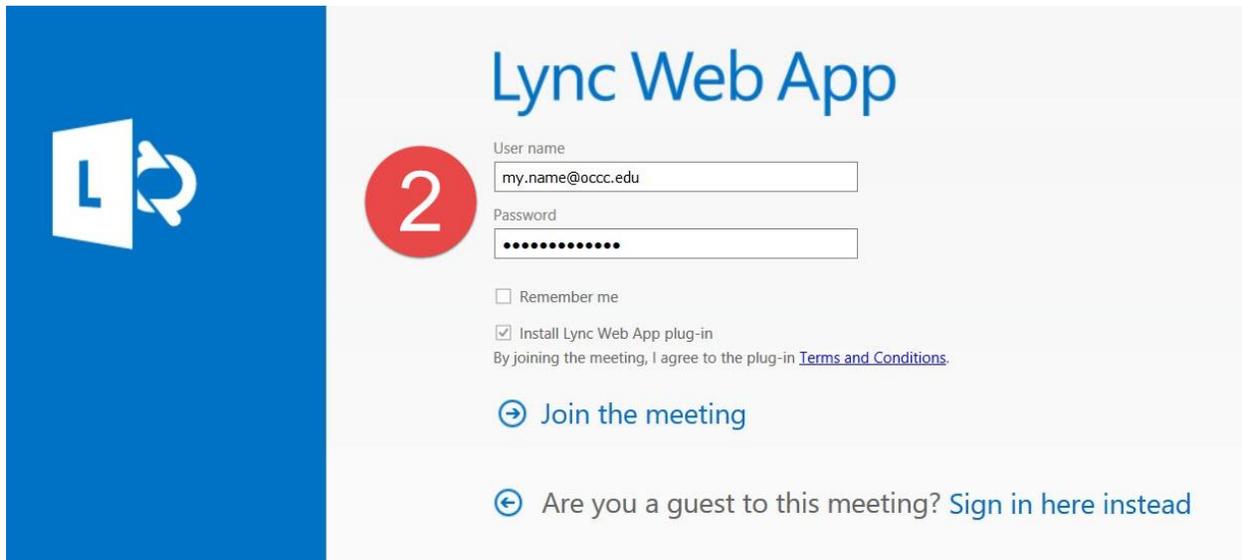
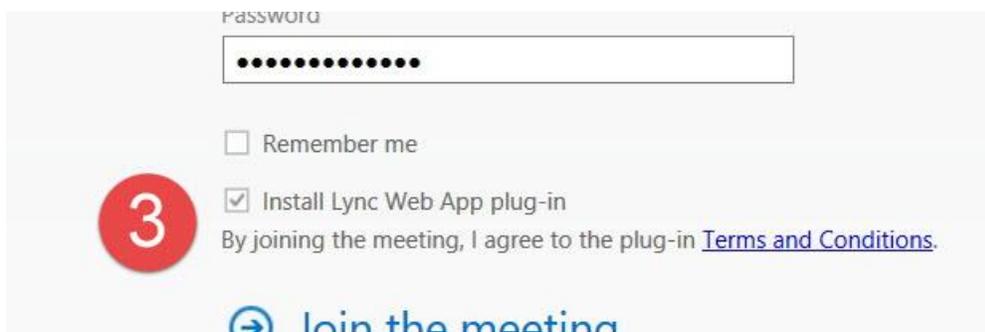


# Joining a Meeting in the Lync Web App

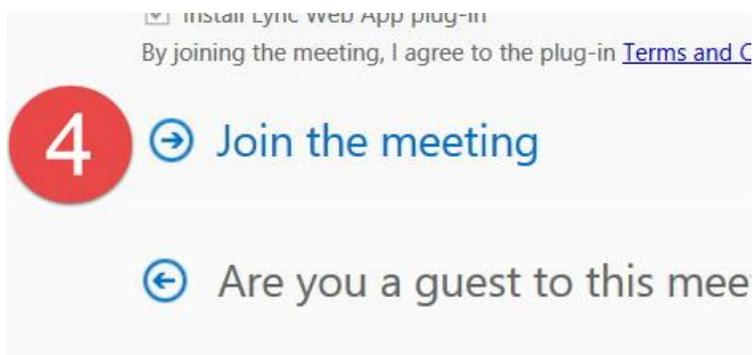
1. When it's time to enter your Lync (Skype for Business) meeting, use the link for the meeting that was generated by the Lync Web Scheduler, or paste it into the address bar of your browser and go to the site. Refer to the CLT guide "Setting up a meeting with Lync Web Scheduler" if you haven't yet scheduled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



