



Quick Guide to Lync Web App for Volvo Partners

VOLVO

This document describes how a partner of Volvo Group can join a Lync meeting.

Even if Lync is not installed on your computer, it is still possible to join the Lync meeting by using either:

- A computer with a web browser (audio and screen sharing)
- A phone (audio only)

Requirements to join a meeting

You will need one of the following:

- **A computer** with:
 1. An internet connection (with a cable if possible)
 2. A compatible web browser and operating system.
[Click here for more details](#)
 3. A USB headset or speaker

-- OR --

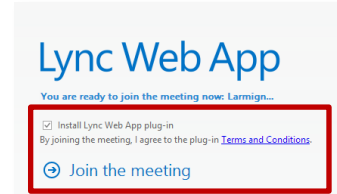
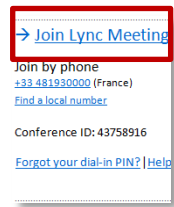
- **A phone**

Join a Lync meeting with your computer

Before connecting for the first time, **allow about 10 minutes** before the meeting starts. You need to install a plug-in allowing you to join the Lync meeting with your computer. After this step, you will be able to join your meetings in just a few seconds.

First meeting only

- 1) Open the meeting invitation in your calendar
- 2) Click on **Join Lync Meeting**
- 3) In the new window - **Lync Web App**:
 - Ensure the option **Install the Lync Web App plug-in** is selected
 - Click on **Join the meeting**
- 4) Click on **Run**
Please wait during the installation
- 5) Click on **Run again**
- 6) In the Microsoft **Lync Web App Plug-in** popup window
 - Check the box **Always allow the plug-in for this domain**
 - Click on **Allow**



You will now be able to join the Lync meeting.

All future meetings


- 1) Open the meeting invitation in your calendar
- 2) Click on **Join Lync Meeting**
- 3) A new window - **Lync Web App** – will appear
 - Type your name in the text box
 - Click on **Join the meeting**

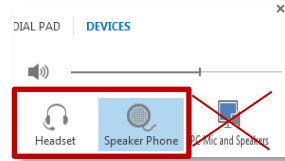
Notes:

- You can change the language by clicking on the link in the top right corner
- To speed up your entry into future meetings, select the **Remember me** check box
- Depending on how the meeting was set up, you'll either wait in the lobby or be admitted to the meeting. If you're in the lobby, only a presenter can admit you to the meeting. After you're admitted to the meeting, you can use your computer's speakers and microphone or a headset to participate in the meeting.

During the meeting



Set your audio device

- Hover over this icon 
- Select Speaker Phone or Headset





Notes: The sound from the computer speakers can be **disturbing** for the other attendees in your meeting. We always recommend to use a USB speaker or USB headset.

Share your desktop

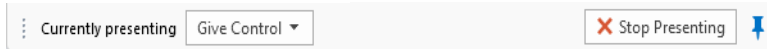
1. In the meeting window, point to 
2. Click on **Desktop** icon 
*The meeting stage displays **Currently presenting** on the top, and the desktop is outlined in yellow.*
3. Click on **Stop Presenting** when you are finished

Share a program

1. In the meeting window, point to 
2. Click on **Program** icon 
3. In the **Present Programs** dialog box, select the program that you want to share
4. Click on **Share**
5. Click on **Stop Presenting** when you are finished

Use the Top Bar

The top bar appears on the top of your screen when you are sharing your desktop/program



Hide or Unhide the Top Bar

- Click on the **Pin icon** to hide or unhide the bar 

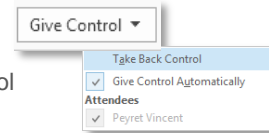
Note: if you hide the bar, move your mouse, wait a few seconds, and the bar will disappear. To make the bar visible again, move your mouse to the top of your screen.

Give control

During a meeting you can allow another participant to control your screen.

On the top bar:

- Click on **Give Control** to share the control
- Click on **Take Back Control** to take back the control



End a meeting

At the end of the meeting, click on the **Exit Meeting** button in the top bar.

Exit Meeting

Join a Lync Meeting with phone

If for some reason you are unable to join a meeting with a computer, you can also join using any phone. This should be considered like a back-up solution.

Note: You will only be able to hear the audio of the meeting – no screen sharing.

- 1) Open the meeting invitation in your calendar
- 2) Dial the phone number in the **Join by phone** area
*Click the **Find a local number** link to find the closest for you*
- 3) When prompted, enter the **Conference ID** and **press #**
- 4) Select your **language**
As you are not the leader, wait few seconds
- 3) Record your **name** and **press #**

[→ Join Lync Meeting](#)

Join by phone
+33 481930000 (France)
[Find a local number](#)

Conference ID: 43758916

[Forgot your dial-in PIN?](#) | [Help](#)

Notes:

- If the organizer is not already connected in the meeting you need to wait until he arrives
- Dial pad tips:
 - *1 - Privately play a description of the available dial pad commands
 - *2 - Privately play the name of each participant in the conference
 - *6 - Mute or unmute your microphone