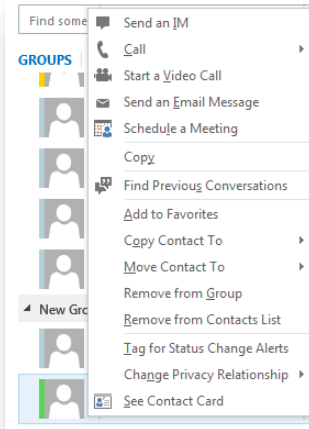


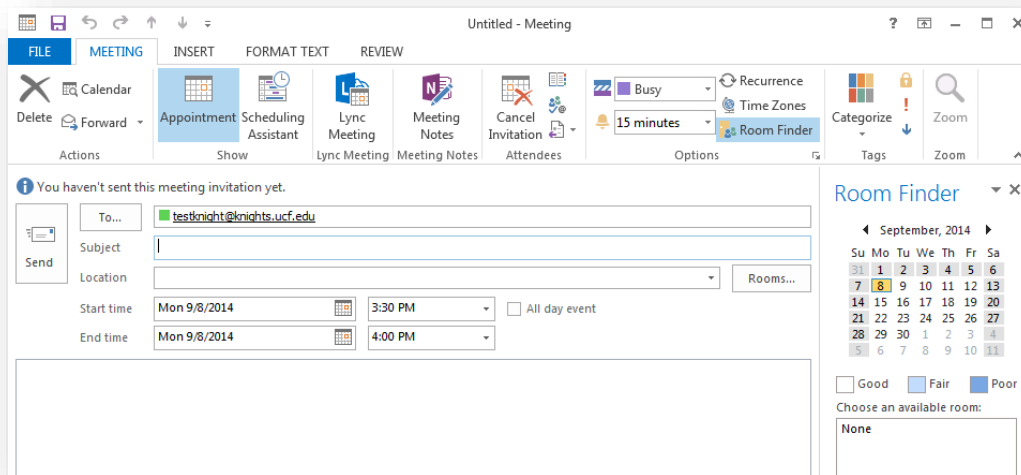
Lync 2013 – Meetings

Scheduling Meetings in Lync Client

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



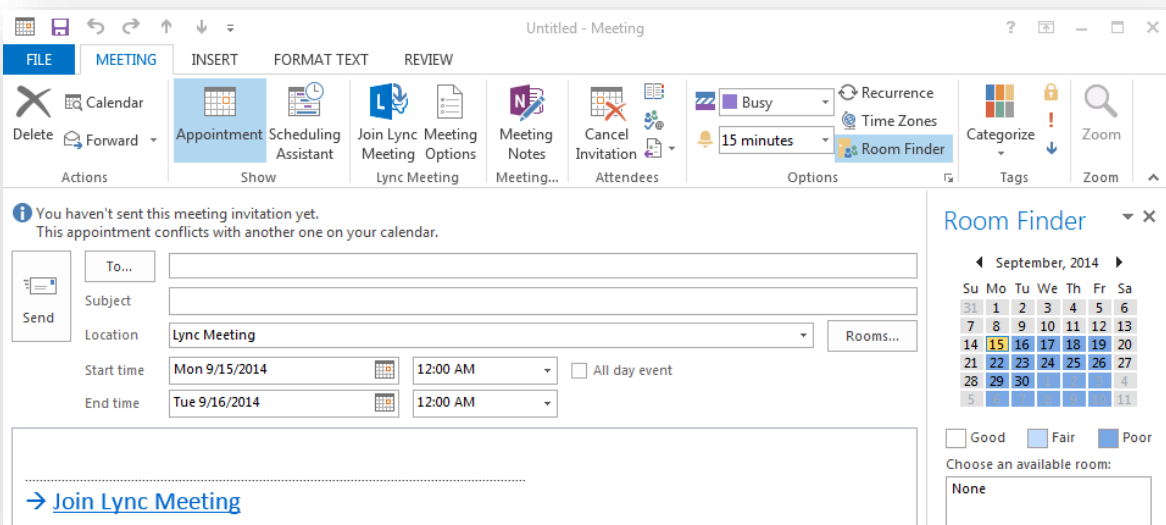
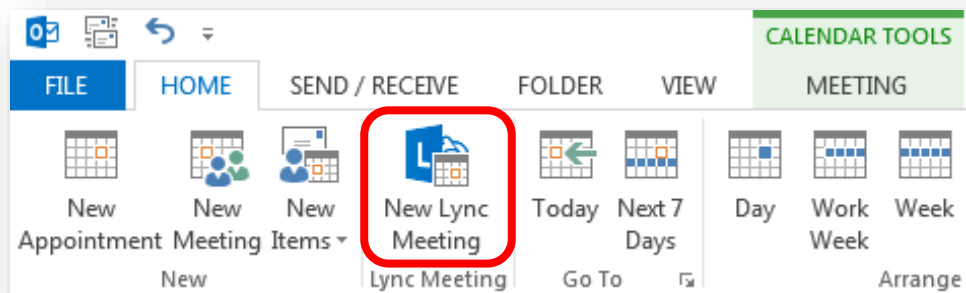
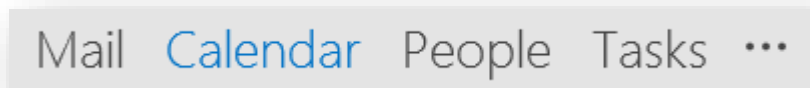
Your Outlook client will open this meeting box where the contact will receive a meeting request upon sending.



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**.