



Vidyo™ Buddy for Microsoft® Lync® Quick User Guide

Product Version 1.0
Document Version A
May, 2014

Vidyo Buddy for Microsoft® Lync® Quick User Guide

The Vidyo Buddy for Microsoft Lync lets you invite Lync contacts to Vidyo meetings from Microsoft Lync without having to install a client side plug-in. In order to use the Vidyo Buddy, your IT administrator must install the Buddy, connect it to the Lync Active Directory, and configure it to communicate with the VidyoPortal™.

Setting Up the Vidyo Buddy for Microsoft Lync

The following steps must be performed by an IT administrator.

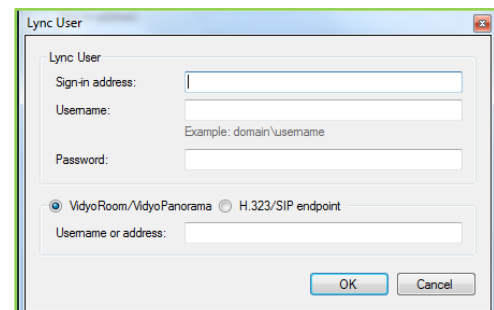
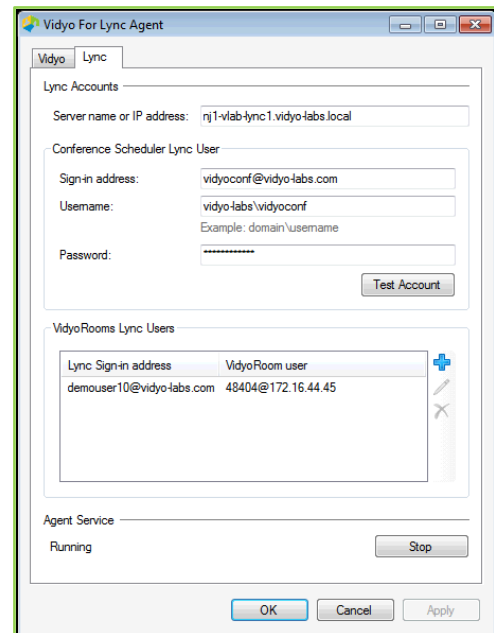
To set up the Vidyo Buddy for Microsoft Lync:

1. Install the Vidyo Buddy for Microsoft Lync on a server.

The set up window appears. You use this window for configuring both the Lync Active Directory and the VidyoPortal.

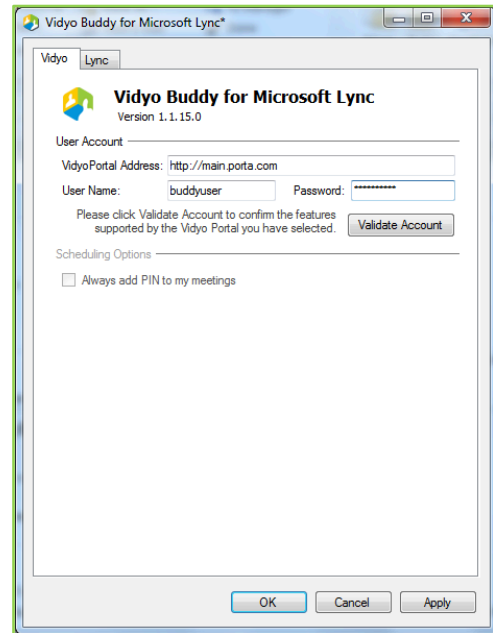
2. To perform the Lync Active Directory configuration:
 - a. Click the **Lync** tab.
 - b. Enter the Lync server name or IP address.
 - c. Enter the Lync server address.
 - d. Enter the Lync user name and password.
 - e. If you want to test the account, click **Test Account**.
 - f. If you need to add a resource, such as a VidyoRoom™ or a Legacy H.323 or SIP endpoint, do the following:
 - Click the blue plus sign.
 - Enter the Lync sign-in address, username, and password.
 - Select either **VidyoRoom/VidyoPanorama™** or **H.323/SIP** as the type of endpoint.
 - In the Username or address field, enter the VidyoRoom username as it appears on the VidyoPortal, enter the H.323/SIP endpoint address with the VidyoGateway™ prefix as it appears on the Super Admin page on the VidyoPortal, or enter the username of the H.323/SIP endpoint if it is registered on the VidyoPortal.

