

Lync 2011 Mac Meeting Environment



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Overview

This document explains how to use the tools available in a Lync meeting. Information on scheduling or joining a meeting can be found in the following UIT documents:

[Using Lync for Macintosh](#)

[Lync 2011 Conference Quick Reference Guide](#)

[Using Lync Web App](#)

Using Lync Attendee

Mac vs. Windows Meeting Environment

The following tasks are not possible with the Macintosh version of Lync:

- Give control of your shared desktop
- Upload or navigate a PowerPoint presentation
- Share a program
- Share a whiteboard
- See a shared whiteboard
- Conduct a poll
- See a poll
- Record a meeting
- Check the quality of your network connection
- Put your mobile number in Lync

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 share a desktop. 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 **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

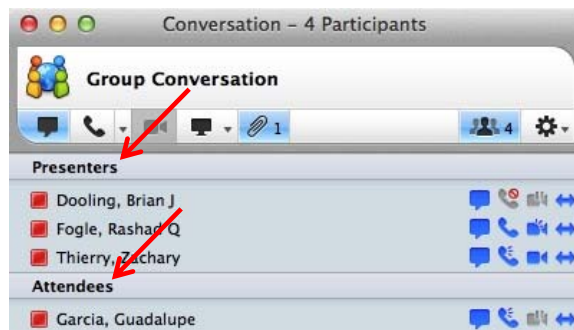
to the Sign-in PIN for CX600 phones. If you can't remember your Dial-in PIN or if you never received a Dial-in PIN, go to dialin.central.uh.edu to reset your PIN or obtain your first PIN.

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

Participant List

The participant list indicates the permissions level of each participant: Presenter or Attendee. By default, every faculty and staff member at UH is always a Presenter. Only Presenters can share their desktop, and access other features, depending on how the meeting options are set. If desired, the meeting Organizer or a Presenter can change the permissions level of any participant from Presenter to Attendee.



The icons to the right of each name indicate (in this order) if the person is capable of participating in:

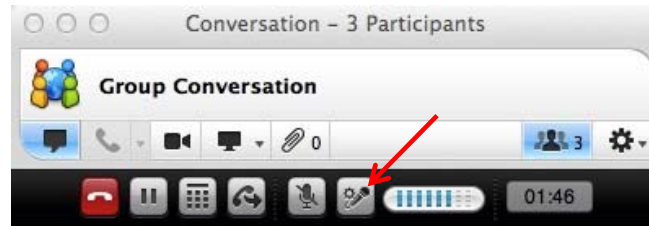
- Instant Messaging (IM) – If this icon is not shown, this person might have joined the meeting using a smart phone, a desk phone, or another device that is not capable of sending/receiving IMs. Lines appearing on the top right corner of this icon signify the person sent an IM.
- Meeting Audio – If this icon is gray, this person doesn't have a microphone to be heard during the meeting. This person did not join the meeting using a telephone. If a participant puts the meeting on Hold to take another call, two lines representing "pause" appear next to the icon. If a participant's phone is muted, the icon appears as shown above for the first participant.
- Meeting Video – At the start of a meeting, this icon is not shown. A blue camera means the participant is sending and receiving video as shown above for the second and third participants. A gray camera means the participant is receiving video, but not sending video as shown above for the first and fourth participants.
- Content Sharing – At the start of a meeting, this icon is not shown. When content is shared, a blue double-arrow is shown. A gray double-arrow means the person is unable to view the shared content.

Change Meeting Audio Settings

If your phone is connected to a computer and the computer has a microphone and speakers, it is possible to change the device used for meeting audio.

To change the audio device during a meeting:

1. In the Group Conversation window, click the **Switch Audio** icon.

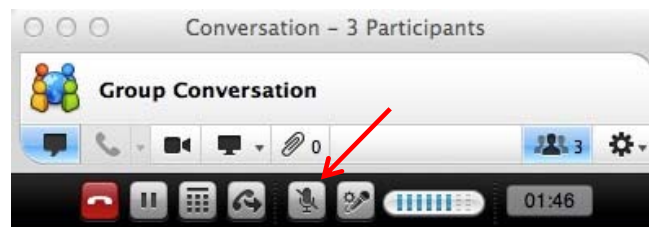


2. From the drop-down menu that appears, select the **desired device**.

As a courtesy, mute your phone when you are not speaking. When your phone is on mute, no one can hear you or the sounds around you.

