

# GlobalMeet for Lync

## User Guide





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## Introduction

GlobalMeet for Lync is an add-in for Microsoft Lync 2010 that lets you instantly start a GlobalMeet web meeting from Lync and invite guests from your Lync contacts list or while instant messaging.

Just download GlobalMeet for Lync from the [GlobalMeet Tools](#) page and go.

**TIP:** *GlobalMeet for Lync integrates with your GlobalMeet **web** meeting room. If you have audio conferencing, but not web conferencing, you do not have to install the add-on.*

## Related Documentation

PGi has developed several guides to help you set up, integrate, and use Lync Online with PGi Audio. The documentation set consists of the following guides.

Guide	Description	Intended Audience
<i>Lync Online with PGi Audio Administrator Guide</i>	Describes how to use the Microsoft Online Services Portal (MOP) to set up Lync Online services for an organization and its domain(s). Explains how to set up and manage users, Lync licenses, audio conferencing, and domain federation.	IT Administrators who are either setting up Lync Online with PGi Audio for the first time or adding PGi Audio to an existing Lync implementation.
<i>Lync Online User Guide</i>	Designed to help end users get up and running quickly with Lync Online. Explains how to install Lync Online, send an IM, schedule and join online meetings, and share your desktop.	End users and the IT Administrators who are supporting them
<i>GlobalMeet for Lync User Guide</i>	This guide. Explains how to install GlobalMeet for Lync and invite Lync contacts to a GlobalMeet meeting.	End users and IT Administrators



## Installing GlobalMeet for Lync

GlobalMeet for Lync can be downloaded directly from the GlobalMeet Tools page.

1. Exit out of Lync, if it is running.
2. Go to [www.GlobalMeet.com/tools](http://www.GlobalMeet.com/tools).
3. Under GlobalMeet for Lync, download and install the add-in.

### System Requirements

You must have Administrator rights on your machine in order to install GlobalMeet for Lync. GlobalMeet for Lync can be used on systems running any of the following Microsoft Windows operating systems:

- Windows 7
- Windows Vista
- Windows XP with either Service Pack 3 (required) or the most recent service pack (recommended).

The add-in also requires the .NET Client Framework version 4 or later.

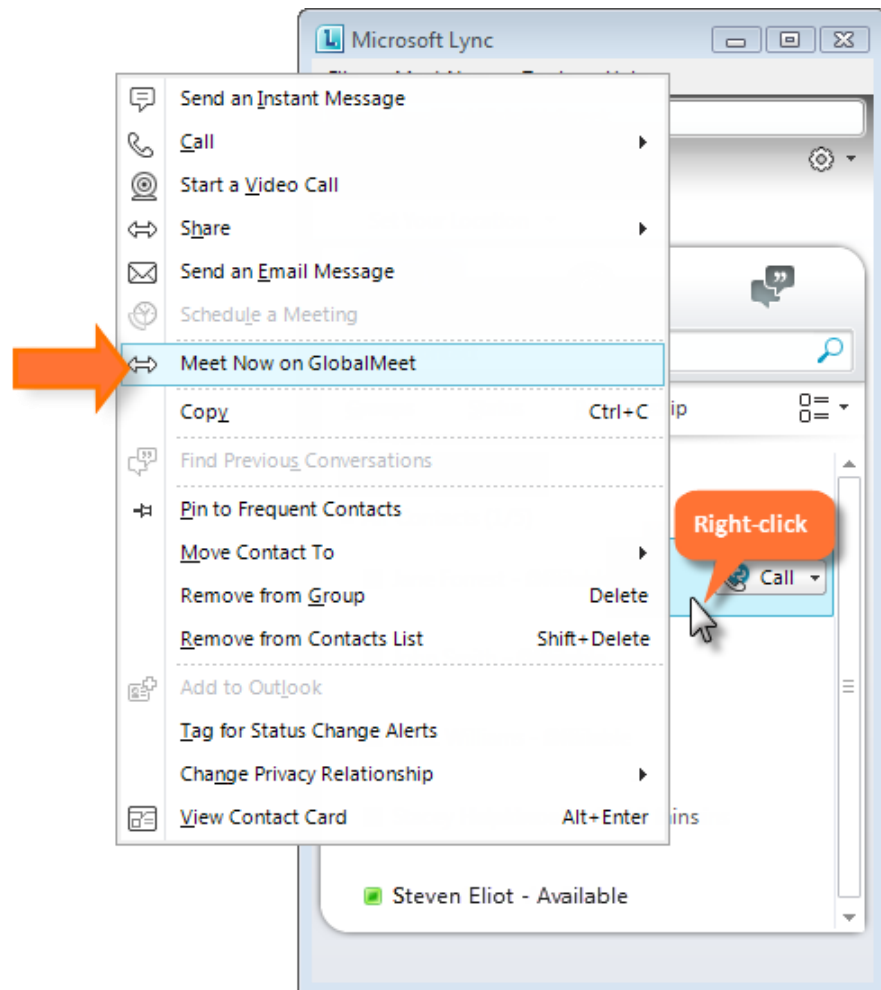
Detailed system requirements for Lync 2010 are available here: [Lync 2010 and the Online Meeting Add-in for Microsoft Lync 2010 System Requirements](#).

