General Lync Instructions for Students

1. **Downloading and Installing Microsoft Lync Client**

   64-bit Windows: https://ispace.utmb.edu/xythoswfs/webview/_xy-2179128_1

   32-bit Windows: https://ispace.utmb.edu/xythoswfs/webview/_xy-2724398_1

   Mac: https://ispace.utmb.edu/xythoswfs/webview/_xy-2400853_1

2. **Click on “Join online meeting” to go to the meeting space.** This information is unique for every instructor. You may find the URL in the Lync section of your course.

   *Note:* below is just an example, **do not** use this URL unless instructed.

   **Join online meeting**
   https://meet.utmb.edu/thnguye3/4W98U4JN

   **Join by Phone**
   409-256-2120
   855-539-7525 (Toll Free)
   Find a local number

   Conference ID: 547899

3. **Make sure that “Use Lync (integrated audio and video) is selected on the next screen. Click OK.**
4. **Unmuting your Microphone once logged into Lync meeting**

You will want to look for a microphone icon and/or a phone icon that has a red circle with a line through it. This will verify that you are muted. Click the microphone icon to unmute or mute.

A “Presenter” or your Instructor can mute or unmute you by right clicking a name area and choosing either option.

If you are unmuted by a “Presenter” or Instructor, then you will need to hit the button below.
5. **Starting your Webcam Video in Lync**
   Click the dropdown menu next to Video and select “Add Video” or “Start my Video”. This is also where you can stop or pause your video.

6. **Starting your Lync Instant Messaging with Group**
   To start your group IM, just click the IM button.

7. **Calling in to the meeting by phone**
   If your computer is having problems connecting into the Lync meeting, you can call either of the numbers located on your meeting email to connect. This will allow you to hear everyone in the group and also participate in on the conversation.
   
   *Note: below is just an example, do not use these phone numbers unless instructed.*