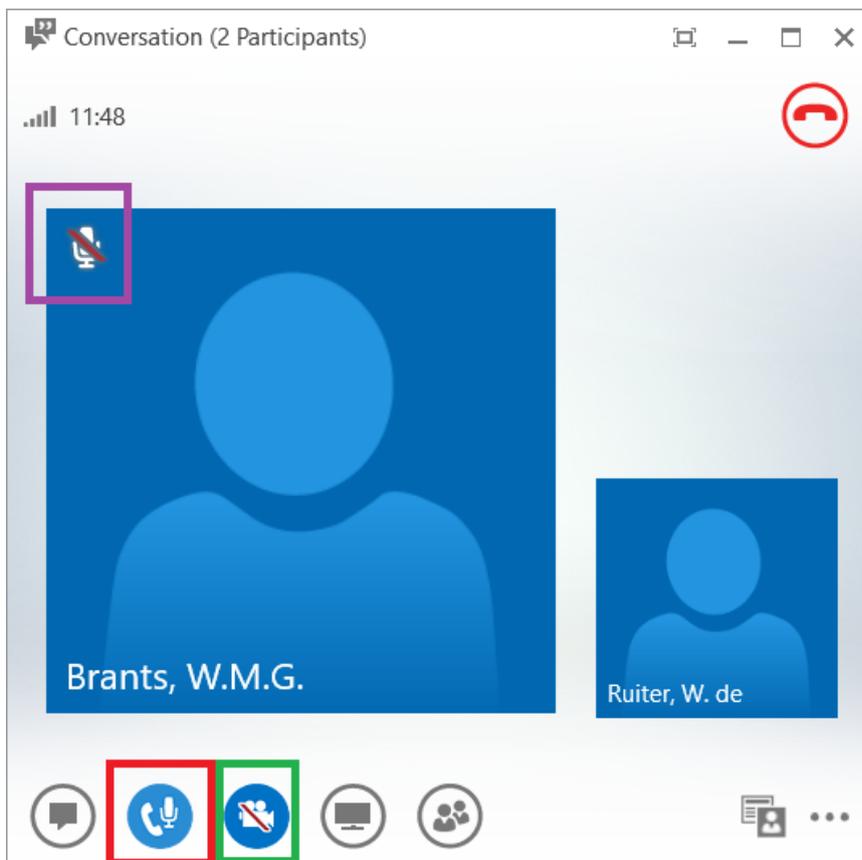


Manual general features Lync

In this manual we show some of the capabilities of Lync meetings. Including muting audio and video, instant messaging, recording a conversation and sharing your screen. We assume we have already set up an Lync meeting.

Overview interface

Just when you started your meeting your screen will look like the screenshot below



Here we have a meeting with two people where you are the small icon on the left and your conversation partner is the big picture. Now we can see a couple of things in this window. For starters we see that our partner has muted his or her microphone. This can be seen in the purple square. To talk to each other the mic must be unmuted by the other party.

Audio

We can also control our own settings. With the button in the red square we can control the state of our microphone. Now it is unmuted and our guest will hear everything we say. To mute the