## Starting Meetings from Lync

When you finish installing the add-in, sign in to Lync 2010. GlobalMeet for Lync adds a new item to your Contacts and IM menus: **Meet Now on GlobalMeet**. Use this option to start a web meeting and invite your colleagues to your meeting.

### Start a Meeting from the Contacts List

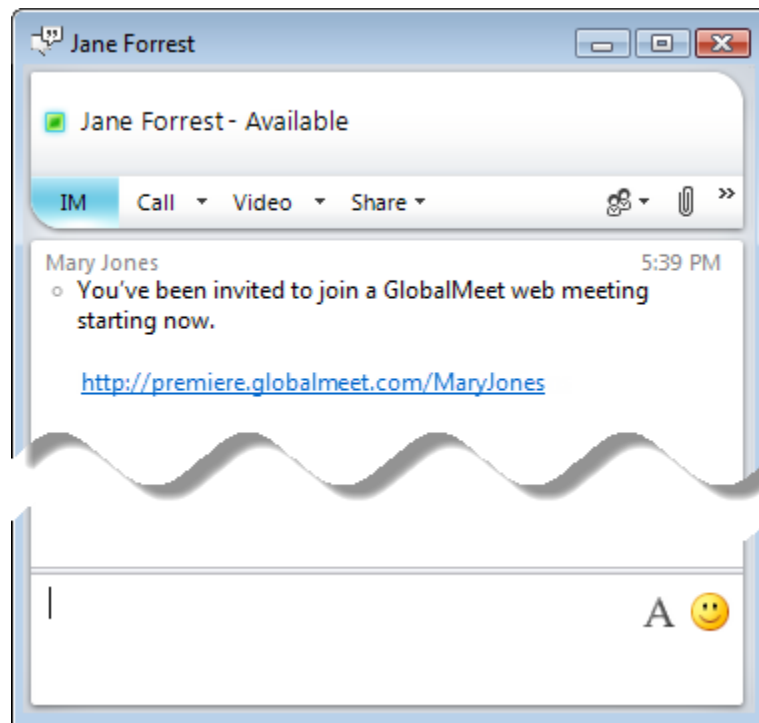
1. In the Contacts list, right-click on your contact's name to display a menu of options.
2. Click **Meet Now on GlobalMeet**.




3. Enter your email address and password to sign in to your GlobalMeet account.

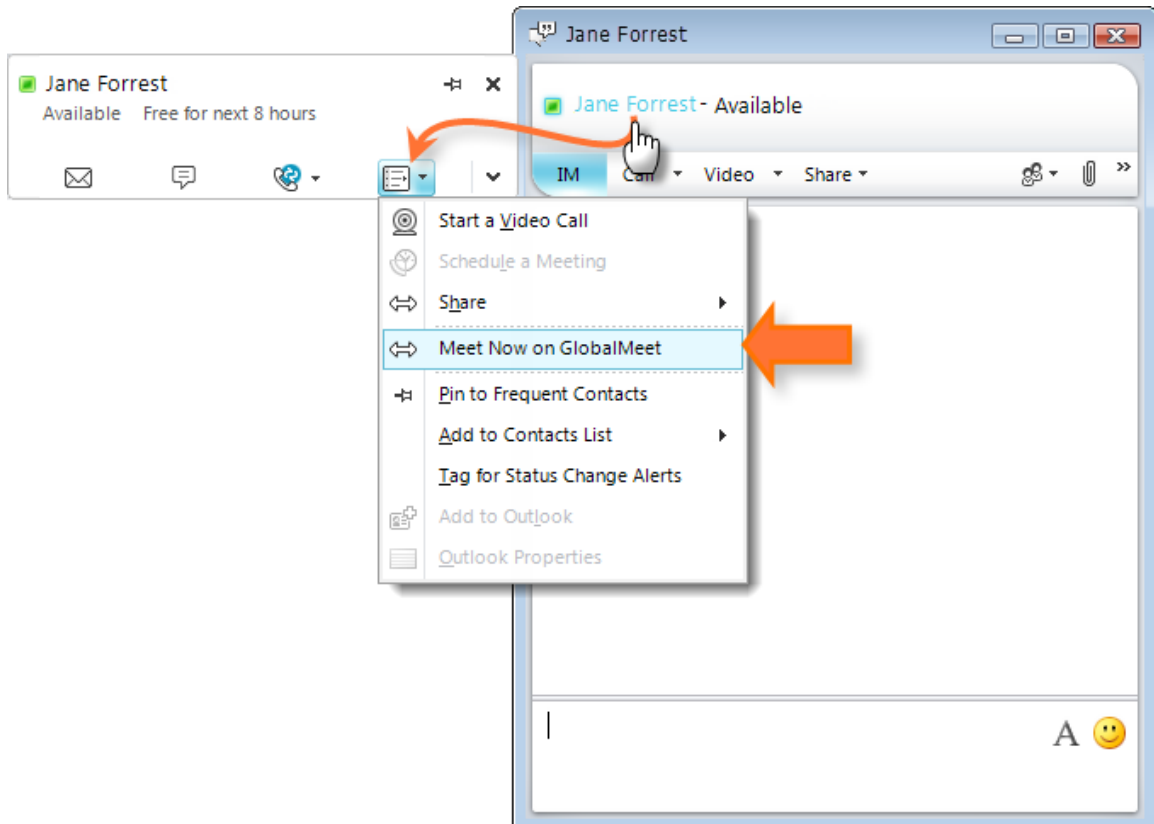
If you have more than one account, you are prompted to enter the client ID for the GlobalMeet meeting account you want to use.

