Joining a Meeting in the Lync Web App 1. When it's time to enter your Lync (Skype for Business) meeting, use the link for the meeting that was generated by the Lync Web Scheduler, or paste it into the address bar of your browser and go to the site. Refer to the CLT guide "Setting up a meeting with Lync Web Scheduler" if you haven't yet scheduled a meeting.

L	User name My.name@occc.edu Password Memember me Remember me Distall Lync Web App plug-in By joining the meeting, I agree to the plug-in Terms and Conditions. O Distant the meeting is agree to the plug-in Terms and Conditions.
	• Are you a guest to this meeting? Sign in here instead

2. Enter your username and password, which are your email address and email password, respectively.

	Password
	•••••
	Remember me
3	Install Lync Web App plug-in
	By joining the meeting, I agree to the plug-in <u>Terms and Conditions</u> .
	(a) Join the meeting

3. Check the "Install Lync Web App plug-in" if this is your first Lync Web App meeting on the computer you're using, or if the Lync Web App is not installed on the computer.



4. Choose "Join the meeting."

i Schroyer	Opening LWAPlugin64BitInstaller32.msi
1 Follow	You have chosen to open:
2 Run th	WAPlugin64BitInstaller32.msi which is: Windows Installer Package (7.5 MB)
the plug-in d till having tro	from: https://lync13.occc.edu Would you like to save this file?
Finish insta	Save File Cancel

5. You may receive a notification, asking permission to download the Lync Web App installer to your computer. If so, choose "Save File."

nc Web Ap <mark>p Plug-in</mark>
Cancel
-in is installing.
3

6. Find the file you just downloaded, and open it to install the Lync Web App on your computer.



7. After the plugin has finished downloading, if you are using the Chrome internet browser, you may receive a notification about an "External protocol request." This is the way Chrome notifies you that a website wants to access your computer's webcam and microphone. Choose "Launch Application."



8. If you are using the Firefox internet browser, you may instead have a notification at the top of the browser window that reads "Allow <u>https://meet.occc.edu</u> to run "Microsoft Lync Web App?" Here, choose "Allow..."



9. You may additionally get a warning message about the Microsoft Lync Web App Plug-in. If so, choose "Allow."



10. The Skype Web App will now launch. If you do not see your video on the screen, choose the video button in the lower-left of the screen, and then choose "Start My Video."