

WEB APP CONNECTION GUIDE

REQUIREMENTS TO USE THE WEB APP

Mandatory

- Windows or Mac Computer with a reliable internet connection
- Speakers or Headphones connected to your computer
- **Microphone*****
 - This is required, even when you are just viewing the conference
 - Most laptops and webcams have a microphone built in
- Google Chrome Web Browser (Available at <https://www.google.com/chrome/browser/desktop/>)
 - You can view the documentation for other supported browsers at <https://technet.microsoft.com/en-us/library/gg425820.aspx>, but in our experience, Google Chrome works most consistently, especially on Mac computers.

Optional

- Web Camera

HOW TO LAUNCH WEB APP WITH GOOGLE CHROME BROWSER

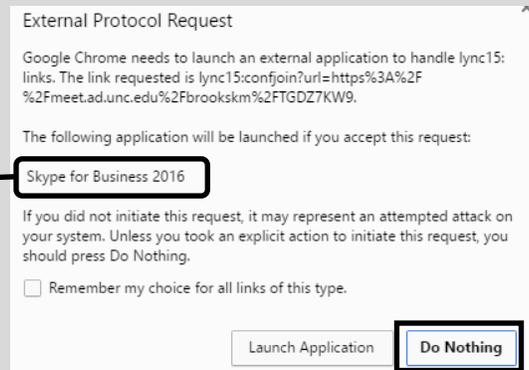
The majority of these directions apply to any browser you may choose to use, but we strongly recommend and only provide documentation for Google Chrome browser.

1. The person hosting the event will send you an e-mail with a link that says **Join Skype Meeting**. Click this and it will open in your default browser.



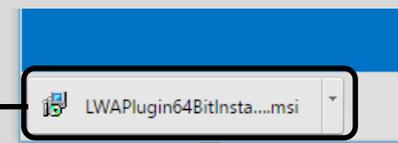
If the link does not open in Chrome, you may need to right click the link from your e-mail, and select "Copy Hyperlink", "Copy Link Location", or "Copy Link Address", and paste it into the address bar in Chrome.

2. In Chrome, you may receive a popup similar to the one to the right. Specifically, it will ask if you want to open it with "Skype for Business", "Microsoft Lync", "Communicator", or something similar. If you get this message, you must click **Do Nothing** to use the Web App.



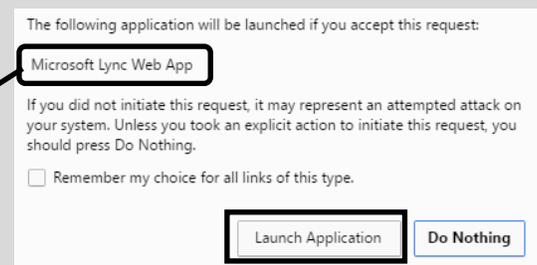
Do NOT check the box that says Remember my choice. You will need to launch another application later.

3. In Chrome, click the link that says **Join Using Lync Web App instead**.
4. If this is your **first time** joining a Skype for Business meeting, you will need to follow step 1, and **install the Lync Web App plugin**. After clicking this, your downloaded installer will appear at the bottom left of the Chrome window. Click this and follow the prompts to install the Web App.



If you do not have permissions to install software on your computer, you may need to request assistance from the IT Support team at your location.

5. Once your installation is complete (or if you have previously installed the Web App), click **Join the Meeting** in Chrome, and you will get the External Protocol Request popup again. This time it should say "Microsoft Lync Web App" and you will click **Launch Application**. The Web App will launch in its own window.



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SIGNING IN ON THE WEB APP (GUESTS, NOT SECURE)

1. After following the directions on the previous page, the Lync Web App will appear and you will be able to sign into the meeting. Enter your name and click **Join the meeting**.
2. Upon joining the meeting, you will see a popup asking you to confirm if you want to enable Audio/Video and Screen Sharing. Click **Allow**.
3. Usually, you will be able to see the meeting content. In some cases, if the coordinator wants to control access, you will enter a virtual lobby until you are allowed in.

Guest, type your name below

Remember me

[Join the meeting](#)

Microsoft Lync Web App Plug-in

The domain ad.unc.edu wants to load the plug-in that will let you participate in audio and video conferencing and will also let you present your screen to others.