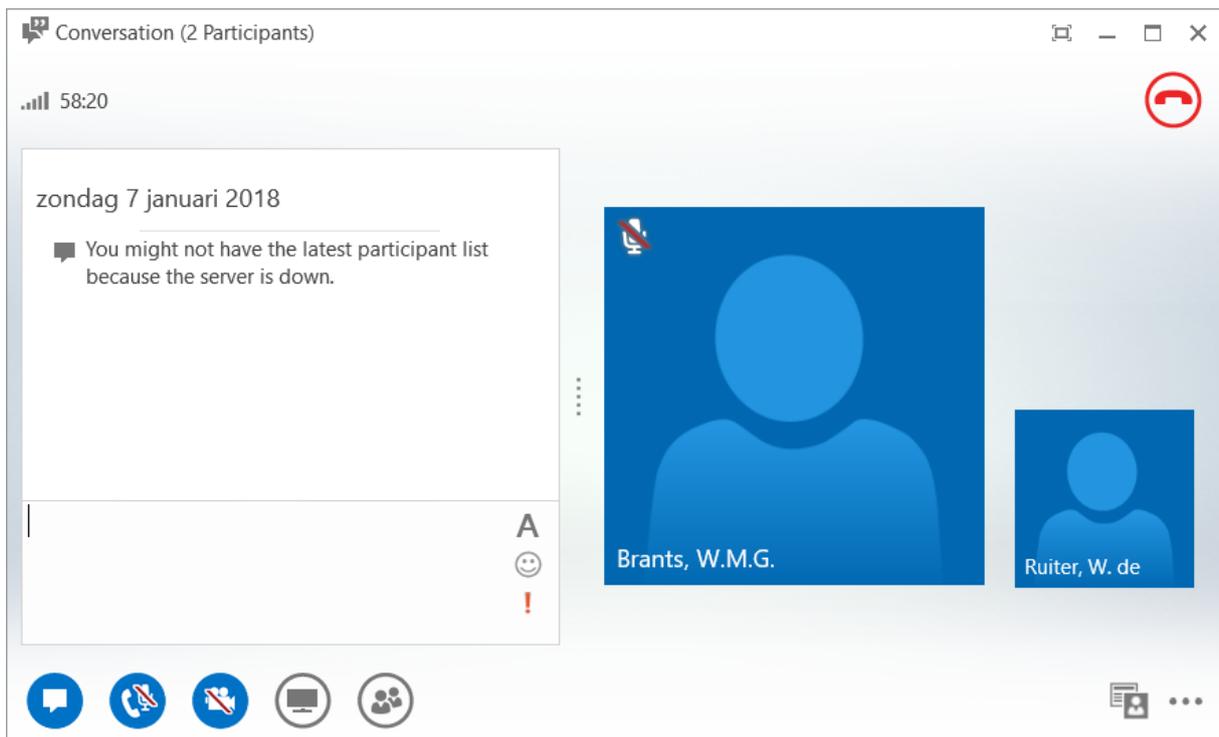
microphone we click the button once and see the button image change to . The red line through the microphone indicates that we are muted and that the other party cannot hear us. To unmute the microphone one can click on the button again. The image will change back and everyone can hear you again.

Video

The same goes for the video. In the green square a camera sign can be seen. The red line through the camera indicates that it is off. When the button is clicked we turn the camera on for the conversation. Everyone can see you then. When the button is clicked again the camera goes off again. When the camera is on your profile picture changes to the video feed of the webcam.

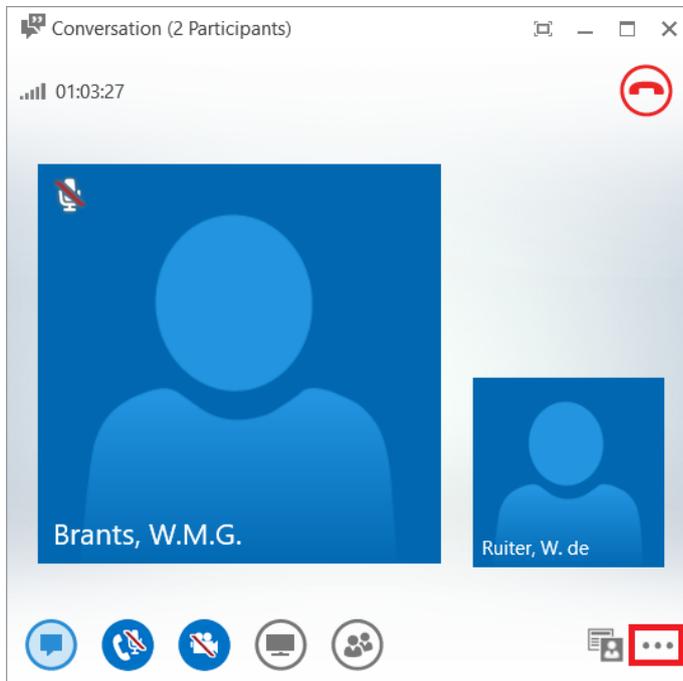
Instant messaging

Lastly we have the brown square which deals with instant messaging. This functionality is easy when something written has to be shared. A internet link for example. When the instant message button is clicked a new screen will appear to the left. Like in the picture below. You can write things you want to share in the bottom box and press enter to send.

