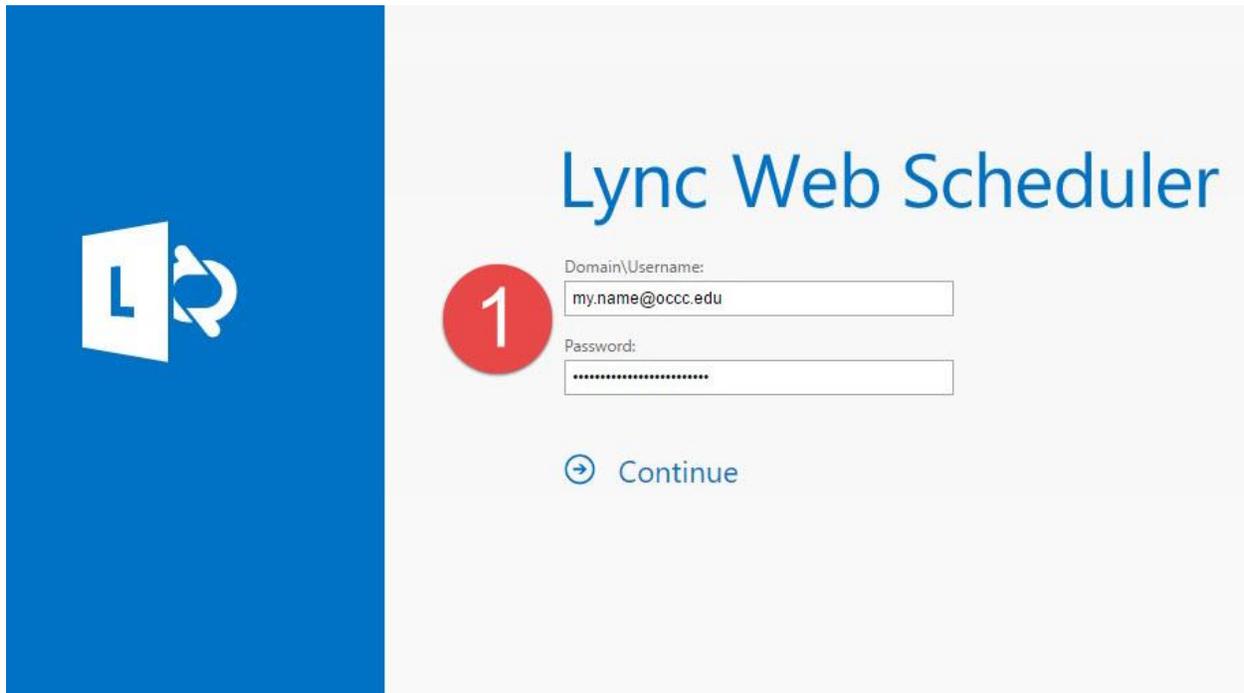


Setting up a Meeting with the Lync Web Scheduler

1. Sign in to the Lync Web Scheduler at <https://lync13.occc.edu/scheduler/> with your full email address and email password.



2. Set up meeting details. Give your meeting a unique Subject and Message (description).

Lync Web Scheduler

MY MEETINGS | **CREATE NEW MEETING**

Please fill out the meeting details and click Save.

General

Subject: *

Location: *

Message:



Important meeting with Robert and Christina
Lync Meeting
The purpose of this meeting is to test the Lync Web Scheduler.

278 characters left

3. Set a meeting time. The default time zone is "Central American," which is the same as the US Central time zone.

Meeting Time

Time Zone:		(UTC-06:00) Central Time (US & Canada) ▼	
Start Time:		06-13-2016 	11:00 ▼
End Time:		06-13-2016 	12:00 ▼

4. Under Access and Presenters, if you are including people in the meeting who are not using an OCCC email address, then select "Everyone including people outside my company" next to "Who will bypass the lobby." If all participants have OCCC accounts and are using their OCCC email addresses, choose "People from my company."

Access and Presenters

Who will bypass the lobby:		Everyone including people outside my company ▼
Who is a presenter:		Organizer only (Locked) People I invite from my company People from my company Everyone including people outside my company

5. The "Who is a presenter" field determines who can take control of the meeting and create white board illustrations, polls, and Q&A sessions. If you want to be the sole presenter for the meeting, choose "Organizer Only." If you want to have other participants who are able to be presenters during the meeting, who all are using OCCC email accounts, select "People from my company." If you want other participants to be presenters, but those participants are not using OCCC email accounts, choose "Everyone including people outside my company."

Access and Presenters

Who will bypass the lobby:

People dialing in by phone will bypass the lobby

Who is a presenter: **5**

Participants and Audio

6. Under "Participants and Audio," type or paste the email addresses of your participants, separating them with a semicolon (;). If your participants are using OCCC email addresses, you may instead enter their names (last name, first name) and choose the "Check Names" button to search the directory for the person's email address.

Participants and Audio

6

Turn on entry and exit announcements for this meeting

7. After all of the necessary info is inputted, select the "Save" button. Lync Web Scheduler will generate a pop-up in the center of the page with the details of your meeting.

Participants and Audio

christina.s.norman@occc.edu; robert.l.norman@occc.edu 

Turn on entry and exit announcements for this meeting



8. The link under "Join Lync Meeting" is the link you will need to share with all participants. Right-click the link under "Join Lync Meeting" and select "Copy Link Address," and paste this link into an email for your participants. Lync Web Scheduler does not automatically notify participants of an impending meeting.

Meeting Details

New Meeting has been created.
Copy the meeting details to the invitation you send to participants.

Join Lync Meeting
<https://meet.occc.edu/matthew.m.schroyer/2QEC4IFJ>

Join by phone
405-686-6299
[Find a local number](#)

Conference ID:47016

[Forgot your dial-in PIN?](#) | [First Lync Meeting?](#)

OK

9. To review your meeting, select the "MY MEETINGS" link near the top of the Lync Web Scheduler. To the left of the page is a list of recent meetings, arranged in chronological order. Click a meeting on the list to see the details of the meeting, including the link to the meeting.

The screenshot displays the Lync Web Scheduler interface. At the top left, the text "Lync Web Scheduler" is visible. In the top right corner, the user's name "Schroyer, Matthew M." is shown along with "Help" and "Sign Out" links. A red circle with the number "9" is positioned to the left of the "MY MEETINGS" header. Below this header, there is a "CREATE NEW MEETING" link and a search bar labeled "Meeting Subject (A to Z)". A list of meetings is shown, with "Test Meeting" selected and highlighted in blue. To the right of the list, the details for the "Test Meeting" are displayed. This includes the date and time "Monday, June 13, 2016 08:45:00 (UTC-06:00) Central America" and the organizer "organized by: Schroyer, Matthew M.". Below these details are four buttons: "Edit Meeting", "View Meeting Join Info", "Export as iCalendar", and "Delete Meeting". A "Join Meeting" button is also present in the top right of the meeting details section. At the bottom, the "Join Information" section provides the following details: Meeting Link: <https://meet.occc.edu/matthew.m.schroyer/7G7XA4KI>, Conference ID: 73794, and Dial-in Number: 405-686-6299, with a link to [Find a local number](#).

Your meeting has been created! Click on the link to join the meeting at the scheduled time.