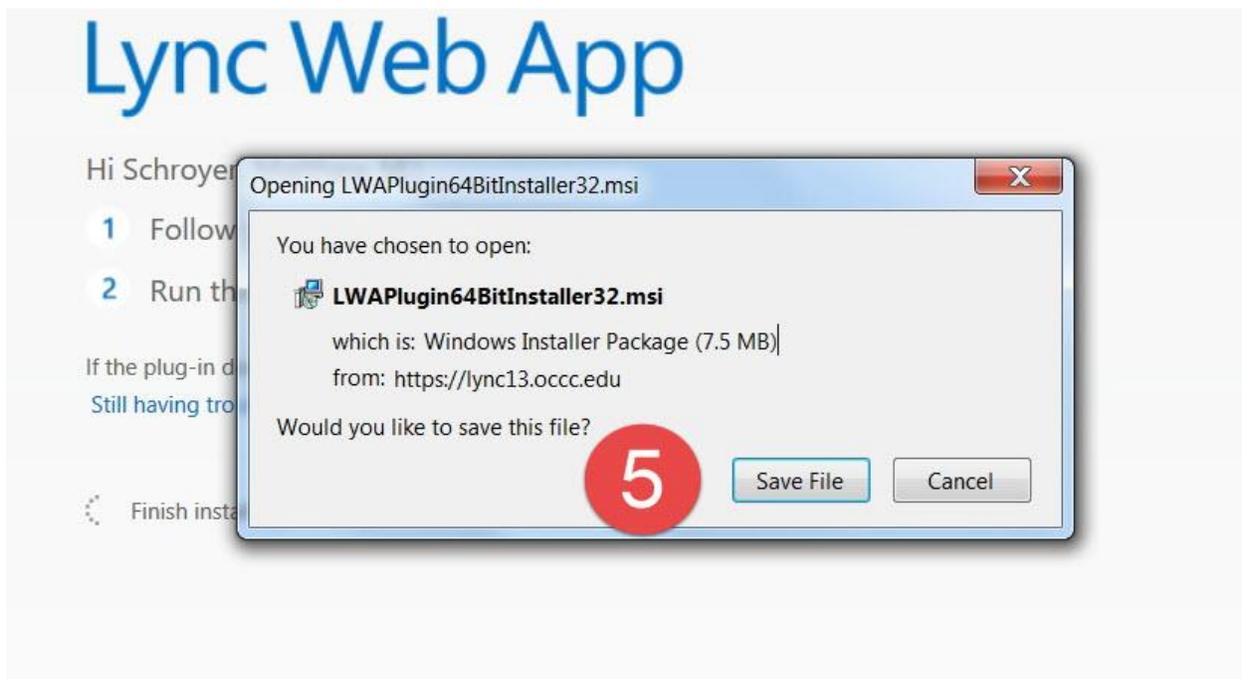
2. Enter your username and password, which are your email address and email password, respectively.