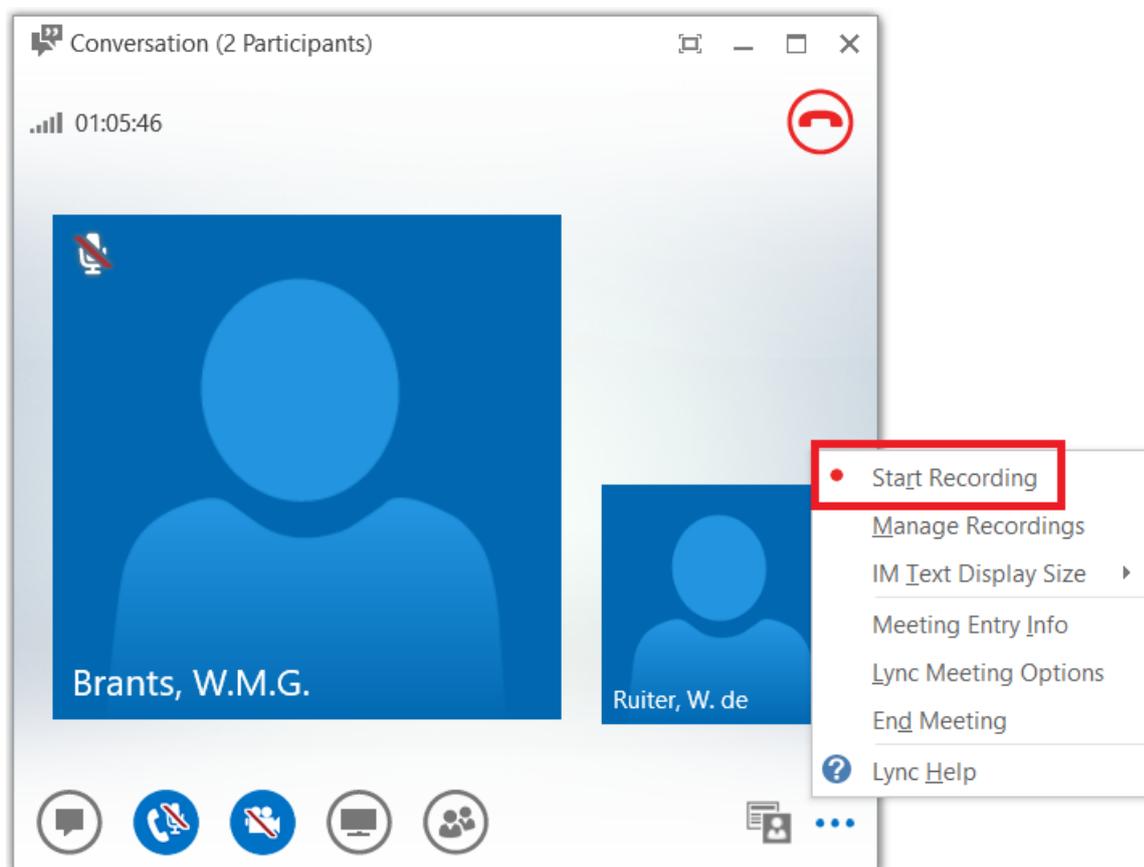


Recording a conversation

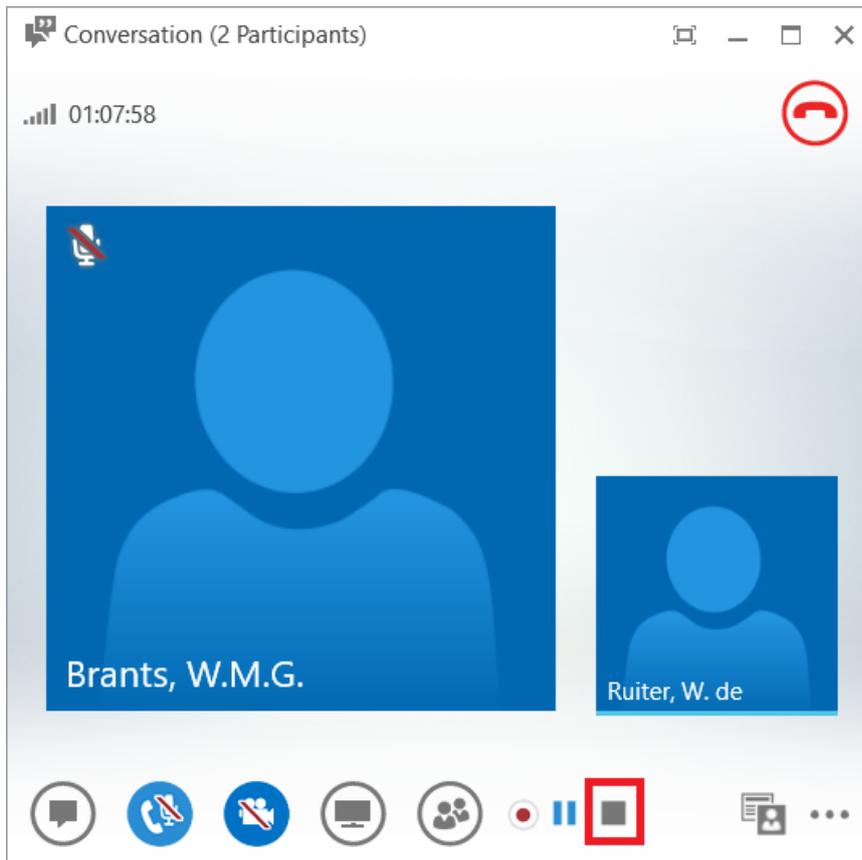
Lync can record a conversation when this is needed. Note that all other participants are notified once you start a recording. To start a recording click on the three dots in the lower right of the Lync screen.



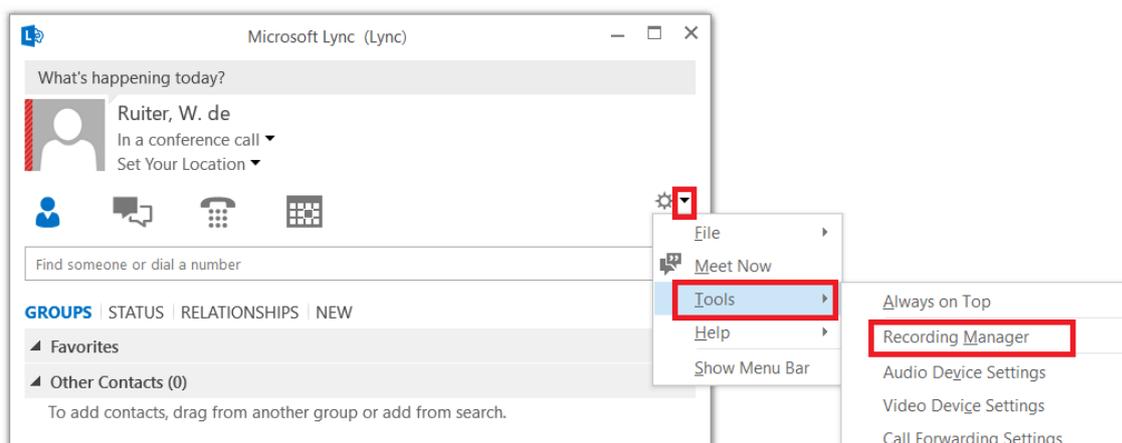
Then click on the option start recording.



A recording will now begin. When the recording is finished it can simply be stopped by clicking the stop button.



To listen to a recording we need to open the recording manager. This can be done from the main window of link by clicking on the arrow next to the settings cog. Then go to tools, and finally click recording manager. Note that it may take a while before a recording is available after the recording has been made.