To mute your phone:

1. Click the **Microphone** icon.



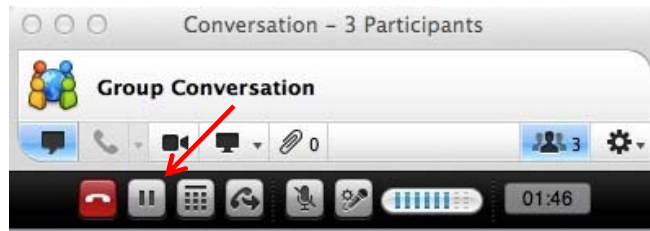
To unmute your phone:

1. Click the **Microphone** icon.

Similar to using the Hold button on a telephone, you can “pause” the meeting audio. When a meeting is on hold, the participants cannot hear you and you cannot hear the participants.

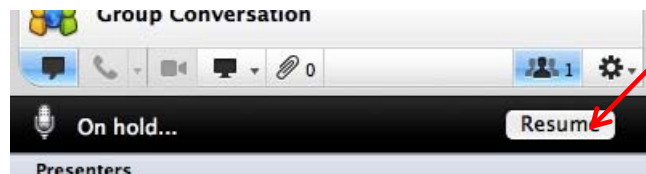
To put meeting audio on hold:

1. Click the **Pause** icon.

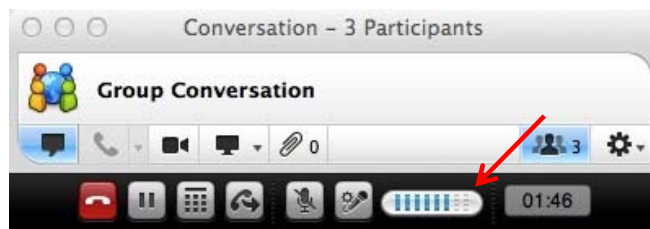


To retrieve meeting audio from Hold:

1. Click **Resume**.



To the right of the Switch Audio icon is an audio meter which displays the audio level of your voice.



Transfer Meeting Audio to Your Mobile Phone

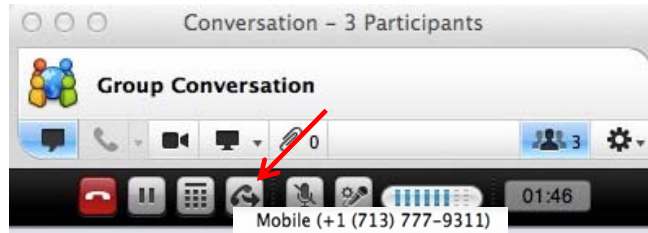
If your mobile number is in Lync, it is possible to transfer meeting audio to your mobile phone. This is handy on the occasion when you have to walk across campus during a meeting, but you would like to stay connected and interact in the meeting.

The Windows version of Lync must be used to put your mobile number in Lync. You can sign-in to any Lync for Windows software on a computer which you can access. It will not affect the person who regularly uses the Windows computer. For information on using Lync for Windows to put your mobile number in Lync, see [Lync 2010 Windows Meeting Environment](#).

After putting your mobile number in Lync, you can transfer meeting audio to your mobile phone.

To transfer meeting audio to your mobile phone:

1. In the Group Conversation window, click the **Transfer** icon.



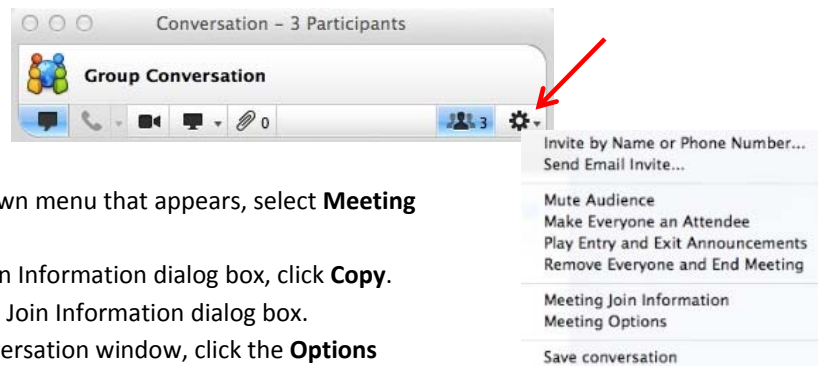
2. Select your **mobile number**.

