General Lync Instructions for Students

1. **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.

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If you are unmuted by a “Presenter” or Instructor, then you will need to hit the button below.
2. **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.

3. **Starting your Lync Instant Messaging with Group**

To start your group IM, just click the IM button.
4. **Calling in to a Conference meeting by phone if the meeting space link is available to you (These links are generated within Microsoft Outlook on campus PC’s and are tied to usernames).**

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 if it is a Lync conference you are joining. This will allow you to hear everyone in the group and also participate in on the conversation.

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**Join online meeting**
https://meet.utmb.edu/thnguye3/4W9BJ4JN

**Join by Phone**
409-266-2120
855-539-7525 (Toll Free)
Find a local number

Conference ID: 547899

Forgot your dial-in PIN? First online meeting?
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