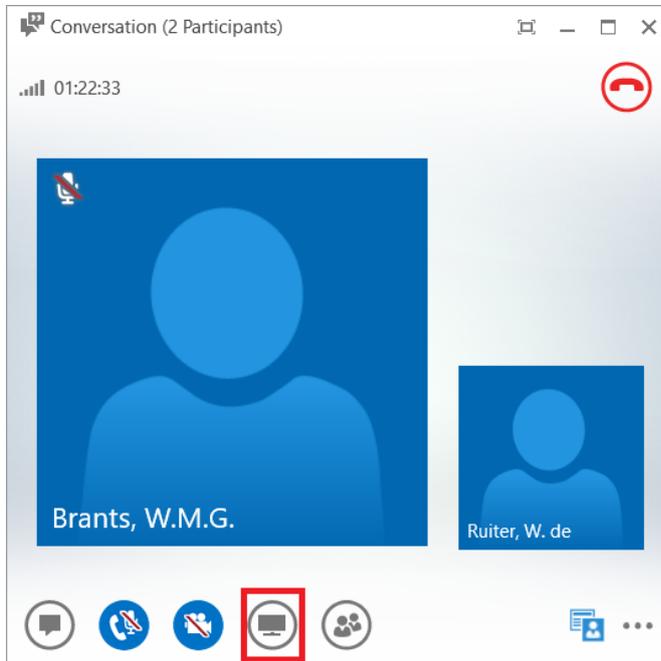


In the recording manager the recordings are listed and you can press play to see one. Note that also the path to the file is shown in the manager such that these can be copied to an archive if necessary.

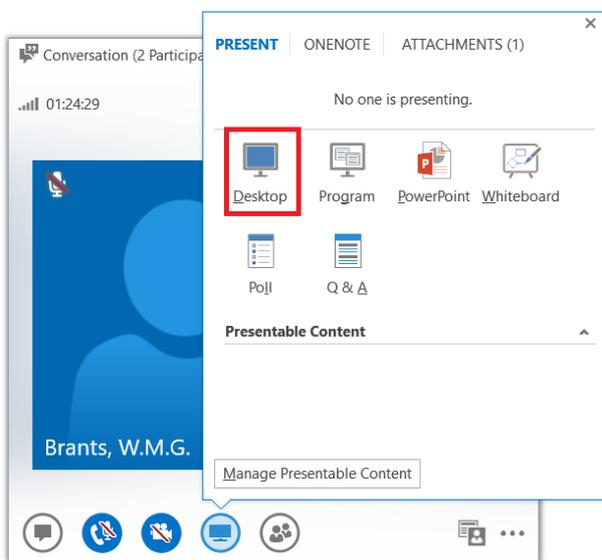
Screen sharing

In Lync you can also share your screen with other people. This can easily be done by taking the following steps.

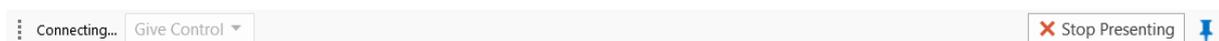
First click the button with the monitor on it.



In the popup that is shown now you can select what you want to share. For now we will click on the desktop icon to share our screen.

