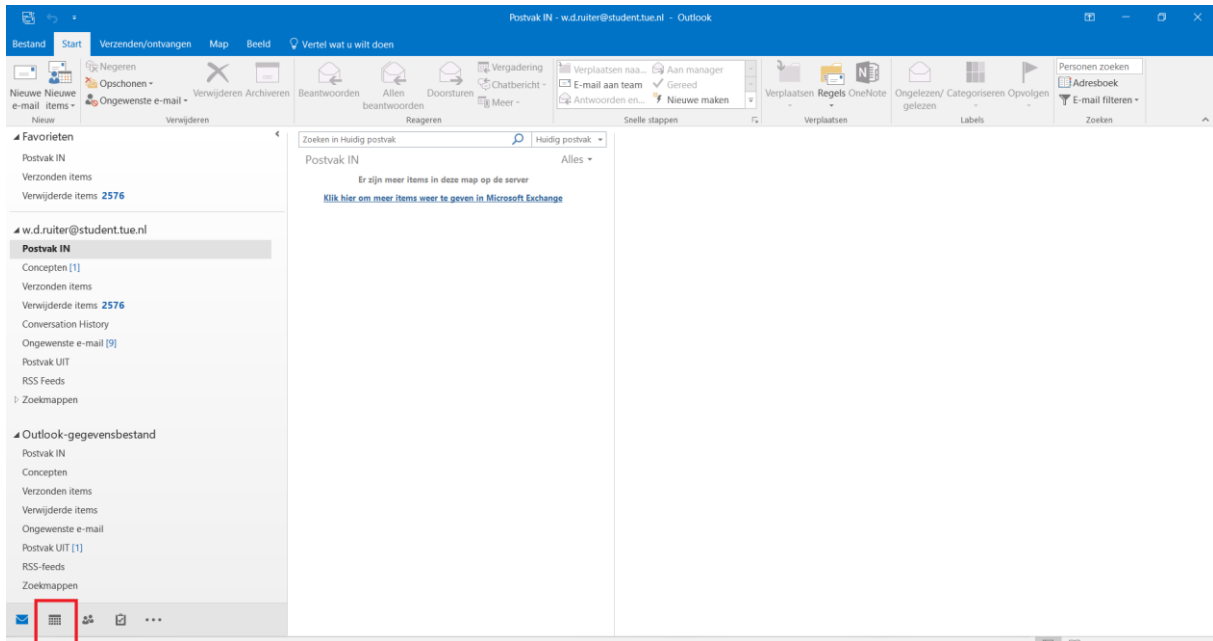
Step 4: Add a Skype/Lync meeting to the appointment. Note that in older versions of outlook the name Skype can be replaced by Lync.



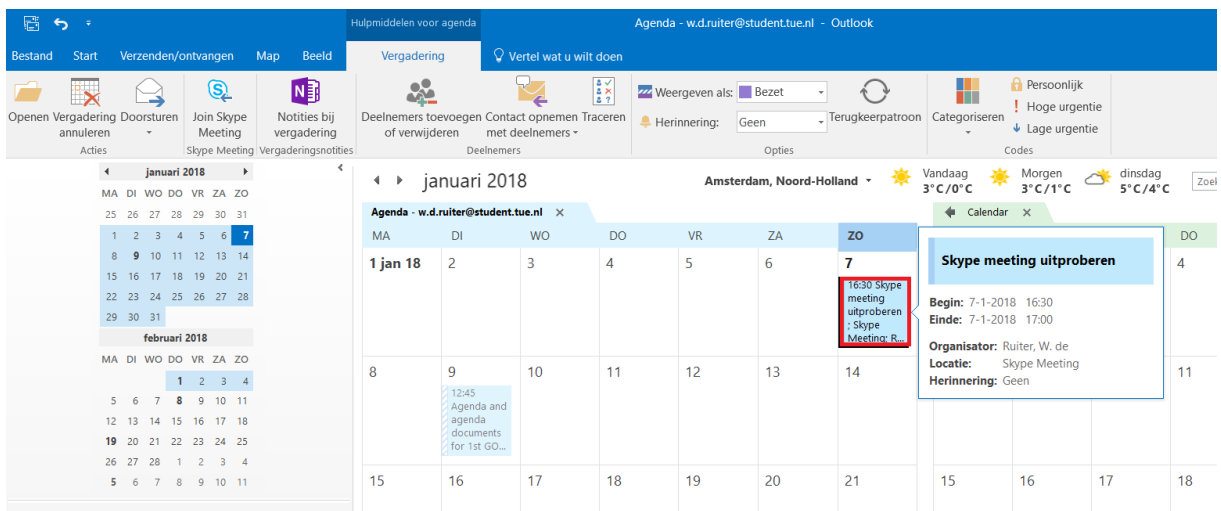
Step 5: Write and invitation and send the appointment.



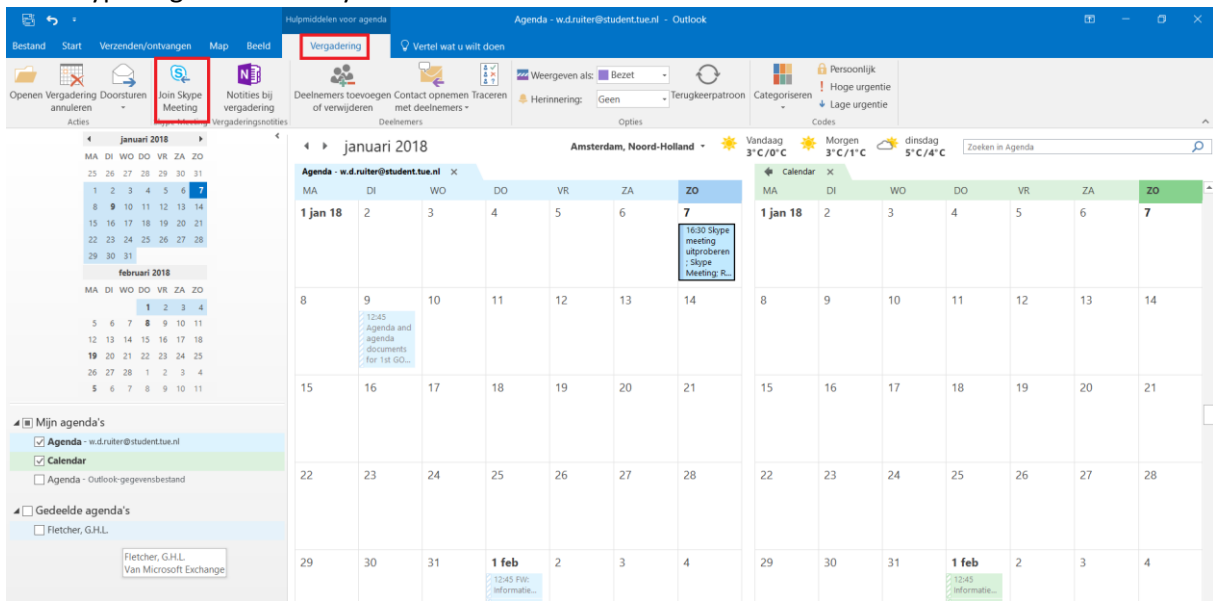
Step 6: When the meeting commences one can setup the conversation by going to the agenda in Outlook.



Step 7: Select the meeting you want to join by clicking on it.



Step 8: Click in the upper part on “Meeting” and after that click “Join Skype meeting”. Again note that Skype might be called Lync in older versions of Outlook.



Step 9: Lync will come to the foreground and will give a couple of options to join the meeting. Pick the one that suits your needs the best and click ok. Now the meeting will begin.

