Recording and Play back

Lync recording captures audio, video, instant messaging (IM), application sharing, PowerPoint presentations, and whiteboard.

1. Click More options in the meeting, and then click Start Recording.
2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.
3. After the recording is stopped, Lync automatically saves it in a format that plays in Windows Media Player and Zune.
5. Click Manage Recordings on the More Options menu, and highlight the recording to play, rename or delete.
6. You can also click Browse to go to the location the recording and make a copy of the file to post on a shared location for others to view.

Schedule a Lync Meeting

Lync Meetings can be scheduled using the Outlook add-in for Lync.

1. Open your Outlook calendar and on the Home tab, click New Lync Meeting.
2. In the meeting request, add recipients, a subject, agenda, and date/time. The meeting request contains a meeting link and audio information that the participant can use to join the meeting or conference call.

Note: Invited participants do not need to have Lync installed on their computer to join a Lync meeting. When they click the meeting link to join, Lync automatically installs a client on their computer so that they can participate.

Set meeting options

You can customize your meeting options to fit your requirements, meeting type, and the participants. For example, customize access, presenters, video sharing permissions, and so on.

In the meeting request, click Meeting Options, then click A new meeting space (I control permissions).

- To control meeting access, select an option under These people don’t have to wait in the lobby.
- To choose presenters, select an option under Who’s a presenter?
- To mute all attendees and prevent them from sharing video, use the options under Do you want to limit participation?
Join a Lync Meeting

1. In the Outlook meeting request email, click Join Lync Meeting or Click Join Online in the meeting reminder.

2. On the Join Meeting Audio window, select Use Lync (full audio and video experience) and click OK to connect to the meeting.

Manage participants

1. Pause on the people icon to manage participants individually or as a group.
2. Individually, on the Participants tab, you can right-click a person’s name and use the options to mute, unmute, remove, etc.
3. Using the buttons on the Actions tab, you can manage all of the participants as a group with these options:
   - Invite More People to add participants.
   - Mute Audience to eliminate background noise.
   - No Meeting IM to turn off IM
   - No Attendees Video to block attendees from starting their video.
   - Hide Names to hide the names on the pictures.
   - Everyone an Attendee if you have too many presenters.
   - Invite by email to send email invitations to additional people.

Share your desktop or a program

During a Lync Meeting, you can share your desktop, or a specific program.

1. Pause on the presentation (monitor) icon.
2. On the Present tab:
   - Click Desktop to show the entire content of your desktop.
   - Click Program, and double-click the program you want.
   - Click PowerPoint to upload the file in the meeting and present from it.

3. Click Give Control on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.
4. You can take control back at any time by clicking Give Control, and then Take back control.
5. When you have finished presenting, click Stop Presenting on the toolbar.

Tips for working with PowerPoint presentations

- Use the arrows at the bottom of the meeting room to advance the slides.
- From within PowerPoint:
  - Click Thumbnails, and click a specific slide you want to show,
  - Click Notes to see your presenter notes
  - Click the Annotations button on the upper-right side of the slide to open the toolbar, and then use highlights, stamps, laser pointer, and so on.