ACORD

Lync 2013 Web-app Install Guide

Index

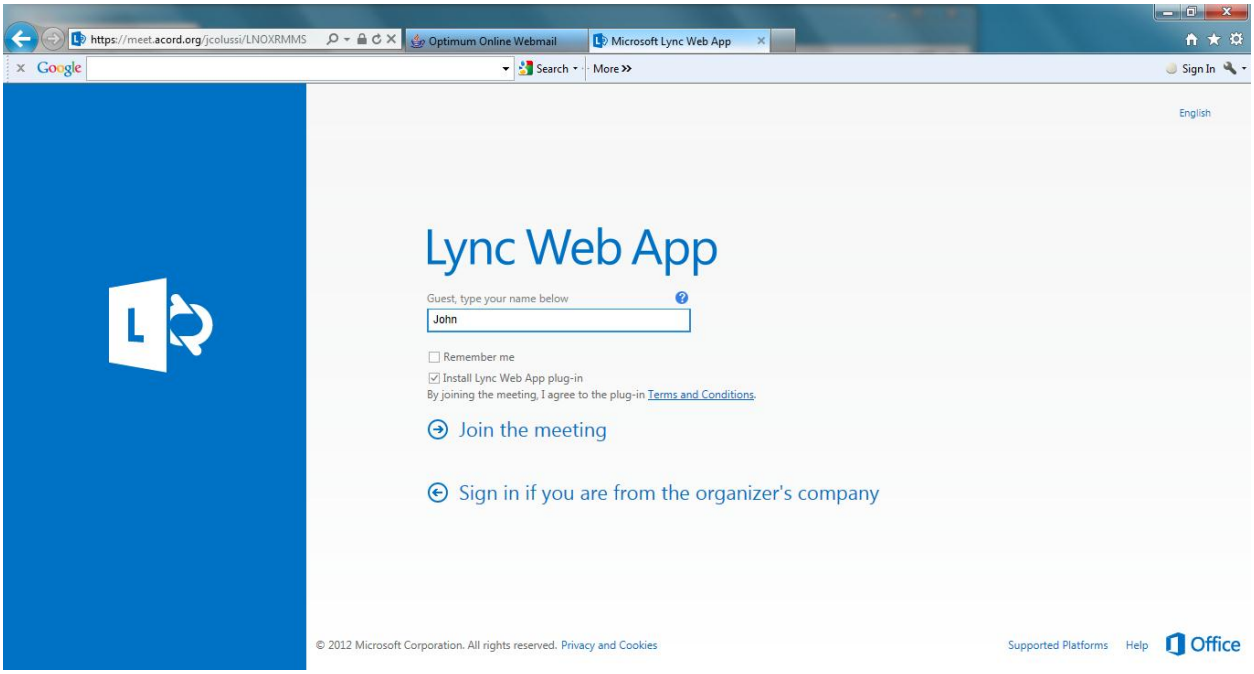
Internet Explorer……Pages 3-5

Google Chrome……Pages 6-8

Mozilla Firefox……Pages 9-12

Safari……Pages 13-16

If using Internet Explorer as your default browser upon clicking join meeting within the meeting invite email you will see the following screen.

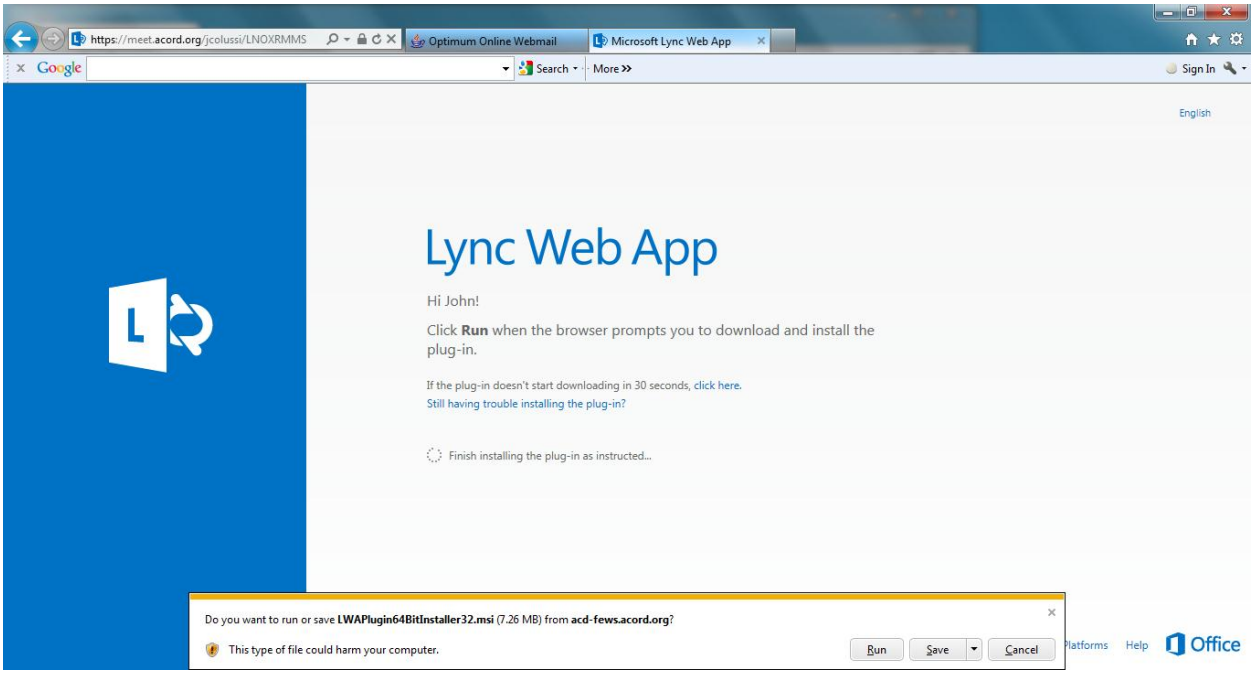


1. Input your name
2. Make sure “Install Lync Web App Plug-in” is checked off
3. Click “Join The Meeting”

Note: Depending on the version of Internet Explorer you are running on your machine, some screens may slightly differ.

