

Lync 2010 Attendee



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What Is It?

Microsoft Lync 2010 Attendee is a conferencing client that lets you fully participate in a Lync meeting without the need of having a complete install of Lync 2010. It is designed for non-UH faculty or staff who are invited to a Lync meeting, but it is also useful for employees who are not at their usual computer at meeting time or have not yet migrated to Lync. It is ideal for students invited to an online meeting.

Note: Lync 2010 Attendee is identical to the meeting experience offered by the full version of Lync. For information on navigating the meeting environment, see UIT document [Lync 2010 Meeting Environment](#).

Lync 2010 Attendee runs on Windows computers offering the same conferencing tools found in a complete Lync install such as instant messaging (IM), audio, video, as well as collaboration tools such as program sharing, screen sharing, attachments, whiteboard, polling and upload/navigate PowerPoint presentations.

Lync 2010 Attendee does not support Lync features that are outside the meeting environment such as presence, status, contacts and telephony.

Note: Lync Attendee is not available for Macintosh. Macintosh users can use Lync Web App to join a meeting. For information on using Lync Web App, see UIT document [Using Lync Web App](#).

Information for Online Meetings and Conference Calls

There are four classifications for meeting participants:

- Organizer – the person who schedules a meeting or conference call.
- Leader – the first person to dial-in to a conference call from a Lync phone.
- Presenter – can invite others to an active meeting or conference call. During a meeting, a Presenter can change the classification of other Presenters to an Attendee. Only a Presenter can record a meeting, distribute files and share items, such as the desktop, a program, whiteboard and conduct a poll. By default, all faculty and staff members are a Presenter. If desired, the meeting Organizer can change the permissions level of any participant from Presenter to Attendee before the Meeting Invitation is sent. This is done using Meeting Options. For information on accessing Meeting Options, see UIT documents [Lync 2010 Conferencing Quick Reference for Windows](#) or [Lync 2011 Conferencing Quick Reference for Macintosh](#).
- Attendee – can initiate instant message (IM) conversations and view items that are shared.

By default, meeting participants who dial-in from a non-Lync phone (Rolm, Cisco, or off-campus) must wait in the lobby until a Leader dials-in. The first person to dial-in from a Lync phone becomes the Leader and anyone waiting in the lobby is automatically connected to the meeting.

If you want to be a Leader or need to be (for instance, if all other participants are not affiliated with UH) and you dial-in from a non-Lync phone, you must enter your Dial-in PIN to become the Leader. The Dial-in PIN is identical

to the Sign-in PIN for CX600 phones. If you can't remember your Dial-in PIN or if you never received a Dial-in PIN, go to dialin.central.uh.edu to reset your PIN or obtain your first PIN.

Before sending a Meeting Invitation, the Organizer can change the Meeting Options. It is very important to change Meeting Options before sending the Meeting Invitation because changing the options can potentially change the meeting link and Conference ID. Meeting options include:

- Everyone waits in the lobby except the Organizer
- No one waits in the lobby
- Only the Organizer is a Presenter

Install Attendee

To install Lync 2010 Attendee:

1. Open a Lync **Meeting Invitation**.
2. Click **Join Online Meeting** or copy and paste the meeting URL into a web browser.

[Join online meeting](#)
<https://meet.central.uh.edu/bjdooling/DSMZ12C4>

Join by Phone
(713) 743-6112
[Find a local number](#)

Conference ID: 59900

[Forgot your dial-in PIN?](#) | [First online meeting?](#)

3. On the Lync page that appears, click **Download and install Lync Attendee**.
4. On the Attendee download page, click **Download**.
5. In the Opening AttendeeSetupUser dialog box, click **Save File**.



6. Locate the downloaded file **AttendeeSetupUser.exe** and **double-click** it.
7. Follow the installation prompts.

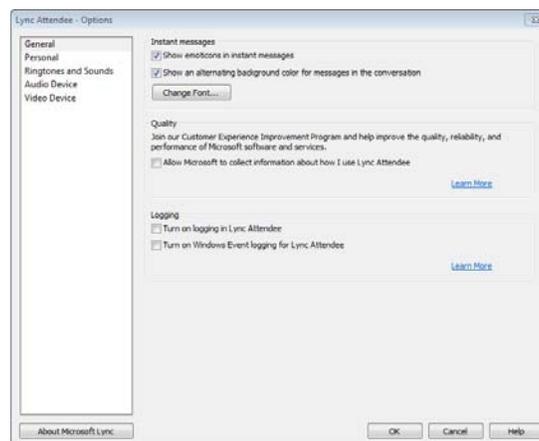
Attendee Options

Attendee options apply to all meetings you join using Attendee. Options can be selected before you join a meeting. Options that are available are: General, Personal, Ringtones and Sounds, Audio Device, and Video Device.

If you want Attendee to call you to join a meeting or if you might want to transfer meeting audio to your mobile phone, you must enter the phone numbers in Attendee options.

To access Attendee options:

1. Click **Start** -> **All Programs** -> **Lync 2010 Attendee**



To enter your personal phone numbers:

1. In the left-hand column, click **Personal**.
2. Enter the **desired numbers** in the fields provided.
3. Click **OK**.

Join a Meeting

To join a meeting with Lync 2010 Attendee:

1. Open a Lync **Meeting Invitation**.
2. Click **Join Online Meeting** or copy and paste the **meeting URL** into a web browser. A Lync page appears in your browser, redirecting you to Lync 2010 Attendee.
4. In the Lync Attendee screen that appears, select one of the following:
 - **Join as a guest** if you are a student, not affiliated with UH or not yet migrated to Lync.
 - **Join using corporate credentials** if you are a faculty or staff member.

5. If you select “Join using corporate credentials”, enter **your full email address** in the Sign-in Address: field.
6. Click **Join**.



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