

## CTS Quick TIP: Lync - Set Up a Lync Meeting in Outlook 2013

1. Open *Outlook*, and go to your **Calendar**.



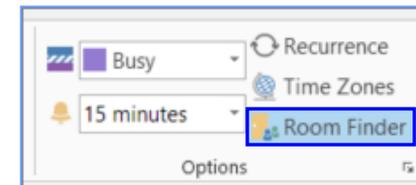
2. On the **Home** tab, on the **Lync Meeting** ribbon, click **[New Lync Meeting]**.



**Note:** If Lync is installed on your computer, and you don't see the New Lync Meeting button, follow the steps in the [Lync Meeting control is not displayed on the Outlook 2013 ribbon](#) article to resolve the issue.

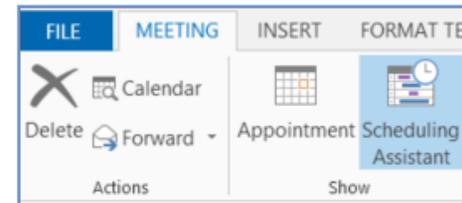
3. Set up the meeting as you typically would:
  - ◇ In the **To** box, type the **[E-mail Address]** of each person you are inviting, separated by semicolons.
  - ◇ In the **Subject** box, type a **[Meeting Name]**.

- ◇ If you will have in-person attendees, either click **[Room Finder]**, in the **Options** ribbon of the **Meeting** tab, and then find a room; **OR**, in the **Location** box, type a **[Meeting Location]**, such as a conference room.



- ◇ Select a **[Start Time]** and **[End Time]**.

**Notes:** To look for a time that works for everyone, click **[Scheduling Assistant]**, in the **Show** ribbon of the **Meeting** tab.

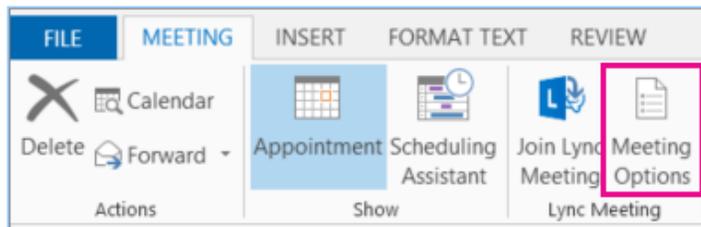


4. In the **MEETING** area, type an **[Agenda]**. **Do not modify or delete the Join Lync Meeting statement.**



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- ◇ In the meeting request, on the **Lync Meeting** ribbon of the **MEETING** tab, click [**Meeting Options**], and then select the appropriate options.



5. (Optional) On the **Show** group of the **MEETING** tab, click [**Scheduling Assistant**] to make sure you have the best time for the meeting.
6. Click [**Send**].

*Quick Tips* are posted on the Customer SharePoint site.  
<https://its-legacy.usda.net/tsd/default.aspx>

### Point of Contact

If you have any questions on this material, contact your local CTS Staff.