4. Start hosting your meeting!
  - > A new browser window is opened and you are signed in to your GlobalMeet web meeting room.
  - > Your guest receives an instant message similar to the following one, providing a link to your room.
  - > You can invite additional guests one at a time, from the Contacts list. You can also start a Group Conversation and invite several guests at once (see [Start a Meeting from a Group Conversation](#), later in this section).



## Start a Meeting while Instant Messaging

1. In the Instant Messaging window, point to your contact's name to display his or her contact card.
2. Click the View More Options button  .
3. In the menu, click **Meet Now on GlobalMeet**.



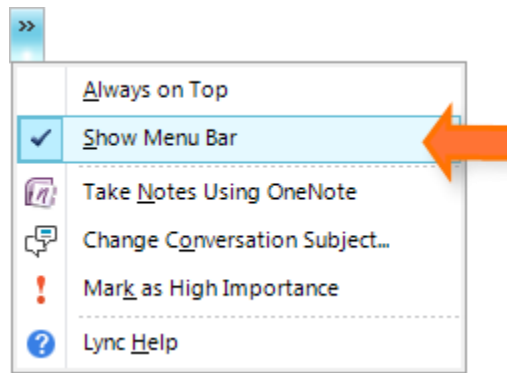
4. Enter your email address and password to sign in to your GlobalMeet account.  
If you have more than one account, you are prompted to enter the client ID and password for the GlobalMeet meeting account you want to use.
5. Start hosting your meeting!

## Start a Meeting from a Group Conversation

You can also start a meeting while instant messaging with a group of people.

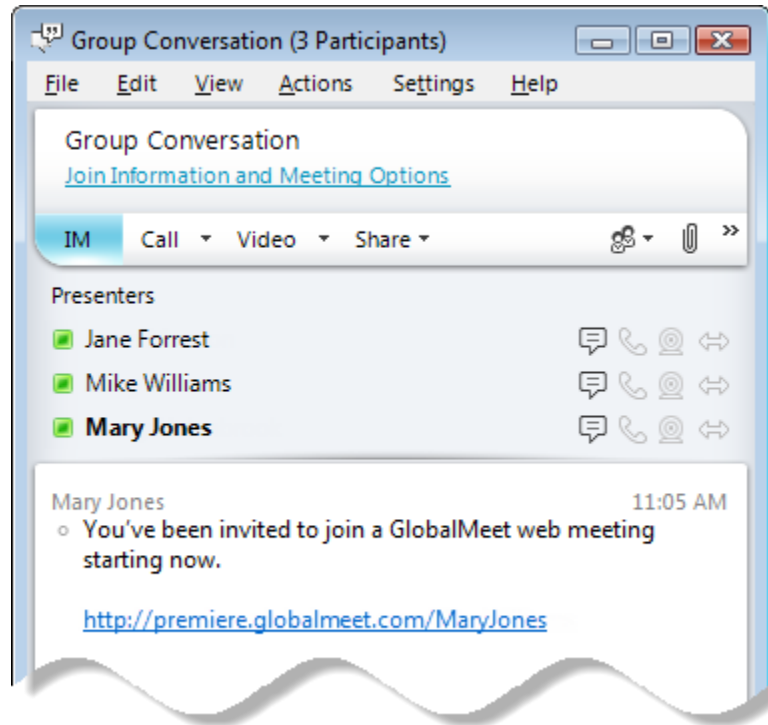
**TIP:** To start a group conversation, first start an instant message conversation with one person. Then, drag contacts from your Contacts list to the Instant Messaging window.

1. In the Group Conversation window, click the More Options button and then select **Show Menu Bar**.



2. On the menu bar, click the Actions menu, and then click **Meet Now on GlobalMeet**.
3. Enter your email address and password to sign in to your GlobalMeet account.

4. Start hosting your meeting!
  - > A new browser window is opened and you are signed in to your GlobalMeet web meeting room.
  - > An instant message similar to the following is displayed in the Group Conversation window.



## Learn More

Contact us today or visit our website to view customer videos or product demonstrations and get the details on all our solutions.

## About Us

The world collaborates with PGI. Our advanced meeting, conferencing and collaboration solutions energize people and organizations to connect more meaningfully and work together more productively. PGI is headquartered in Atlanta, Georgia with operations in 24 countries worldwide. You can learn more at [www.pgi.com](http://www.pgi.com).

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