Conferencing Quick Reference

**NOTE:** Conference Meeting Space can only be generated by a UTMB employee or student logging into Outlook when using a UTMB campus network PC. It is linked to your UTMB username and Lync login account. If you do not have a campus network PC, you can use the Moody Library Computer Lab on campus to login, open Outlook and generate the meeting space. Once you have generated this meeting space and link, you will notice that the last part of the meeting URL contains your UTMB username. This is how you know this is your meeting space.

It is suggested that you copy/paste the meeting into another document or email so it is readily available to send or join when needed. Especially if you do NOT have access to UTMB network PC and Outlook consistently.

Schedule an online meeting (First way if available on your Outlook “Home” tab)

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.

Set meeting options (if this option is available to you in Outlook.)

The meeting request contains the dial-in information that the participant can use to join the audio part of the meeting or conference call. During the Lync meeting, dial-in information is available in the Invite by Phone dialog box (click the People Options menu, and then click Invite by Phone).

You can customize the dial-in information in the Outlook meeting request. You can also customize 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.
   - To customize dial-in information, click Audio and Phone.

Join online meeting

https://meet.contoso.com/meet/michele

Join by Phone

+14255550185

Find a local number

Conference ID: 12345678

Forgot your dial-in PIN? First online meeting?
Generating the Lync Meeting Space if it is NOT on your “Home” tab.

1. Click “New Items” on Home tab to get dropdown list. Then select “Online Meeting”.

2. Meeting space will look like this. Check last part of link or URL to verify your username is showing.

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