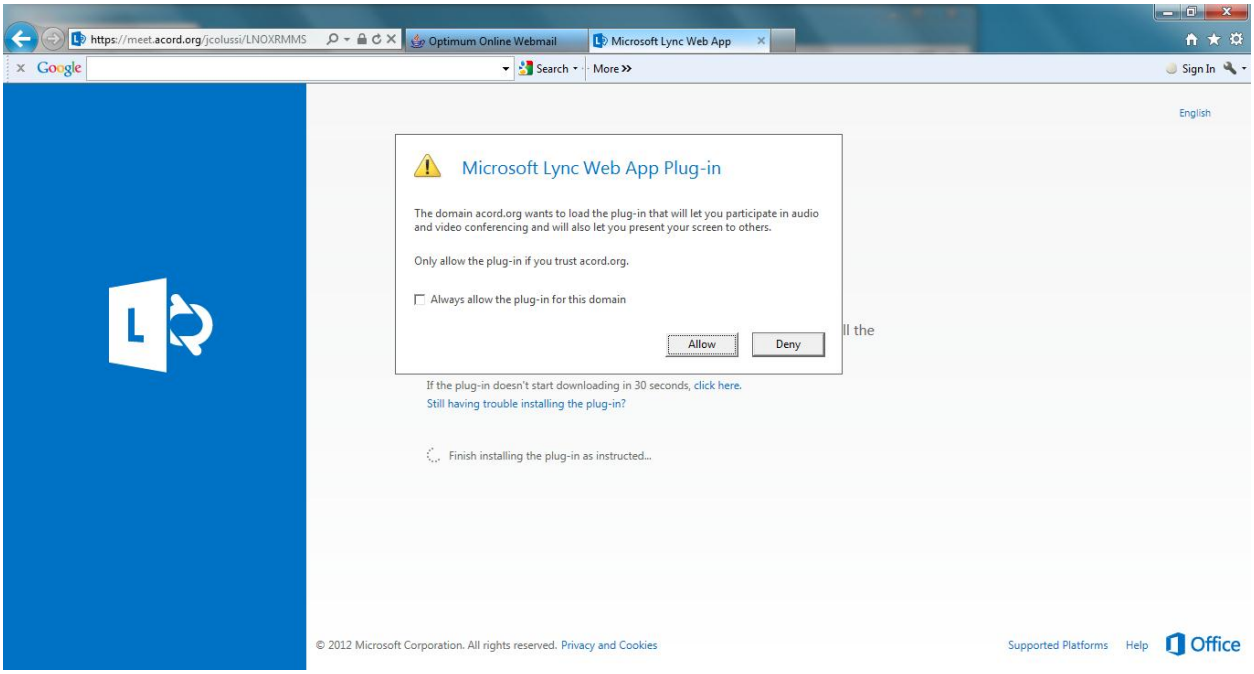
Upon clicking join on the web page, you will see the following screen instructing to run the file at the bottom of your screen.

4. Click run. The installer will download and open
5. Click run to begin the installer

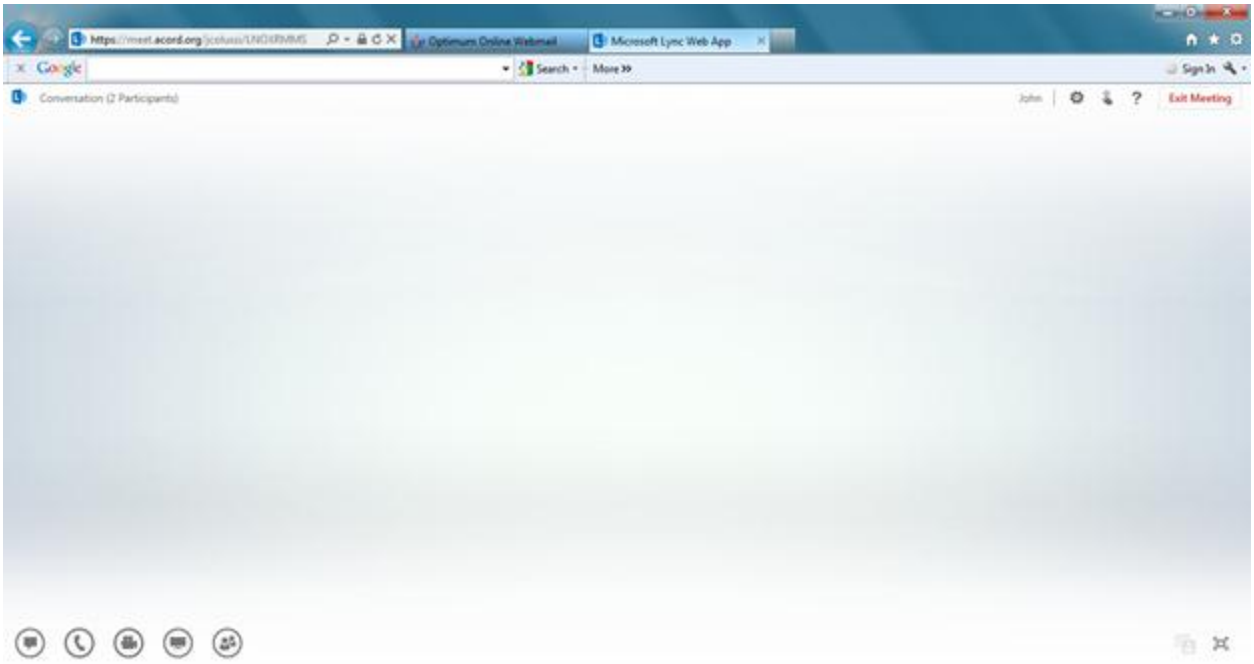


When the plugin is installed, your browser will ask to allow or deny the plugin.

6. It is recommended to click the checkbox “always allow the plug-in for this domain”. This will prevent you from being promoted each time you join a meeting.
7. Click allow.



