



Vidyo™ Extension for Microsoft Lync 2013 Quick User Guide

Product Version 3.0
Document Version B
July, 2014

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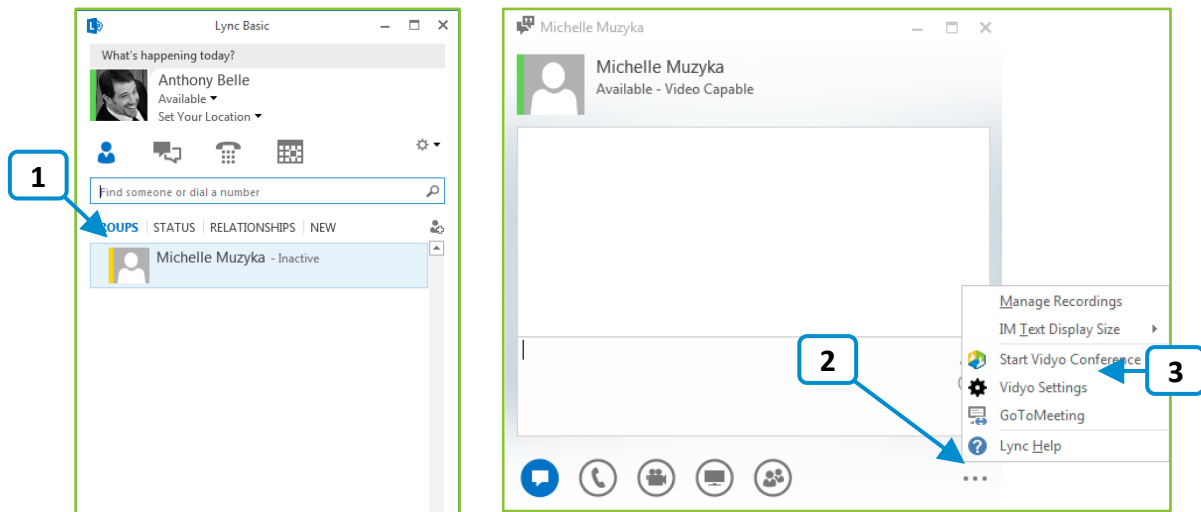
If you use Windows and the Microsoft Lync client, you can install and use the Vidyo Extension for Microsoft Lync 2013. This extension enables you to escalate your Lync chat session to a Vidyo conference call, and invite one or more contacts from your Contact List to the call.

The Vidyo Extension for Lync is provided as an MSI installer and must be installed with administrative permissions.

Authenticating Your Vidyo Account

The first time you attempt to start a Vidyo conference with Vidyo Extension for Lync, you will be automatically asked to authenticate your Vidyo account using the Settings > Account tab. Otherwise, you can authenticate your account manually as explained in the following section.

Authenticating Your Account Manually

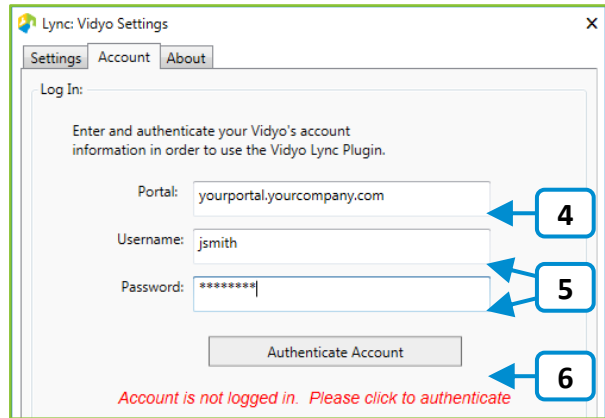


To authenticate your Vidyo account:

