Start sharing

If you’ve joined a meeting as a presenter, you can share. When you are in a meeting as an attendee, you don’t have the option to share. To start to use one of the sharing options, an organizer or presenter must make you a presenter.

- Click **Share** to see the available sharing activities.
- You can share your desktop on a specific monitor or on multiple monitors, share a specific program, share a PowerPoint presentation, and use a whiteboard that attendees can take turns contributing to.

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**Conferencing Quick Reference**

**Schedule an online meeting**

You can schedule Microsoft® Lync™ 2010 meetings and conference calls from Microsoft® Outlook®. One meeting request is used for both purposes.

1. **Open** your Outlook Calendar.
2. On the **Home** tab, **click New Online Meeting** (in Microsoft Outlook 2010) or **Online Meeting** (in Microsoft Outlook 2007).

A new meeting request opens, to which you add recipients, a subject line, and other meeting details.

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**Set meeting options**

You can customize meeting access and presenters.

1. In the meeting request, on the **Meeting** tab, **click Meeting Options**.
2. In the **Online Meeting Options** dialog box:
   - To control meeting access and presenter options, **click Access and Presenters**.
   - Internal or external participants can be invited to online meetings, but sending or receiving audio is only available via the Lync desktop client.
Meet now

With the Meet Now option, you can quickly start a meeting or conference call with people inside or outside your organization.

1. In the Lync main window, **click** the arrow to the right of the **Options** button, and then **click** **Meet Now**.

2. In the conversation window, do any of the following:
   - To invite someone inside your organization, **click** the **People Options** menu, **click** **Invite by Name or Phone Number**, and then **select** a contact.
   - To invite someone outside your organization by e-mail, **click** the **People Options** menu, and then **click** **Invite by Email**. An e-mail message opens in Outlook. (If you do not have Outlook, **copy** the invitation text, and **paste** it into your e-mail program.)
   - You can also add contacts to the meeting by **dragging** the contact from the Contacts list into the conversation window.

Join a schedule online meeting

In the Outlook meeting request, **click** **Join online meeting** or **click** the meeting link.

Start a group IM conversation

You can start a group instant messaging (IM) conversation by selecting multiple contacts or a contact group from your Contacts list, or you can turn an IM conversation with one person into a group conversation.

To start a group conversation from the Contacts list:

1. **Hold down** the **Ctrl** key, and **click** each contact that you want to invite.
2. **Right-click** the last contact, and then **click** **Send an Instant Message**.
3. **Type** your message in the message input area, and then **press** **Enter**.

To start a group conversation from a conversation window:

- **Click** the **People Options** menu, **click** **Invite by Name or Phone Number**, and then **select** the contacts that you want to invite.

Enhance your IM conversations

With Lync 2010, you can add communication modes to your IM conversation. For example, you can start an IM conversation with a single contact, add more contacts, and then add audio and video. If you need to share documents or slides, you can share your desktop.

To add voice or video, in the conversation window, do any of the following:

- **To add voice**, **click** **Call**.
- **To add video**, **click** **Video**.

To invite others, in the conversation window, **click** the arrow to the right of **People Options**, and then **select** the contacts that you want to invite.

To share your desktop or a program, in the conversation window, **click** the **Share** menu, and then **select** your desktop, monitor, or a program to share.