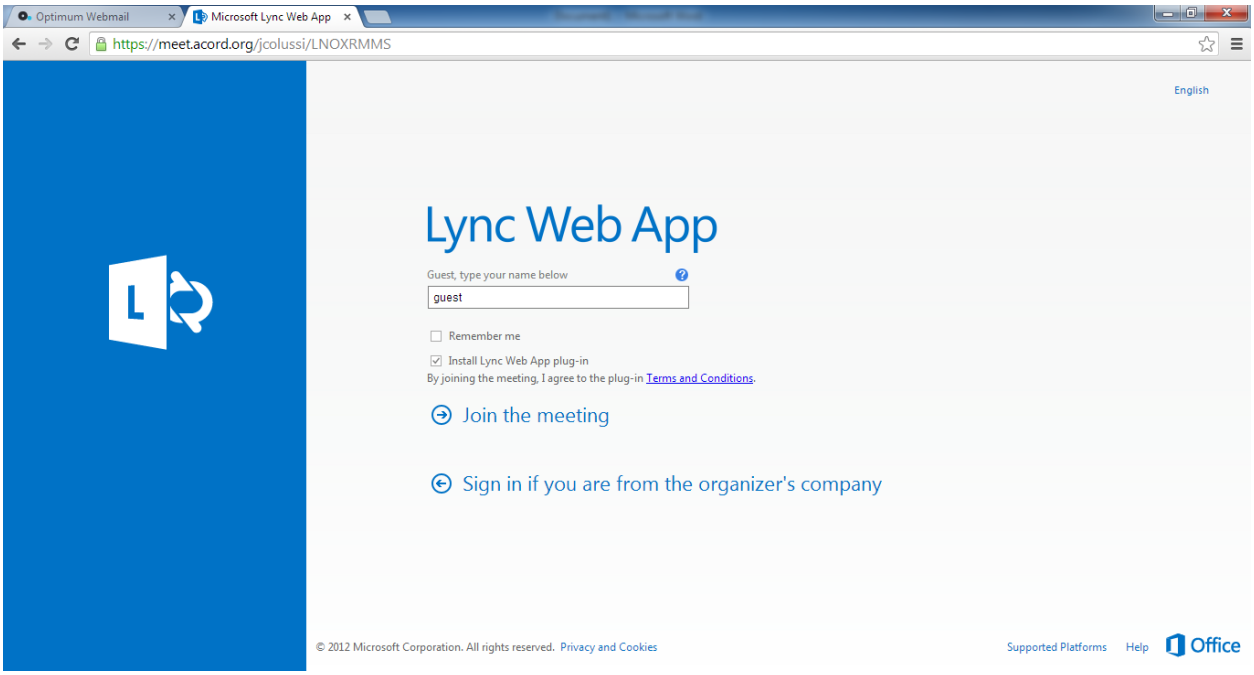
You will be successfully connected to the meeting.



NOTE: Failure to run the plugin installer and/or allowing the plugin to run, may result in missing meeting content, or unsuccessful connection

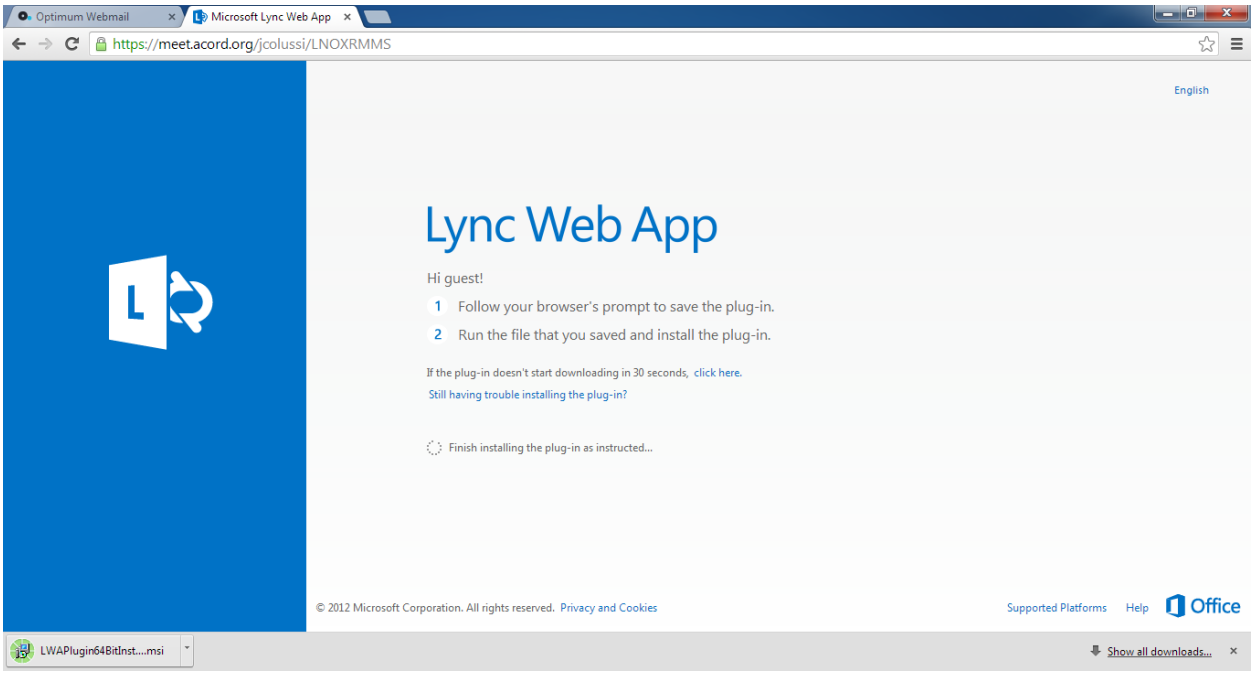
If using Google Chrome as your default browser upon clicking join meeting within the meeting invite email you will see the following screen.