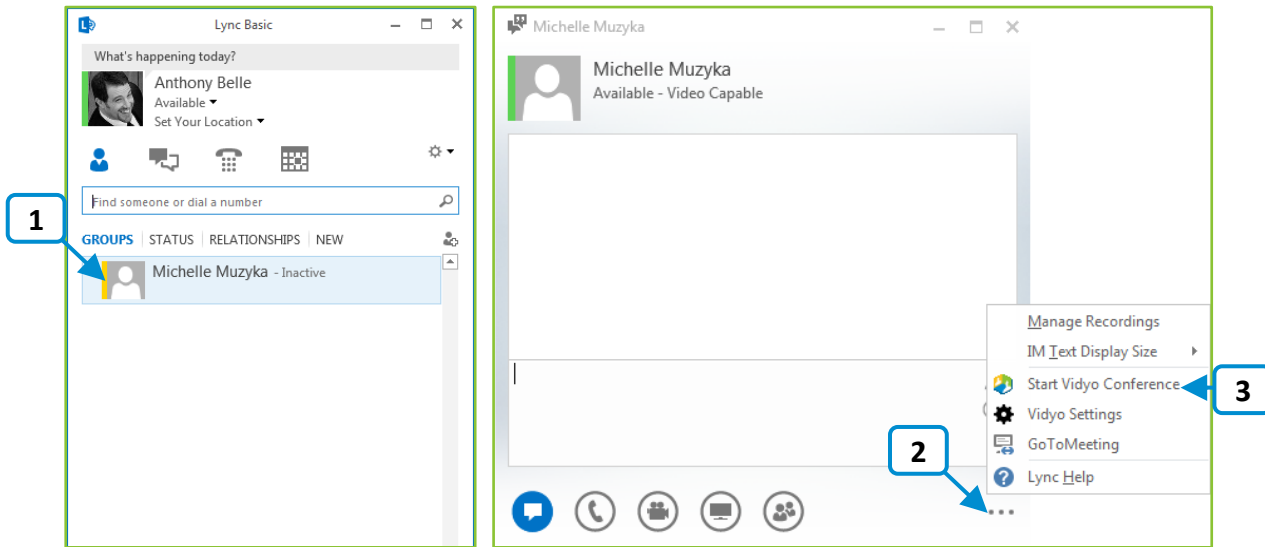
1. Open a Lync chat window by double-clicking one of your Lync contacts.
2. Click **More Options** at the bottom of the chat window.
3. Click **Vidyo Settings**.

4. On the Account tab, enter the VidyoPortal™ you want to connect to.
5. Enter the username and password you use to access the VidyoPortal.
6. Click **Authenticate Account**.

Note: You can access the Account screen at any time by going to the Lync Chat Conversation Window, and selecting Vidyo Settings in the More menu.



Inviting Contacts from the Lync Contact List

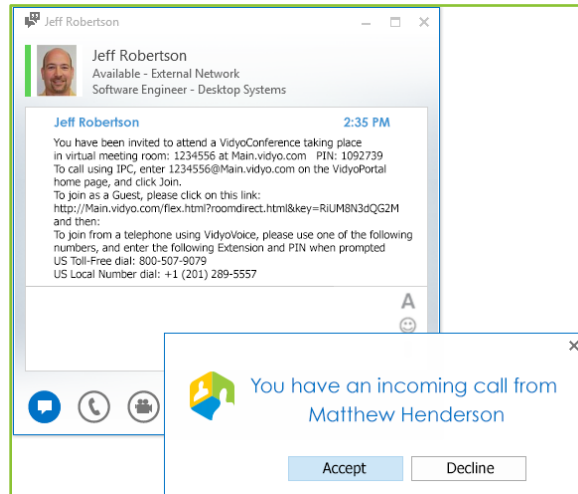


You can invite individual or multiple contacts from your Lync Contacts List to a Vidyo meeting.

