Lync 2013 – Meetings

Scheduling Meetings in Lync Client
To set up a meeting in Lync 2013, right click on a contact and select Schedule a Meeting.

Your Outlook client will open this meeting box where the contact will receive a meeting request upon sending.

The contact(s) that you used to send will appear as a recipient and will receive an alert about the meeting. You can set the date, time, and location, as well as add more recipients, provide a reminder, and give any notes necessary to help set up your meeting.
Scheduling a Lync Meeting in Outlook Client

To schedule a meeting in Outlook that will send an alert to your recipients’ Lync, click on your Calendar, Home, and then New Lync Meeting.

Like the scheduling meeting accessory in Lync, Outlook provides the same set-up.

For more information on Lync meetings, click the drop down arrow next to the Settings cog, select Help and then Lync Help. Click Quick Reference and then Quick Reference about Lync Meetings.