1. Input your name
2. Make sure “Install Lync Web App Plug-in” is checked off
3. Click “Join The Meeting”



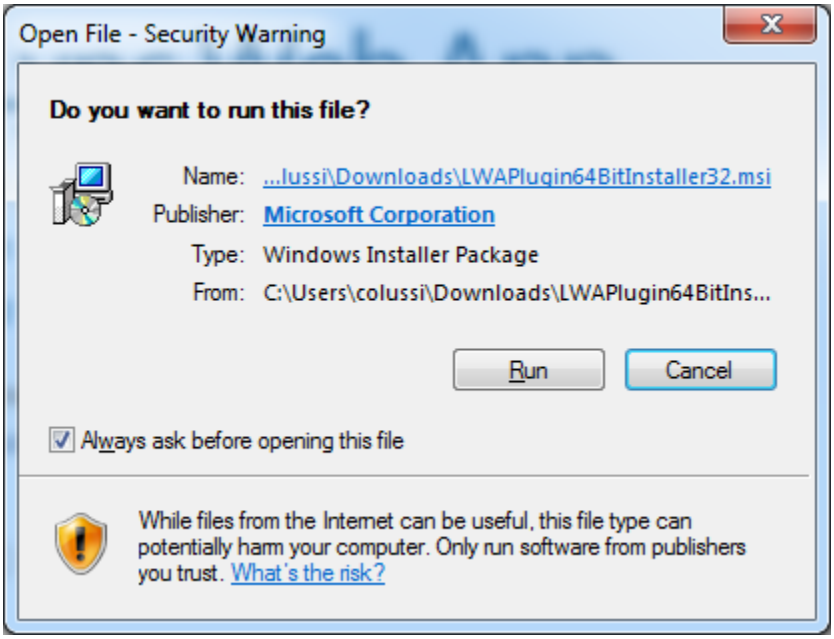
Upon clicking join on the web page, you will see the following scree instructing to save and run the plugin file. The plugin will download and appear on the bottom of your screen.

4. When download completes, click and open the file.



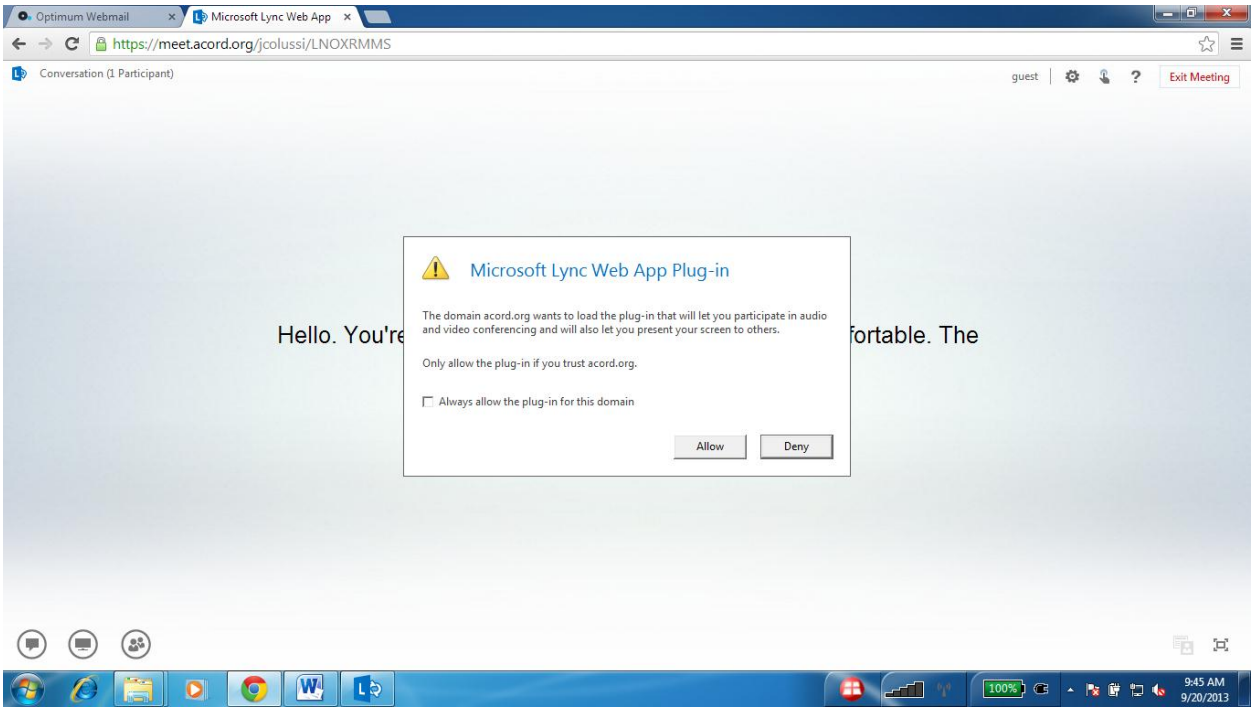
When the file is opened, you will see the following screen.

5. Click run.
   The plugin will install. This is a one time install.

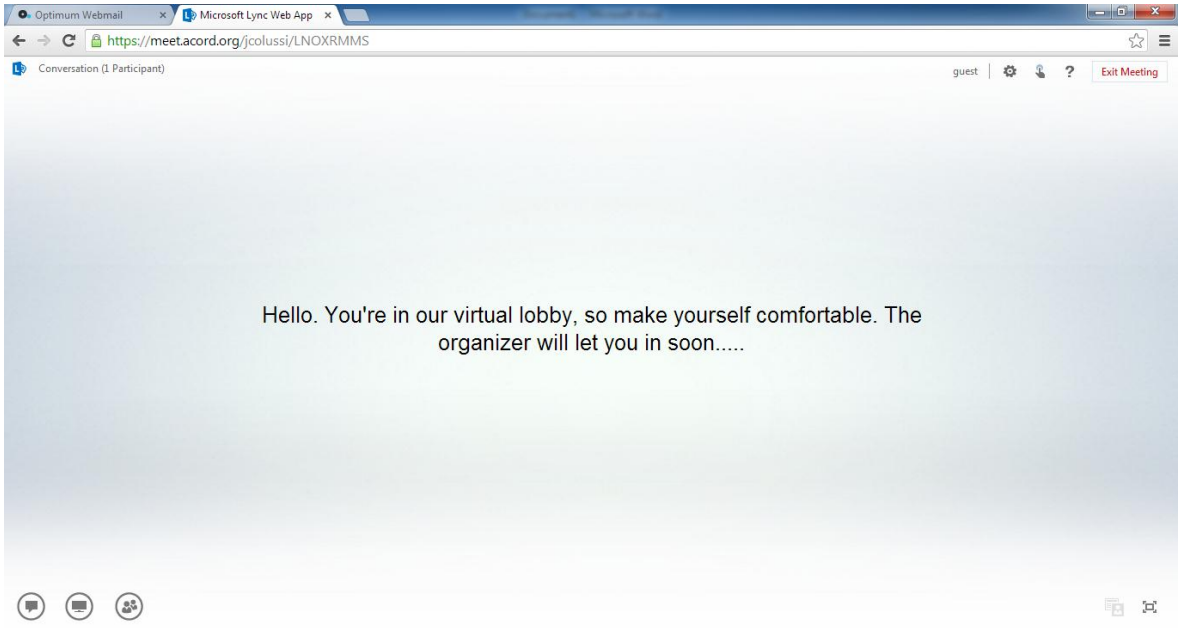


When the plugin is installed, your browser will ask to run the plugin.