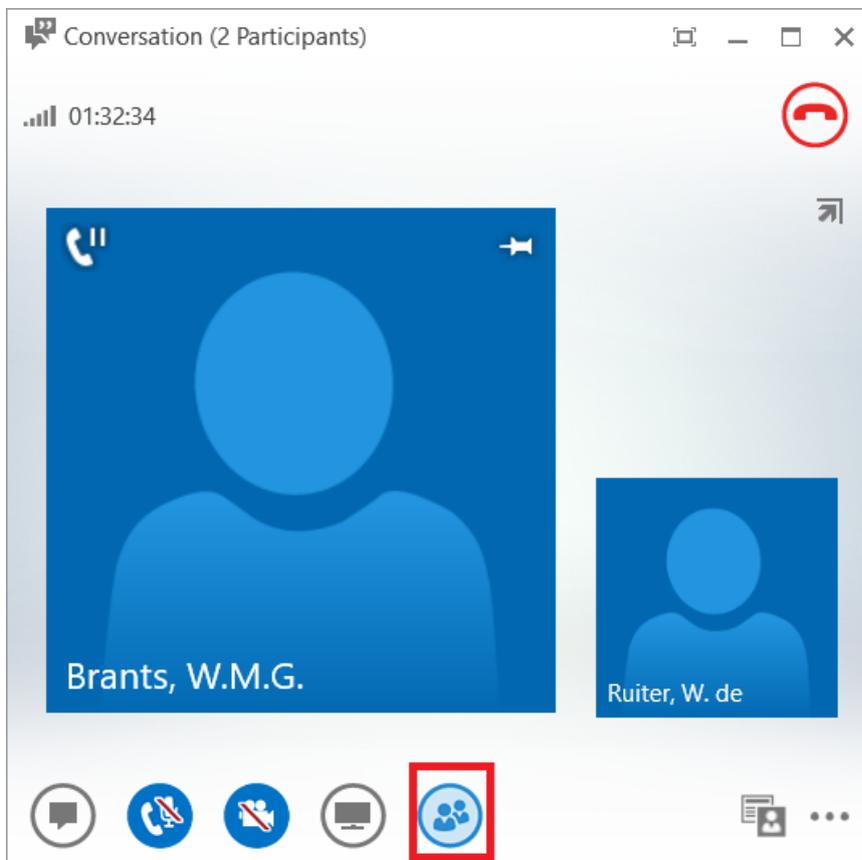


Note that we could have selected to share just one program or a powerpoint presentation. For now we select desktop. After a confirmation that our entire display is shared we get a bar in the top window indicating that we are presenting. The stop presenting button can be clicked to stop the screen sharing.

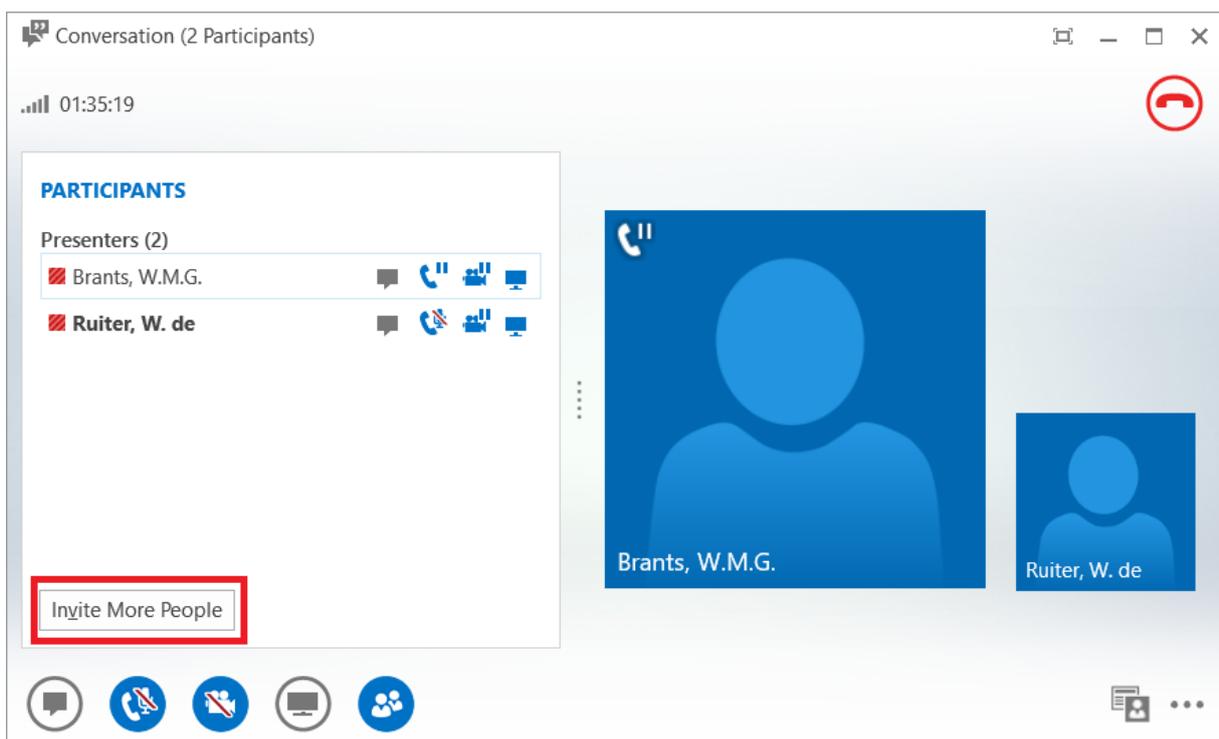


Inviting other people

Lync also offers the functionality to invite other people to your call. This can be done by clicking the people icon in the bottom of the screen.



Then a screen will be added at the right in which you can click the button to invite more people.



In the new screen. People from the TU/e can be invited by searching for their last name. Other people can only be invited by directly calling them. This means that they only have audio. Note that people on the TU/e must have a presence on Lync to successfully invite them.

✕

Invite by Name or Phone Number

Choose a contact or type a name or phone number.

✕

 Brants, M.

 Brants, W.M.G. - In a conference call
TU/e

OK Cancel