

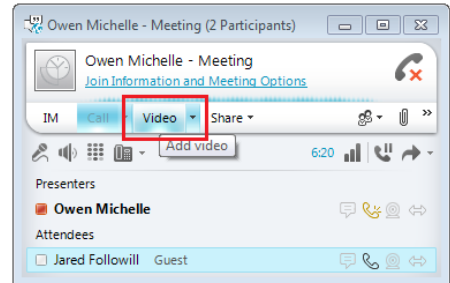
Participating in a Meeting

There are many features that **all** participants can undertake when participating in a Lync Attendee meeting, some of these are listed below:

Switching to a Video call

All Lync Attendee meetings start as an audio conference call. If video is required during the meeting, click on the **Video** button to switch to a video conference call.

By default the initiator of the video will have their video streamed straight away to the participants involved in the meeting. Meeting participants will be required to select **Start my video** in the top left hand corner of the video stream to commence their own video. Both person-to-person and multi-party video meeting sessions are supported (active speaker video only for multi-party sessions).

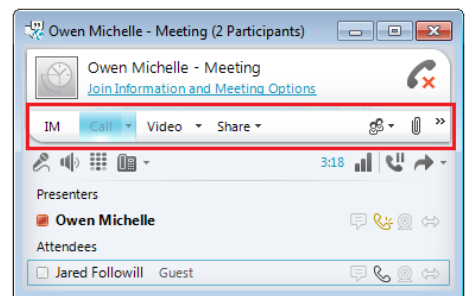


To end a Video call and return back to audio only click **End Video** from the same location as above.

Instant Messaging with all meeting participants

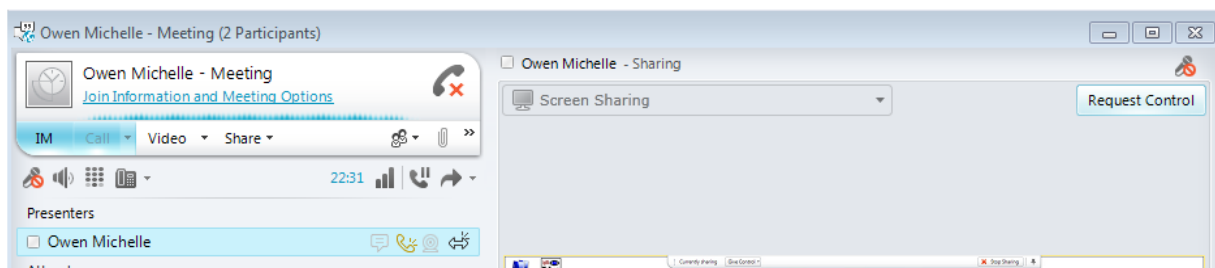
The Instant Messaging facility within online meetings has been configured so that any IM being sent by a participant will be viewed by all attendees. The IM button is located in the **Join Information and Meeting Options** area which is displayed when a meeting has been joined.

To send an IM, click on the **IM** button, start typing a message. When finished press **Enter** to send.



Request Control of desktop or application

When a presenter is showing their desktop or an application, an attendee can request temporary control of the screen. The attendee will be required to click on **Request Control** in the top right hand corner of the screen.



If the presenter accepts the request, the attendee can start controlling the presenter's desktop or application, this will appear on a stage (right pane of the meeting window) next to the conversation history window. Control can be passed back to the presenter by selecting **Release Control**. Please note that the Presenter can take back control at any time during the sharing session.

Leaving an online meeting

To exit an online meeting completely close the conversation window.