6. It is recommended to click the checkbox “always allow the plug-in for this domain”. This will prevent you from being promoted each time you join a meeting.
7. Click allow.



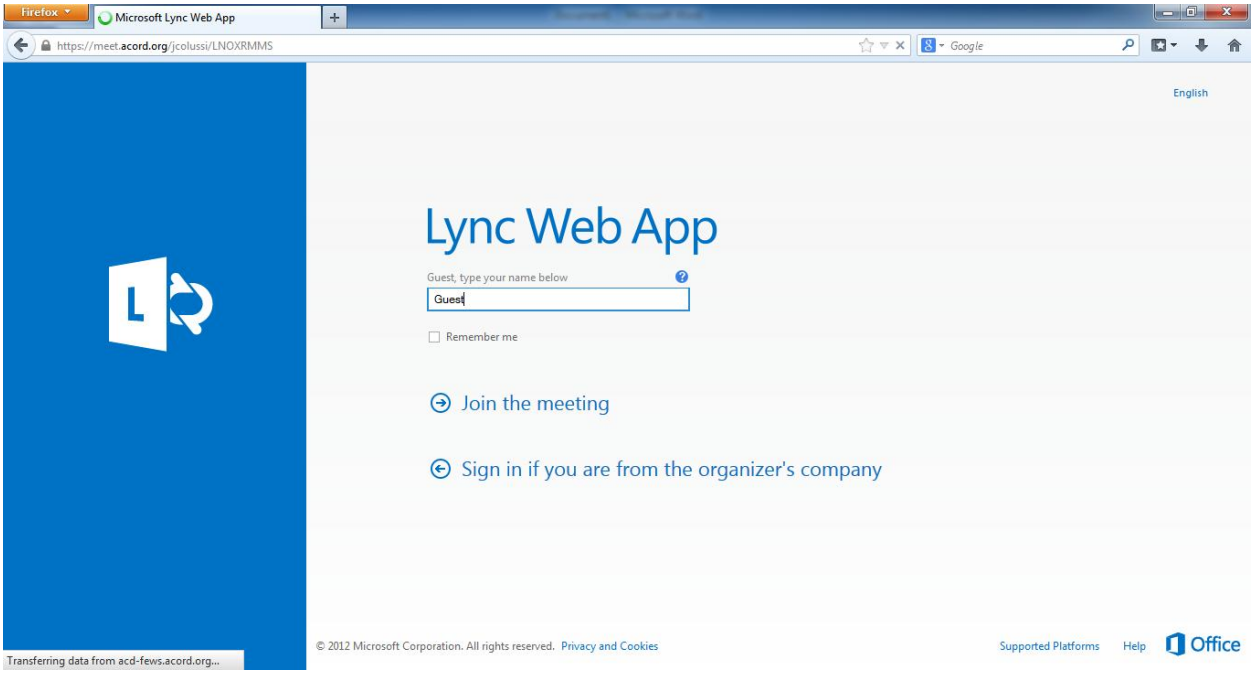
You will be successfully connected to the meeting.



NOTE: Failure to run the plugin installer and/or allowing the plugin to run, may result in missing meeting content, or unsuccessful connection

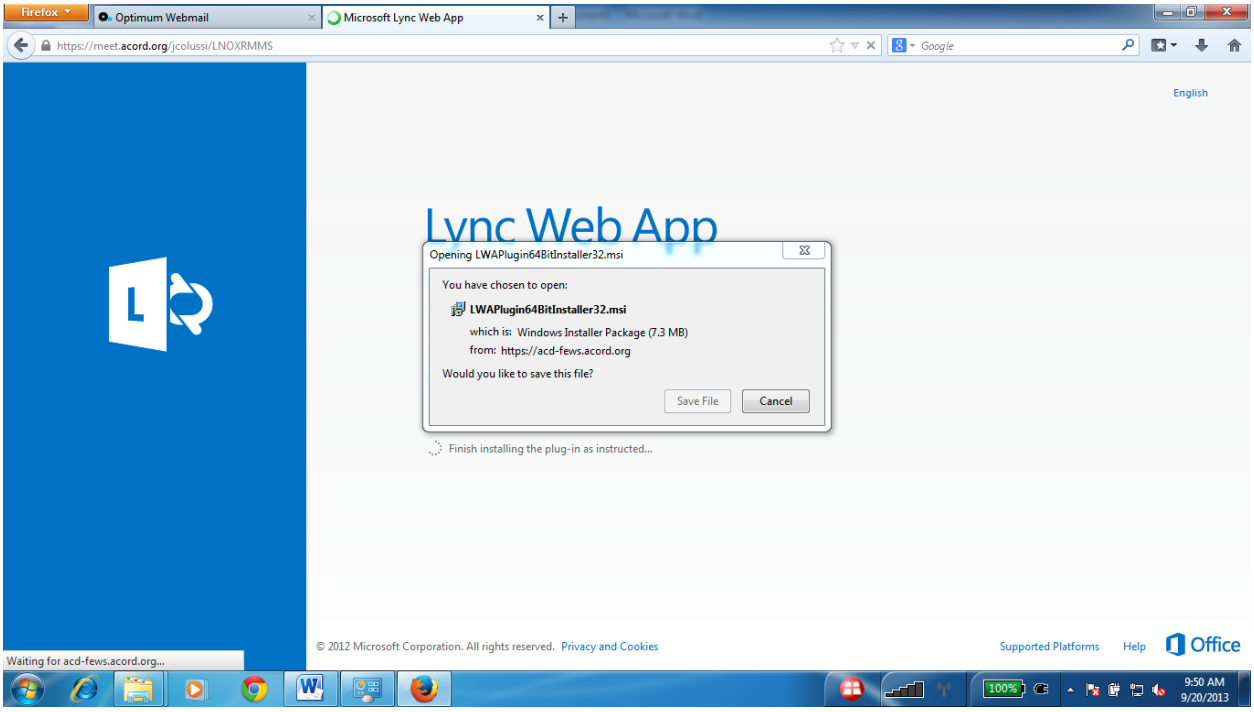
If using Mozilla Firefox as your default browser upon clicking join meeting within the meeting invite email you will see the following screen. Input your name, and make sure “install Lync Web App Plug-in”. Click “Join The Meeting”

