Join a Lync Meeting from Lync Web App

If you don’t have the desktop version of Lync, or don’t have a Lync account, you can use Lync Web App to join a Lync Meeting from your browser. Wright State Lync services will not work with other Lync users from different universities/companies. You don’t have to download anything—just follow these steps:

1. Go to Outlook > Calendar, open the Lync Meeting request, and select Join Lync Meeting.
   a. Note: This can also be done in any email/calendar system (i.e. Gmail, Hotmail, Yahoo, etc.). Click on the Join Lync Meeting link in either the calendar appointment or the email that was sent to you.

2. Verify that the Install Lync Web App plug-in box is checked if this is your first Lync Web app meeting.

3. Enter your name, and then select Join the meeting. Or if the meeting request is from somebody at Wright State, you can select Sign in if you are from the organizer’s company instead.
If you’re having trouble joining the meeting, open an InPrivate Browsing session in Internet Explorer and try joining the meeting again.

**Install the Lync Web App plug-in**

The Lync Web App plug-in is required for audio, video, and screen sharing. You only need to install it once.

1. Before you join the meeting, make sure Install Lync Web App plug-in is selected on the sign-in screen.
2. Follow your browser’s instructions for downloading and installing the plug in. For example, in Internet Explorer, select Run when you see the alert at the bottom of the browser window.
3. In the Lync Web App plug-in security alert, select Allow.
4. In the Windows Firewall security alert, it’s OK to select Cancel if you don’t have administrator privileges on your computer.

**IMPORTANT**  Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.

If you’ve already joined the meeting and the plug-in didn’t install, point to the phone icon and select Call to start the installation process.

See also: Trouble installing the plug-in?

**Join with Lync Web App if Lync desktop is installed**

In some cases you may want to join a meeting with Lync Web App even if the desktop version of Lync is installed. You may need to do this if the user is not with Wright State but uses Lync with their own university or company.

1. In the meeting request, right-click Join Lync Meeting and click Copy Hyperlink.
2. Paste the meeting link into a browser address box, and add ?sl=1 at the end. For example:https://join.contoso.com/meet/patrick/ABCDEFGH?sl=1

Press Enter to join the meeting with Lync Web App.