Add a Person to a Meeting

Presenters have permission to invite others to a meeting. By default, every faculty and staff member invited to a Lync Online Meeting or Conference Call is a Presenter unless the Organizer made a change to the Meeting Options. If you are a Presenter in a meeting, you can add others to the meeting.

To add a person to a meeting:

1. In the Group Conversation window, click the **Options** button.

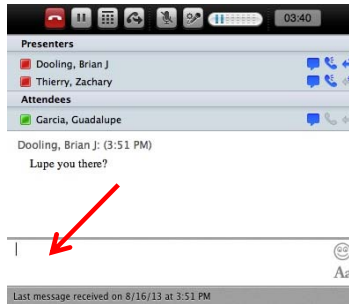


2. From the drop-down menu that appears, select **Meeting Join Information**.
3. In the Meeting Join Information dialog box, click **Copy**.
4. Close the Meeting Join Information dialog box.
5. In the Group Conversation window, click the **Options** button.
6. From the drop-down menu that appears, select **Send Email Invite**.
7. Your default mail program opens.
8. Click **New E-mail** on the toolbar.
9. Enter the **recipient's name** in the To: field.
10. Enter a **subject** in the Subject: field.
11. Click in the **body** of the message.
12. Hold down **<COMMAND>** and press **V** to paste the meeting information.
13. Click **Send**.

Send an Instant Message

To send an instant message (IM) to all meeting participants:

1. At the bottom of the Group Conversation window, click in the **message input area**.



2. Type a **message** in the input area.
3. If desired, click the **Aa** in the input area to format the text.
4. If desired, click the emoticon above Aa to choose an emoticon that accurately conveys your emotion.
5. Press **<RETURN>**.

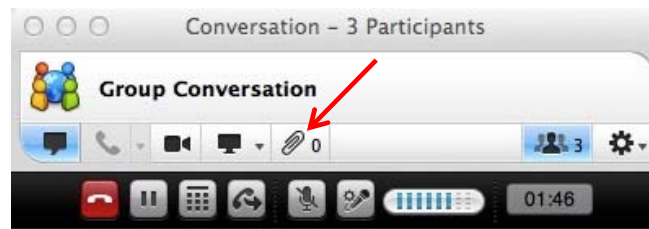
Your message is sent to all meeting participants.

Distribute a File

If files are distributed in a meeting, the number of files waiting on you to save is shown next to the paperclip icon.

To distribute a file to all participants:

1. In the Group Conversation window, click the **Paperclip** icon.



An Attachments section appears below the list of participants.



2. Click the **+** sign.
3. In the Attachments dialog box that appears, located the **file** you want to distribute.
4. Click **Open**.

You can also drag and drop a file on the Group Conversation window to distribute a file to all participants.

Save a File Distributed to You

If files are distributed during a meeting, the number of files available for you to save is shown next to the paperclip icon.

To save or open a file that someone distributes during a meeting:

1. In the Group Conversation window, hover over the desired **file**.
2. Click the **arrow**.



3. From the drop-down menu that appears, select **Save As** or **Open**.
4. Select the **file** you want to save or open.
5. Select a **location** (if you chose to save the file).
6. Click **Save** or **Open**.

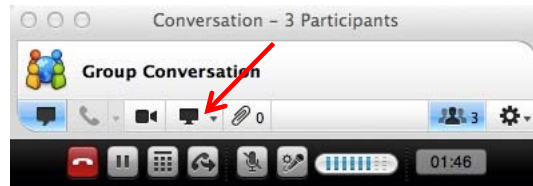
Another method to save a file to your hard drive is to drag and drop from the Group Conversation window to your desktop.

Share Your Desktop

Share your desktop to allow all meeting participants to see what you see on your screen. It is not possible to give control of your desktop using the Mac version of Lync. Only Presenters can share a desktop.