1. Input your name
2. Make sure “Install Lync Web App Plug-in” is checked off
3. Click “Join The Meeting”

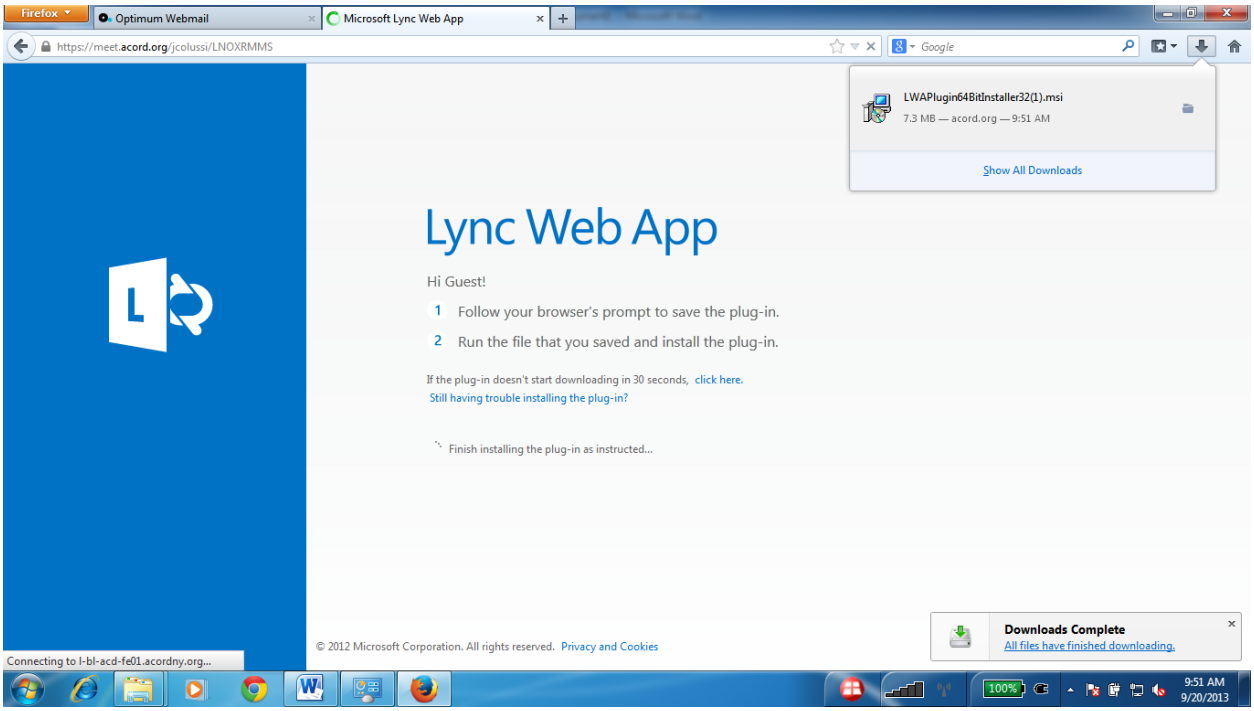


Upon clicking join on the web page, you will see the following scree instructing to save.

4. Click save.

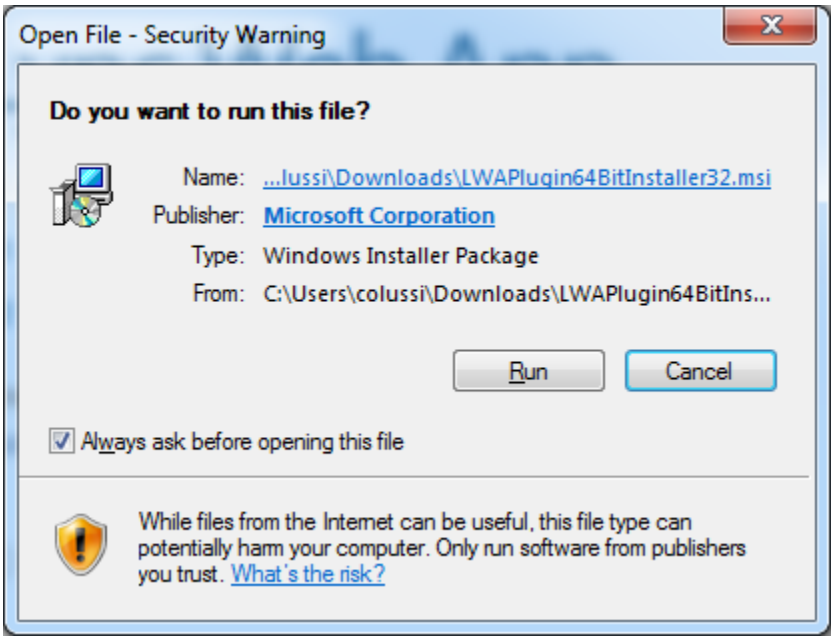


5. The plugin will download and appear on the top right of your screen.
6. When download completes, click and open the file.



