

Manual: Lync meeting with the web app

This manual will elaborate on how meetings work when they are joined through the web app. We assume that we already have a meeting request and that a modern browser is available to the user. The web app can be used in any situation where the Lync application can only be used when it is properly configured. Now we take the email with the meeting request.

Every Lync meeting that is created and send over email includes the following footer.

→ [Join Skype Meeting](#)
Trouble Joining? [Try Skype Web App](#)

Join by phone

[+31402477373 \(NL\)](#)

English (United States)

[Find a local number](#)

Conference ID: 46890239

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

This footer contains a link which can be opened in any browser. Giving the following screen. When Lync is installed you can see the bar in the top which asks to open the application. If Lync is not installed then one can use the web app. We will now use the web app by clicking the blue link on the page.



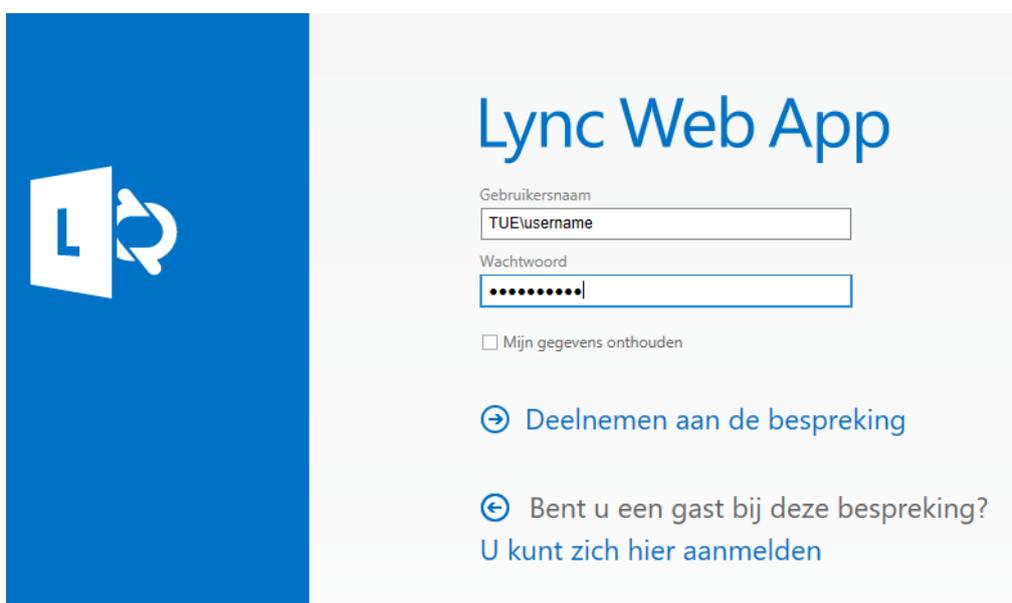
The first time one tries to use the web app it shows the following screen. In this screen we first install an add-in such that the web app can use the computers resources, step 1. Then we click on the link in step 2. This should open the app in a new window.



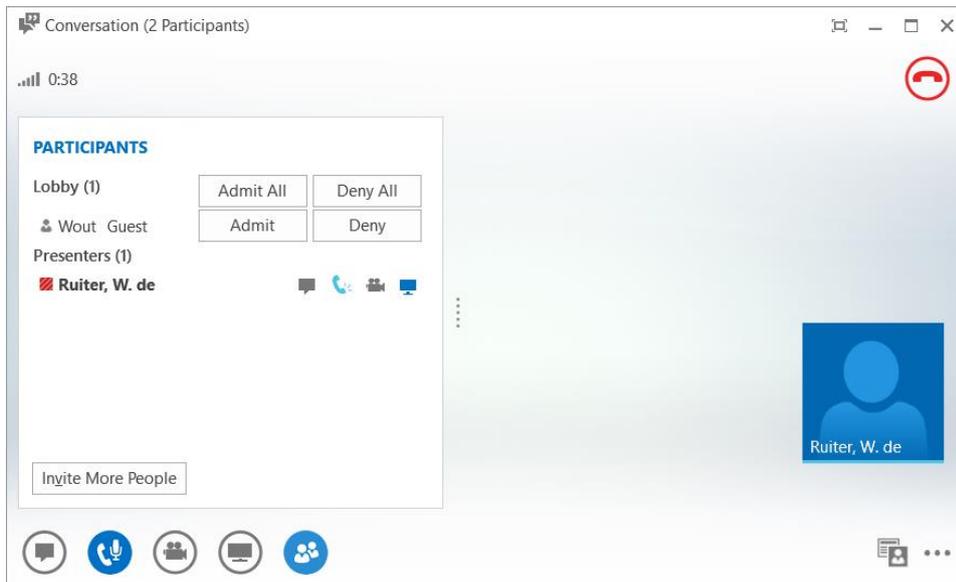
When the web app started there is first a choice on how to add yourself to the meeting. This can either be as a guest, as necessary for external people (the green box). And one can join as a TU/e member (the red box).



When logging in as a TU/e member notice that one should login with their windows login name and password. The username is prefix with TUE\. This means one uses TUE\username as username and their regular password.



When this process is done the organiser of the meeting might see the following message when a guest is trying to join.



This window is shown when the people button is clicked. Here we can accept or deny a new participant. Once accepted it works just like the normal Lync. Note that the web app user cannot immediately share a screen with you. To do this the invited person has to be made an presenter. This can be done by right clicking the person and click make presenter.