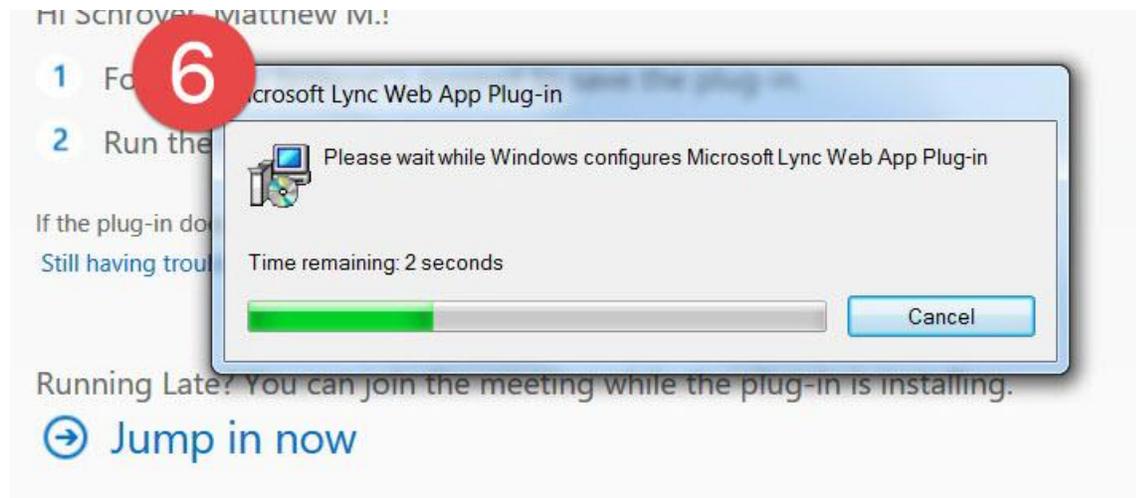
3. Check the "Install Lync Web App plug-in" if this is your first Lync Web App meeting on the computer you're using, or if the Lync Web App is not installed on the computer.



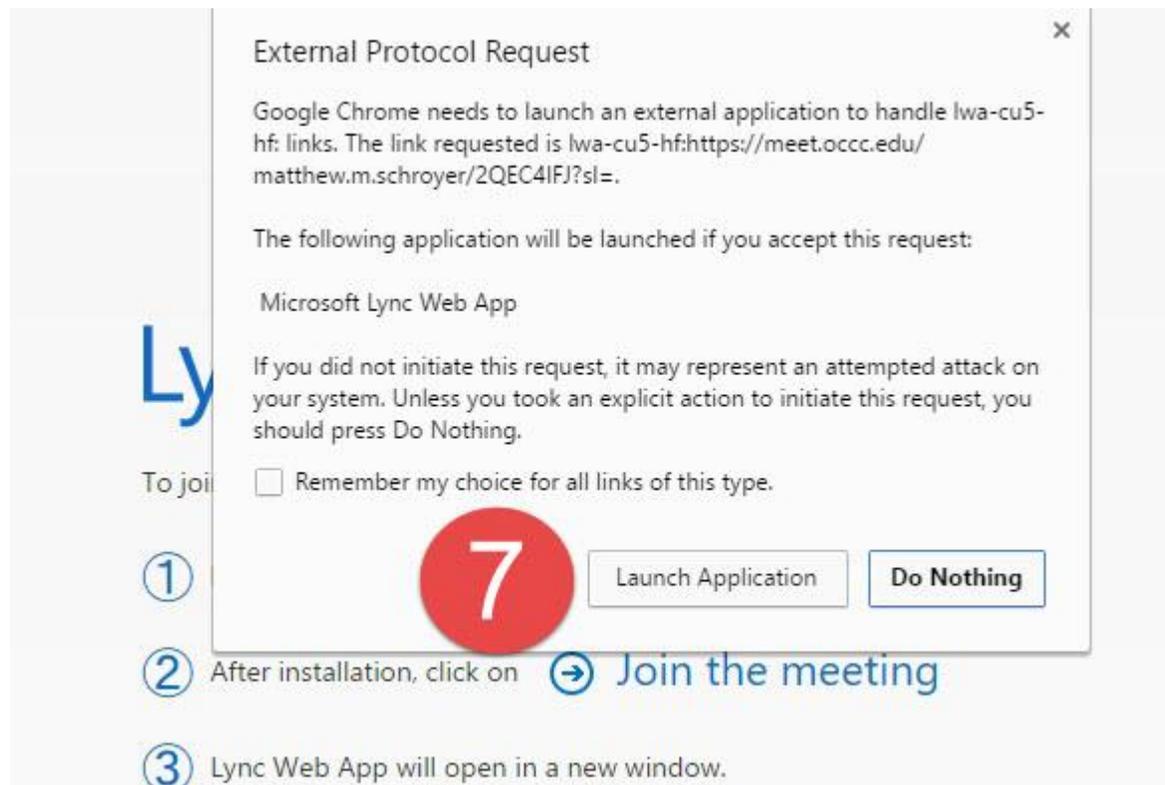
4. Choose “Join the meeting.”



