Lync in to Collaboration Services

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Agenda

1. Collaboration Services Initiative
2. Getting Started
3. MS Lync User Interface
4. Using Lync
   a) Instant Messaging
   b) Audio/Video
   c) App Sharing
5. MS Office integration
6. In-depth Online Meeting Review – Scheduling
7. Lync Mobile Clients
8. Lync User Resources at Northwestern
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Northwestern Collaboration Services Initiative

Phase 2 - Microsoft Lync

- Provide University-wide, comprehensive collaboration solution that includes instant messaging, Web conferencing, and document sharing components
- Increase user/team productivity facilitated by the use of a common set of tools for communication and collaboration
- Integrate document sharing and collaboration with day-to-day tools
- Provide common instant messaging solution
- Provide functional web access to collaboration features
- Eliminate departmental costs for faculty and staff for Web conferencing
Introducing Microsoft Lync 2010

Connect and Collaborate
Introducing Microsoft Lync 2010: What Is Lync?

Lync integrates with your e-mail and calendar, and offers an easy-to-use platform for:

- **Instant messaging (IM)** - Send quick messages to an individual or group
- **Presence** - Show or view availability based on your calendar or IM status; integrates with Outlook and Microsoft Office suite
- **Audio chat and desktop videoconferencing** - Share audio and/or video with two or more participants
- **Document and screen sharing** - Collaborate on documents with colleagues
- **Online meetings (Web conferencing)** - Schedule an online meeting through Outlook, and conduct the meeting with a presentation, integrated chat, whiteboards, and more
- **Mobile** - Set your status, send IMs, or view contacts with the Lync app on your smartphone or tablet
Introducing Microsoft Lync 2010: Getting Started

- What you need to do to get started:
  - Install the Lync client
  - Log in using Northwestern e-mail, NetID, and NetID password
  - Lync Mobile Client is available for iOS, Android, and Windows Mobile devices
Lync User Interface
Lync User Interface: Presence and Location

- Your presence status lets your contacts know when and how best to reach you
- Specify your location
Lync User Interface: Managing Contacts

- View contacts by group, status, or relationship
- Add contacts to Frequent Contacts by right-clicking the contact’s name and then clicking Pin to Frequent Contacts
Communicate your personal status with a note
View updates from your colleagues on the Activity Feeds list
Lync User Interface

Demonstration

Managing your status, client and contacts
Lync Instant Messaging: Starting a Conversation

- Initiate an instant messaging conversation:
  - With a contact
  - With a group
Lync Instant Messaging:
Managing the Conversation

- Add participants
- Add audio and video
A single click is all it takes to **share your desktop** or a program, **upload** a Microsoft PowerPoint presentation, open a **whiteboard**, **create a poll**, or **transfer a file** in real time.
Lync Instant Messaging: Audio and Making a Call

- Dial by name from the Contacts list to easily make voice calls (Only Lync calls available currently)
Demonstration

Starting a conversation and adding features
Lync and Office Integration: Outlook Inbox and Calendar

- Presence linked to Outlook Calendar availability
- Conversation History
Lync and Office Integration: Consistent Experience Across Office

- Common features across Microsoft Word, Excel, PowerPoint, and Outlook ease collaboration with contacts

Presence in Microsoft Backstage view (Word, Excel, PowerPoint)
Lync and Office Integration

Demonstration
Lync Online Meetings
Lync Online Meetings: Scheduling from Outlook

- Use Lync to create online meetings requests in Outlook by using familiar scheduling tools.
- Schedule a new online meeting, or convert an existing appointment to a Lync meeting.
Lync Online Meetings: Join an Online Meeting

- How to join:
  - From an Outlook Reminder
  - From the Join online meeting link
- Join audio

Join online meeting
https://lyncmeet.northwestern.edu/ossler/Q4ZN48D4
First online meeting?
Contacts that aren’t in your organization or don’t have Lync can still join your meeting.

Microsoft Lync Web App requires Microsoft Silverlight and a phone for audio.
Lync Online Meetings: The Online Meeting Environment

- The sharing environment
  - The Share menu lists sharing options
  - The stage appears after sharing has begun
Lync Online Meetings: Add Attachments or Take Notes

- Add attachments to a conversation or meeting
- Take notes using Microsoft OneNote
Lync Online Meetings: Record a Meeting

- Lync recordings capture audio, video, instant messaging, program sharing, PowerPoint presentations, whiteboards, and polling portions* of the session.
- Share recording playback, and experience the Lync conversation or meeting the way it happened.

* Polling not available to Lync 2011 for Mac users.
Demonstration
Mobile Client

• 1.0 Release
• Android
• iOS
• Windows 7 Mobile
• IM & Status Changes
• Contact information
Lync Resources:
Web Pages

- Lync Resources
  - http://www.it.northwestern.edu/collaborate/lync/index.html
- Lync Help and How-to
  - http://www.it.northwestern.edu/collaborate/lync/training.html
- Lync Mobile Guides
  - http://www.it.northwestern.edu/collaborate/lync/mobile.html
Lync Resources: Demonstrations and Events

- **Demonstrations**
  - Evanston Campus
    - February 28, 2-3 p.m.
    - March 1, 11 a.m.-noon
    - March 13, 2-3 p.m.
  - Chicago Campus
    - March 1, 3-4 p.m.
    - March 15, 3-4 p.m.

- **NUIT Tech Talks**
  - More Tips and Tricks for NU Calendaring and E-mail
    - February 28, 11-11:45 a.m.
  - “Lync” in to Northwestern Collaboration Services
    - March 6, 11-11:45 a.m.