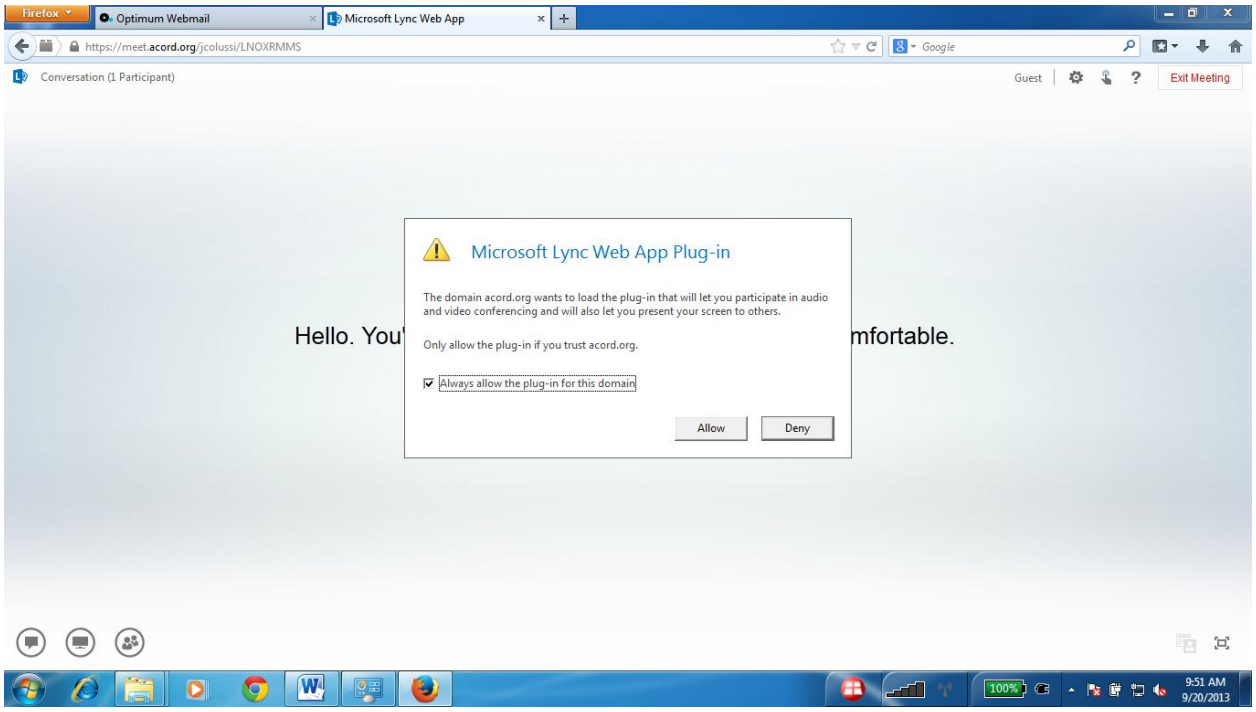
When the file is opened, you will see the following screen.

7. Click run. The plugin will install. This is a one time install.

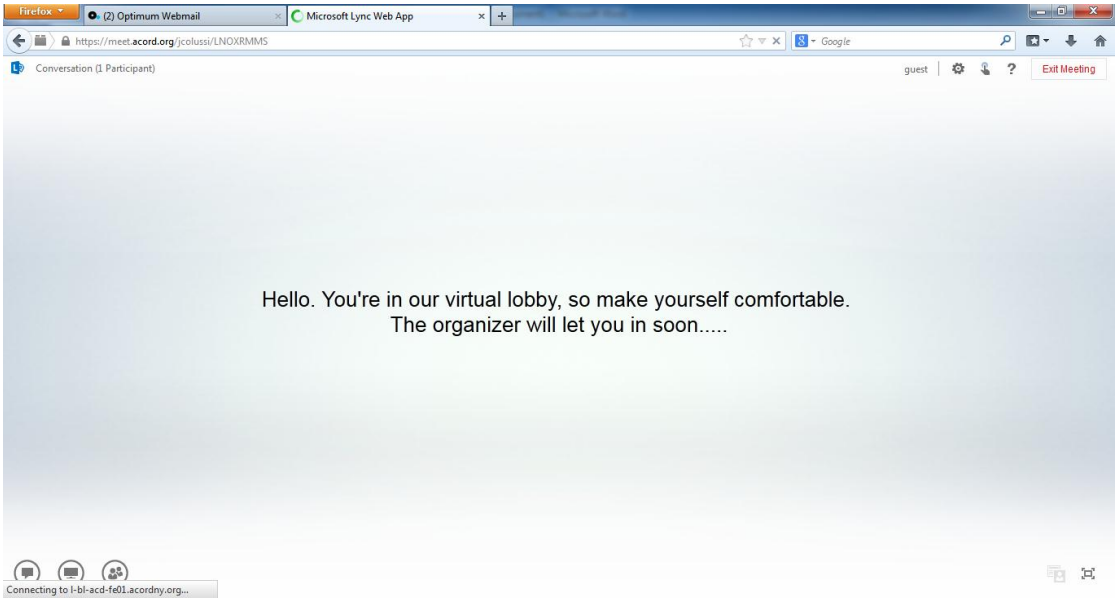


When the plugin is installed, your browser will ask to run the plugin.

8. It is recommended to click the checkbox “always allow the plug-in for this domain”. This will prevent you from being promoted each time you join a meeting.
9. Click allow.