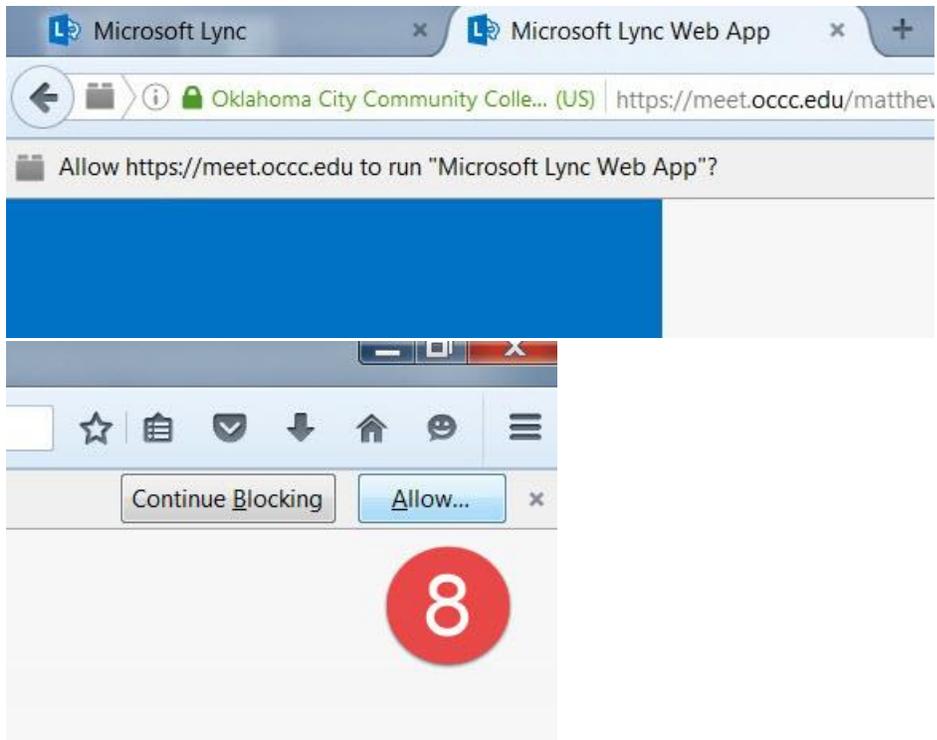
5. You may receive a notification, asking permission to download the Lync Web App installer to your computer. If so, choose “Save File.”



