

# *Getting Started with Lync Online*

*By*

*Robert Crane*

*Computer Information Agency*

<http://www.ciaops.com>



# Index

<b>What is Lync Online?</b>	<b>Page 4</b>
<b>What does this document contain?</b>	<b>Page 4</b>
<b>How can I use Lync Online?</b>	<b>Page 5</b>
<b>Installing Lync client on a PC</b>	<b>Page 8</b>
<b>Using Lync client</b>	<b>Page 15</b>
<b>Scheduling a Lync meeting</b>	<b>Page 37</b>
<b>Attending a meeting</b>	<b>Page 42</b>
<b>Instant Messaging</b>	<b>Page 46</b>
<b>Video</b>	<b>Page 47</b>
<b>Sharing</b>	<b>Page 48</b>
<b>Recordings</b>	<b>Page 65</b>
<b>Conclusion</b>	<b>Page 70</b>
<b>Where to go from here</b>	<b>Page 70</b>
<b>Glossary</b>	<b>Page 71</b>
<b>Useful Links</b>	<b>Page 72</b>
<b>Useful Videos</b>	<b>Page 72</b>
<b>About</b>	<b>Page 73</b>