Only allow the plug-in if you trust ad.unc.edu.

Always allow the plug-in for this domain

Allow Deny

SIGNING INTO SECURE MEETINGS

If your meeting is secured requiring a login, click **Sign in if you are from the organizer's company**, and login with your Onyen/Password using the format **AD\youronyen** for User name.

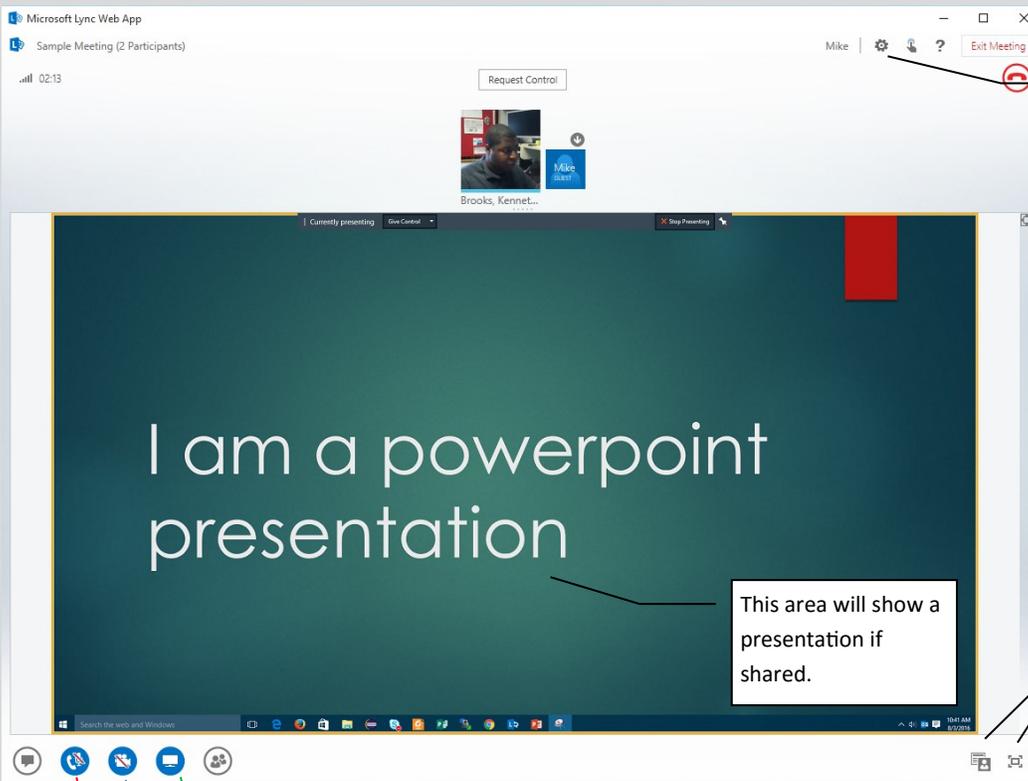
[Sign in if you are from the organizer's company](#)

User name

Password

Once you login, follow steps 2 and 3

USING THE WEB APP



Use the Options button to change audio devices or the camera if your default device is not the one you want to use. If you need to distinguish separate Speaker/Mic devices, the "Audio Device" must be set to **PC Mic and Speakers**.

Options

General

Phones

Audio device

Video device

Audio device

Select the device you want to use for audio calls:

PC Mic and Speakers
Your computer's default setup.

Customize your device

Speaker

Speakers (Realtek High Definition Audio)

Microphone

Microphone Array (Realtek High Definition Audio)

This area will show a presentation if shared.

To change the arrangement of your Web App window (Presentation View makes a shared presentation fill the window; Speaker View shows only the active speaker in a window; Gallery View shows all participants.)

Hide Web App buttons; Presentation fills window.

If you are a remote presenter, you can use this button to share your desktop.

This button toggles whether your webcam is visible. A red slash indicates that your video is not showing.

This button opens the chat room.

This button toggles whether your microphone is muted. A red slash indicates muted. Upon joining the meeting you should be automatically muted.