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

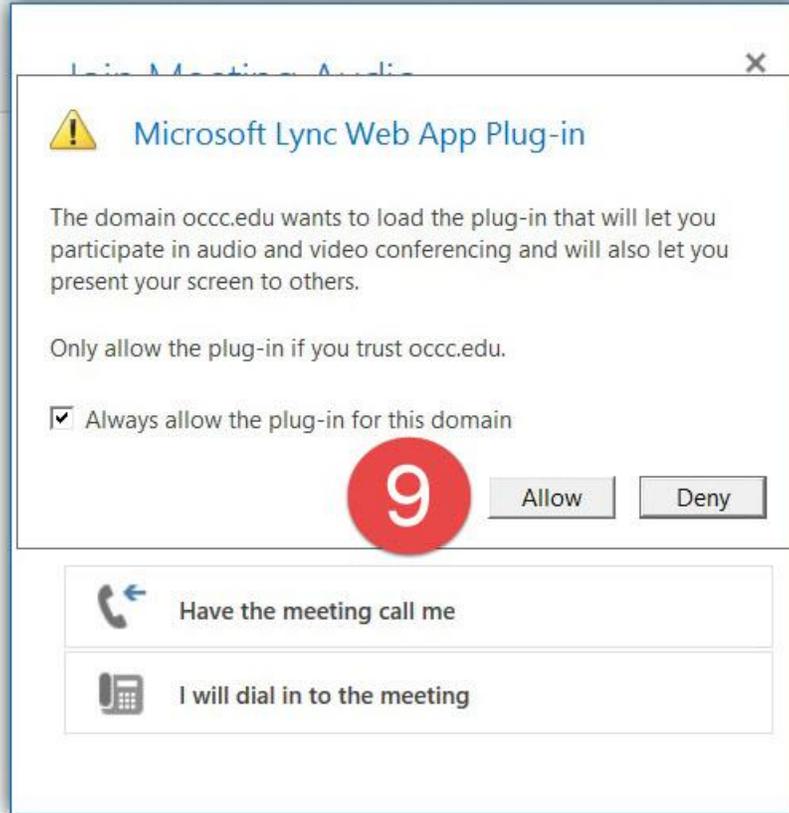


7. After the plugin has finished downloading, if you are using the Chrome internet browser, you may receive a notification about an “External protocol request.” This is the way Chrome notifies you that a website wants to access your computer’s webcam and microphone. Choose “Launch Application.”

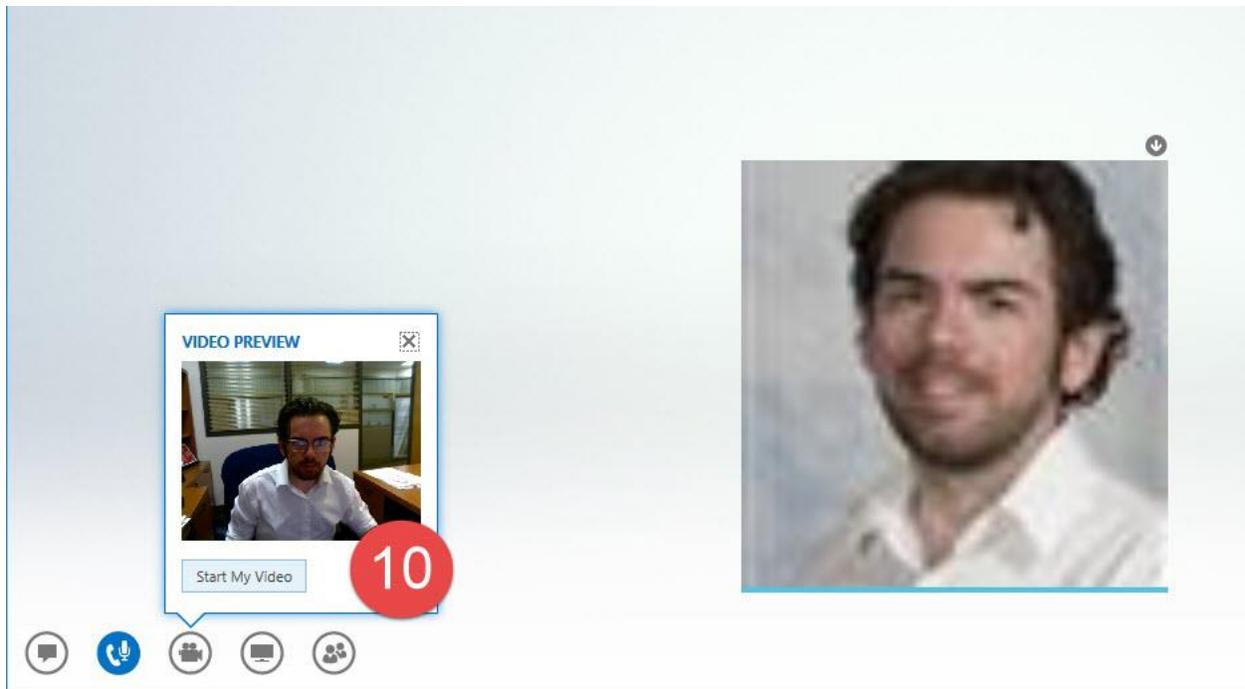


8. If you are using the Firefox internet browser, you may instead have a notification at the top of the browser window that reads “Allow <https://meet.occc.edu> to run “Microsoft Lync Web App?” Here, choose “Allow...”

Looks like you're the only one in the meeting.



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.”