



To set up a Lync Meeting in Office 365:

- Click on the Calendar tab near the top right:



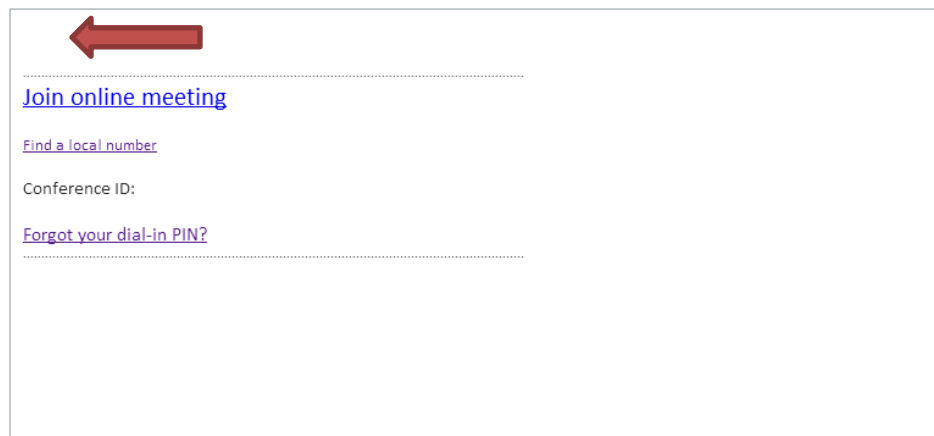
- Click on the  **new event** link near the top left
- A new meeting window will appear. Complete the top portion of the window as needed, including attendees.
- Toward the middle of the window, click the  **Online meeting** link

You will see the bottom portion of the screen change (see below). You can add personalize meeting information in the area indicated by the arrow. Do not modify the links below the arrow or add text to that area. When you are finished click save to add the online meeting to your calendar and send meeting requests to the attendees you added.

Mark as private

 Online Meeting Settings

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A screenshot of a meeting setup window. At the top left, a red arrow points to the 'Join online meeting' link. Below it are links for 'Find a local number', 'Conference ID:', and 'Forgot your dial-in PIN?'. The window has a white background and a thin grey border.

To Join a Lync Meeting in Office 365:

- Open the online meeting event in your Office 365 calendar. Click on [Join Online Meeting](#)