

## How to connect to the Online Dissertation Support Group Meeting 11/15/2014 10:00 am-11:00 am

**To join the meeting via your pc**, click the live link below, “Join Lync Meeting”. If you select this make sure you have a working headset with a microphone.

**To join the meeting via your phone** (for audio), click one of the phone numbers listed under “Join by phone”. If you select this you will use the phone for both audio and as your microphone.

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→ [Join Lync Meeting](#)

### Join by phone

[Local: 4-CONF \(1-936-294-2663\)](#) (USA)

English (United States)

[Toll Free: 1-855-280-0005 \(Department billing may apply\)](#) (USA)

English (United States)

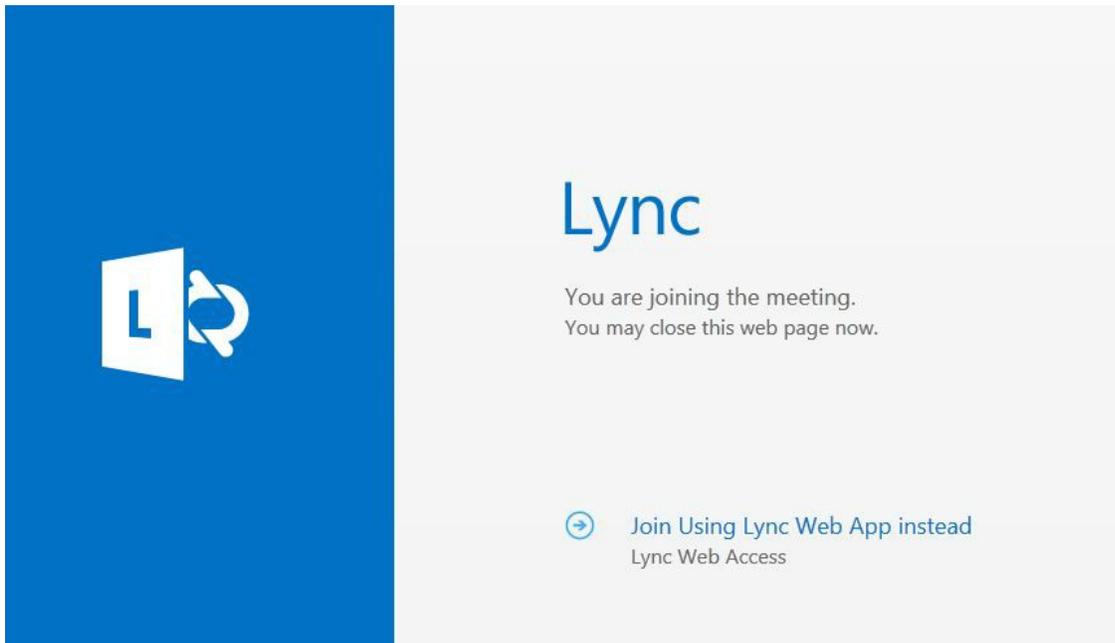
[Find a local number](#)

Conference ID: 424238

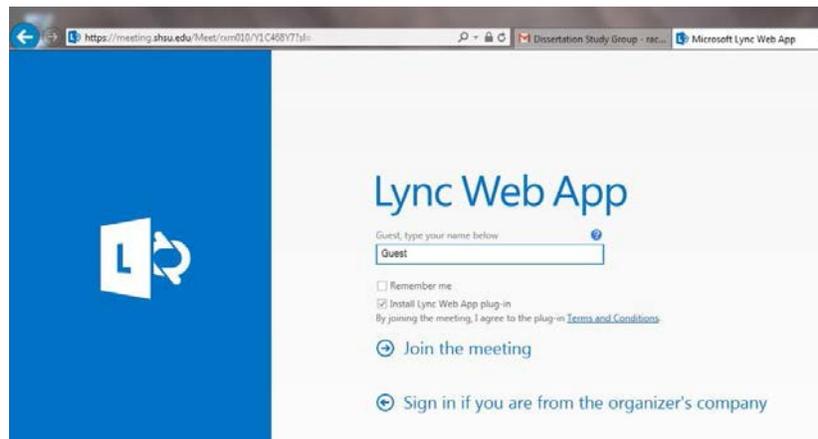
[Forgot your dial-in PIN?](#) | [Help](#)

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Your web browser will attempt to launch your Lync meeting. If you do not have MS Lync on your computer, click “Join Using Lync Web App Instead”.



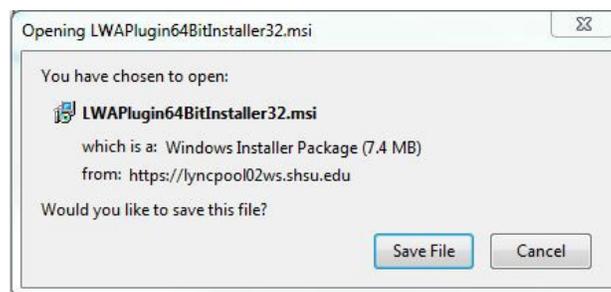
**To sign in as a Guest**, type in your Name in the field provided (as seen below). Click “Join the Meeting”.



**To sign in with your SHSU account using a SHSU computer**, click “Sign in if you are from the organizer’s company”. When prompted, enter your shsu email address and password on the account.



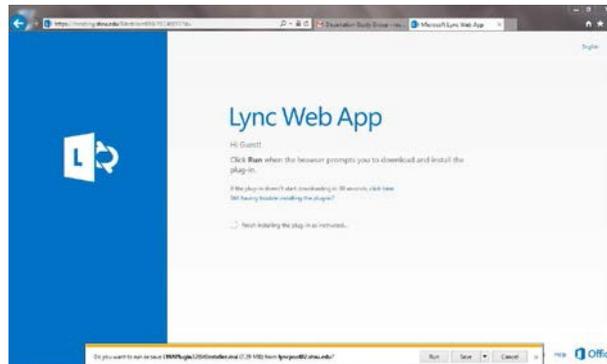
The Web App Plugin installation prompt will appear. Click “Install Lync Web App Plug-In if it is not already selected”. Follow your browser’s prompt to save, run, and install the file.



Click “Allow” to allow the plug-in to install if prompted to do so by your computer.



Follow your browser prompts to continue the installation. Select “Run” if giving the opportunity.

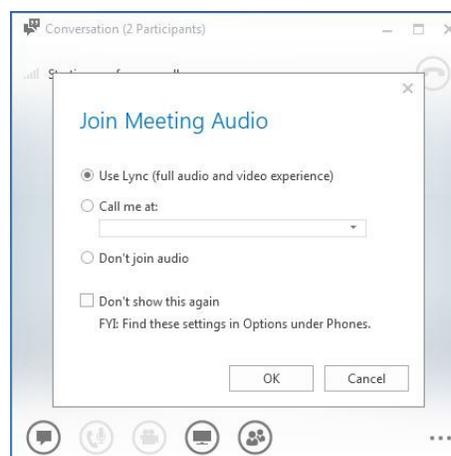


A prompt will come up and ask you how you want to join to the Lync Conference Call.

**To join the meeting via your PC using a headset for audio, select “Use Lync”.**

**To join the meeting via your PC using a phone for audio, select “Call me at”.**

- If joining by phone...Click the arrow in the Call me at drop down list and select “New Number”. Enter your full phone number. Then click “OK”. You should connect to the meeting now. (If the phone system you are using requires that you dial a 9 or a 1 to dial out of your phone, enter those numbers before the phone number such as 919362949999.



**As common courtesy, mute your microphone or phone unless you are invited to speak by the meeting organizer. Keep background noise muted or minimal at all time.**