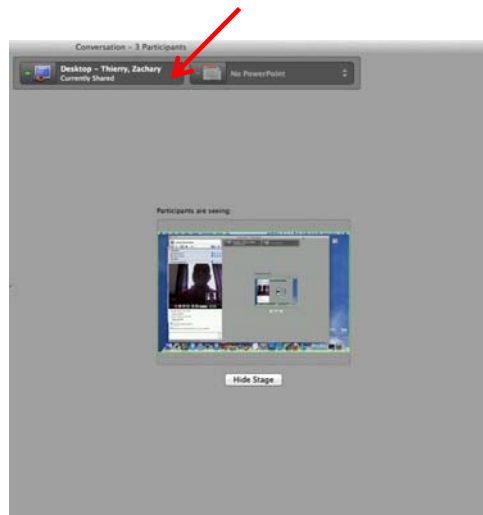
To share your desktop:

1. In the Group Conversation window, click the **Share** icon.



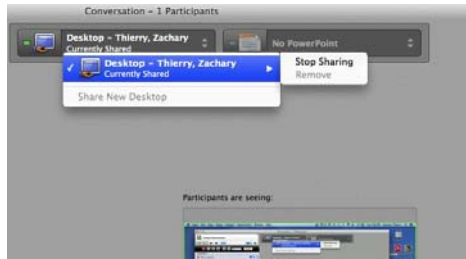
2. From the drop-down menu that appears, select **Desktop**.

The Group Conversation window expands showing a stage for all participants to see your shared desktop. The following image shows how your stage appears to you when you share your desktop. Near the top of the Group Conversation window is a Sharing drop-down menu. The item listed is the item currently displayed on everyone's Stage.



To stop sharing your desktop:

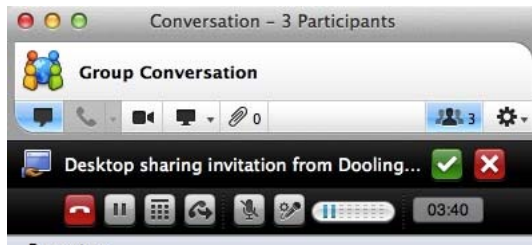
1. On your stage, click the **Sharing** drop-down menu.
2. From the drop-down menu that appears, select **Desktop -> Stop Sharing**.



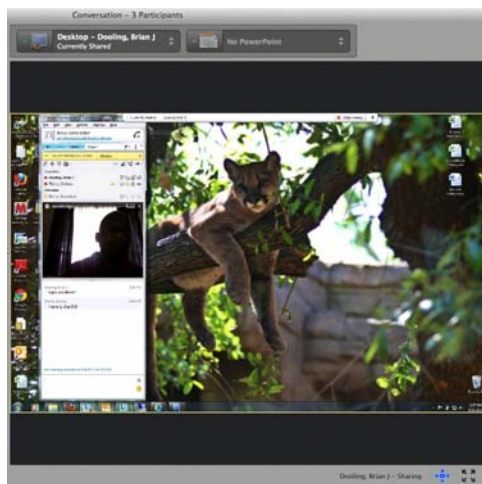
If a Presenter attempts to share a desktop with you, a Sharing Invitation appears in the Group Conversation window.

To accept a desktop Sharing Invitation:

1. Click the **green checkmark**.

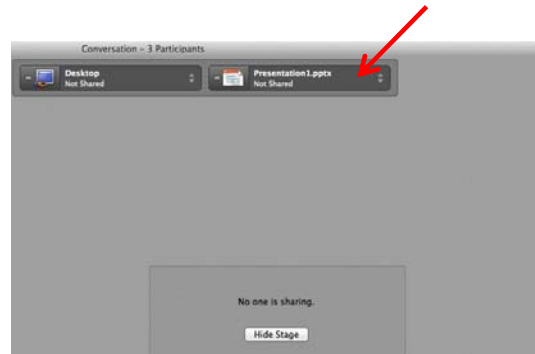


The following image shows your Stage when a Presenter other than you shares a desktop.