To invite contacts from your Lync Contact List:

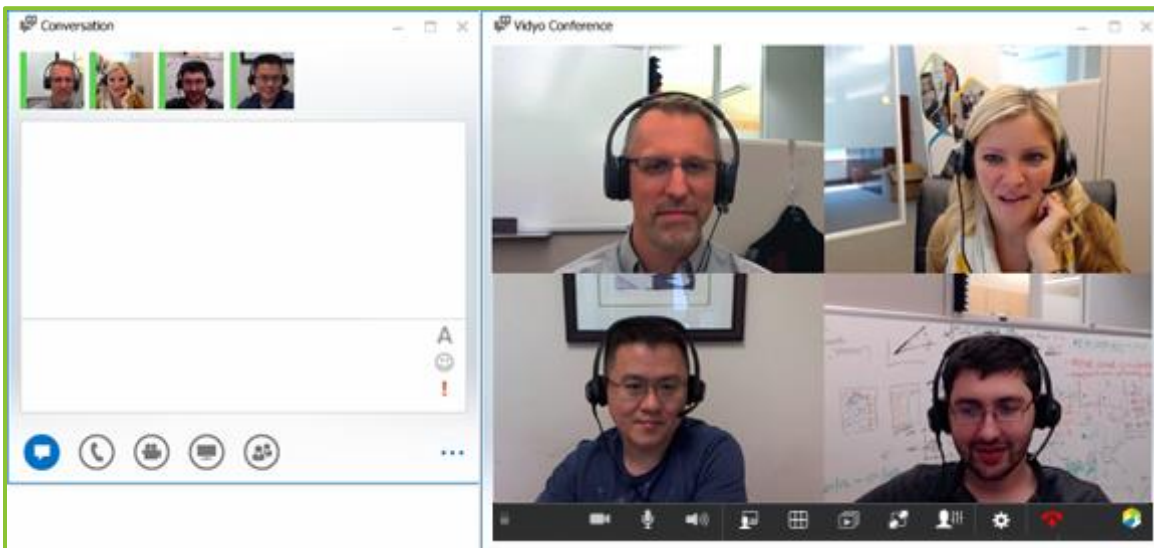
1. Start an instant message conversation with the contact.
The Lync Plug-in for Vidyo Conversation Window appears.
2. Click **More Options** at the bottom of the chat window.
3. Click **Start Vidyo Meeting**.
4. If you want to invite more contacts to your meeting, drag and drop the additional contacts from your Contact List onto the Lync Plug-in for Vidyo Conversation Window.

The Incoming Call dialog appears to the invitee along with a link to the Vidyo room inside the Lync Plug-in for Vidyo Conversation Window.













- If the invitee clicks Accept, they automatically join the meeting via the Vidyo Extension for Lync.
- If the attendee clicks the Vidyo room link, they automatically join the meeting via VidyoWeb or VidyoDesktop.

Note: You can also send the Vidyo room link offline to users on other Vidyo endpoints. Users who do not have the Vidyo Extension for Lync installed or who have versions earlier than 3.0, can still join the Vidyo meeting via the meeting room link or extension using VidyoWeb™, VidyoDesktop™, VidyoMobile™ or VidyoRoom to participate in the meeting.



Understanding the In-Call Toolbar Buttons

The following native Vidyo options are available within the in-call video window.

Button	Description
	Open the Settings page. For more information, see the following table.
	Show or hide the video feed from your camera.
	Mute and unmute.
	Mute, unmute, and control your speakerphone volume.
	Toggle your self-view preference.
	Select how to view the participants' video windows during the conference.
	Select which application or screen you want to view or to share in the conference.
	Enter and exit full screen.
	Open the HTML-based Control Meeting screen. For more information, refer to the "Controlling a Meeting Room" section in the <i>Vidyo Conferencing Administrator Guide</i> .
	End the conference.

Configuring the Settings

Screen	Description
Settings	View call quality data; generate diagnostics reports; set network settings; select the camera, microphone, and speaker you are using; control echo cancellation; set whether you want the microphone level to be automatically adjusted.
Account	Enter your Vidyo account information in order to authenticate your account and use the Vidyo Extension for Lync.
About	View information about the Vidyo Extension for Lync and about Vidyo.