This enables you to search for this VidyoRoom or Legacy endpoint on the Lync Contacts list,



add it to your list of contacts, and invite it to a conference by dragging and dropping.

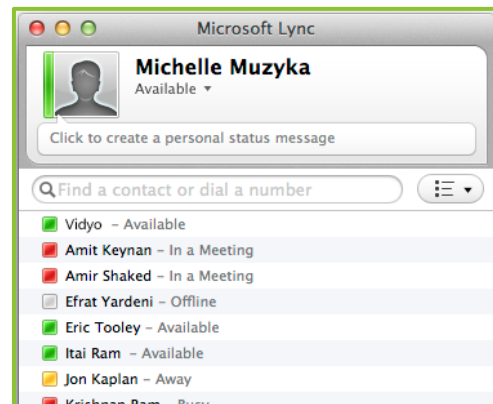
- g. Click **OK**.
3. Configure the VidyoPortal to communicate with the Vidyo Buddy:
 - a. Click the **Vidyo** tab.
 - b. Enter the address of the VidyoPortal.
 - c. Enter the user name and password used to access the VidyoPortal.
 - d. If you want to test the account, click **Validate Account**.
 - e. Click **OK**.



Adding the Vidyo Buddy for Microsoft Lync to Your Lync Contacts List

To add the Vidyo Buddy for Microsoft Lync to your Microsoft Lync Contacts list:

1. In the Lync main window, type the Vidyo user name in the search field to search for the Vidyo Buddy for Microsoft Lync (for example, type **Start a Vidyo Meeting**).
2. In the search results, right-click the Vidyo Buddy.
3. Click **Add to Contacts List** to add the Vidyo Buddy to your Contacts list.



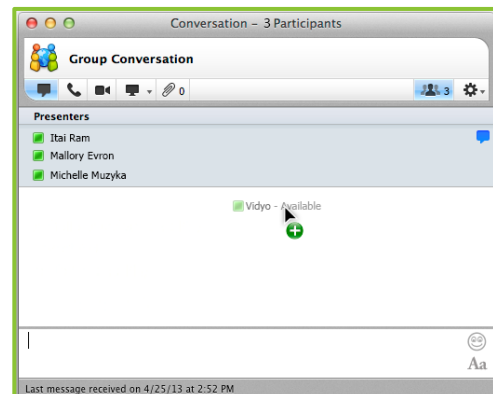
Inviting Contacts to a Vidyo Meeting

Once you have added the Vidyo Buddy for Microsoft Lync to your Contacts list, you can invite contacts to a Vidyo meeting. You can do this whether or not you are already in an IM conversation.

Inviting Contacts When You Are Already in an IM Conversation

To invite contacts to start a Vidyo meeting when you are already in an IM conversation:

1. In the Lync main window, drag the Vidyo user from the Contacts list, and drop it onto the conversation



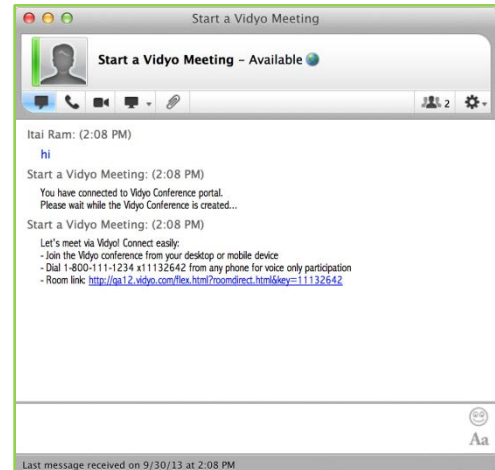
window (for example, drag and drop **Start a Vidyo Meeting**).

All of the participants in your conversation will receive a link to the Vidyo meeting, and they can simply click on the link to join the meeting.

Inviting Contacts When You Are Not in a Group IM Conversation

To invite contacts to start a Vidyo meeting when you are not in a group IM conversation:

1. Click the Vidyo user on the Contacts list to open a conversation window (for example, click **Start a Vidyo Meeting**).
2. Drag the first contact you want to invite to your meeting, and drop that contact's name onto the conversation window.
3. Repeat the previous step for each contact you want to invite.
All of the contacts will receive a link to the Vidyo meeting, and they can simply click on the link to join the meeting.



Note: The Vidyo Buddy for Microsoft Lync is available on mobile devices; however, on some devices, the room link or phone number that appears on the invitation may not be a clickable hyperlink.