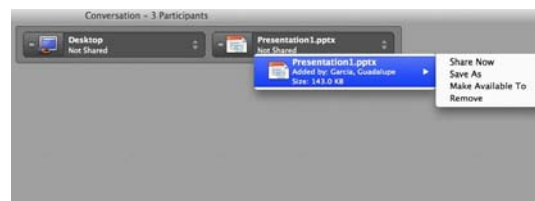
Share a PowerPoint Presentation

An Attendee or a Presenter can upload a PowerPoint presentation. Only a Presenter can share a PowerPoint presentation. Only the Windows version of Lync can upload a PowerPoint presentation. The following image shows the Stage after a participant uploads a presentation. The name of the presentation appears near the top of the window. The presentation has not been shared.



To share a PowerPoint presentation uploaded by a participant:

1. Near the top of the stage, click the **presentation name**.
2. From the drop-down menu that appears, select **Share Now**.



To save a PowerPoint presentation to your hard drive:

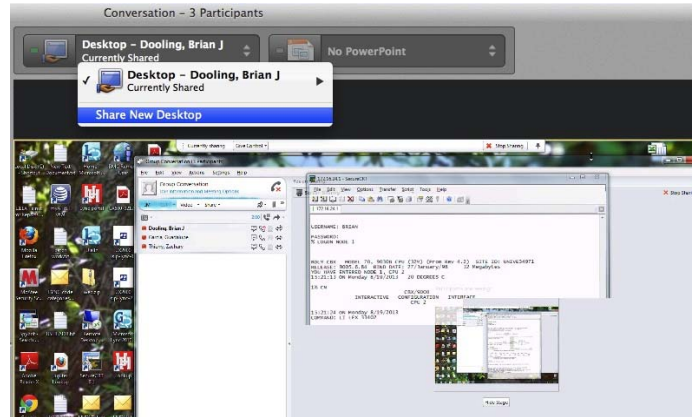
1. Click the **presentation name**.
2. From the drop-down menu that appears, select **Save As**.
3. In the Save As dialog box, select a **location**.
4. Click **Save**.

Manage the Stage

The most recently shared item appears on the stage on top of the previously shared item. All participants see the same shared item at the same time. Only a Presenter can decide which shared item is viewed.

To select which shared item is viewed by all participants:

1. In the Group Conversation window, click the **Sharing** drop-down menu located near the top.



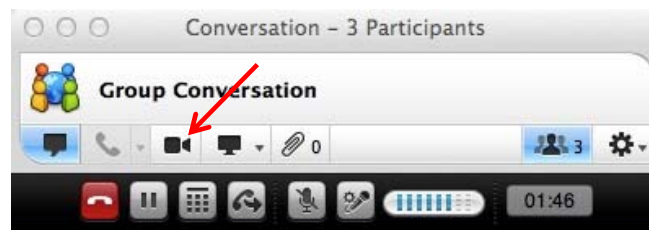
2. Select the **shared item** to be viewed.

Add Video

If a video camera is available on your computer, you can add your video image to a meeting. A participant who doesn't have a video camera can see the video images of other participants.

To add video to a meeting:

1. In the Group Conversation window, click the **video camera** icon.



2. From the drop-down menu that appears, select **Start My Video**.

Two video images appear in your Group Conversation window. The larger image is the person currently speaking. The smaller image is a preview of your video image that is shown to other participants. Only one large video image at a time appears in the Group Conversation window.



To view the video in full screen mode:

1. Click the **Full Screen** icon.

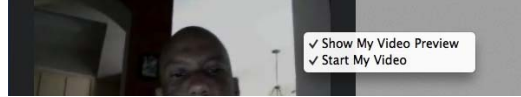


If a meeting participant starts their video, the following two images appear in your Group Conversation window. Start your video and the two images are replaced with the proper video images.



To stop your video:

1. Using a mouse, right-click on the **video image** (using a track pad, press with **two fingers**).
2. From the pop-up menu that appears, select **Start My Video**.



View a Shared Program

If a meeting Presenter using Lync for Windows shares a program with all participants, the shared program is labeled “Desktop” on your stage. This anomaly is shown in the following image. The item shared is labeled “Desktop” when it is not the entire desktop that is shared. Only a program is shared.



End a Meeting

To end a meeting:

1. In the Group Conversation window, click the **red handset icon**.