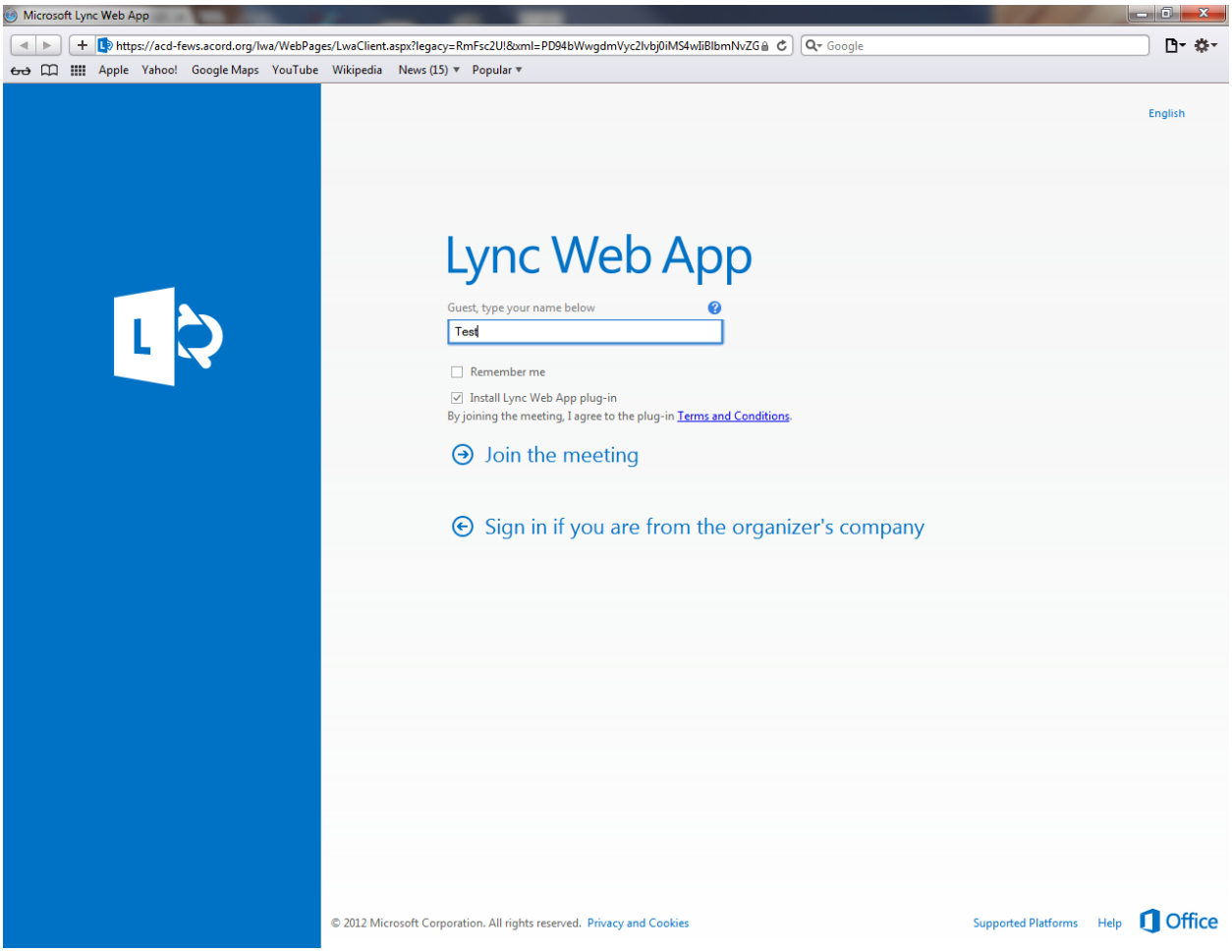
You will be successfully connected to the meeting.



NOTE: Failure to run the plugin installer and/or allowing the plugin to run, may result in missing meeting content, or unsuccessful connection.

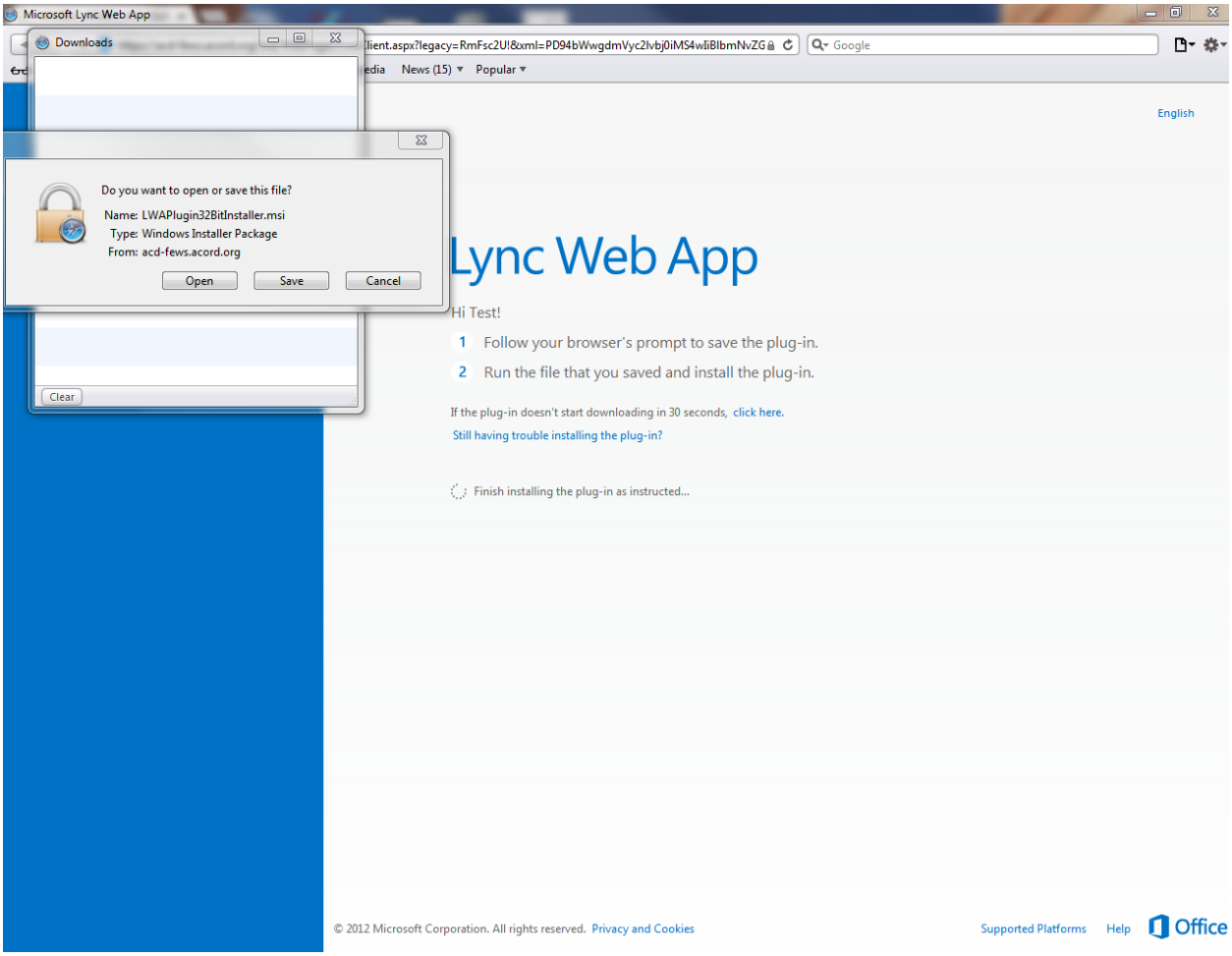
If using Safari as your default browser upon clicking join meeting within the meeting invite email you will see the following screen. Input your name, and make sure “install Lync Web App Plug-in”.

1. Input your name
2. Make sure “Install Lync Web App Plug-in” is checked off
3. Click “Join The Meeting”



Upon clicking join on the web page, you will see the following scree instructing to save.

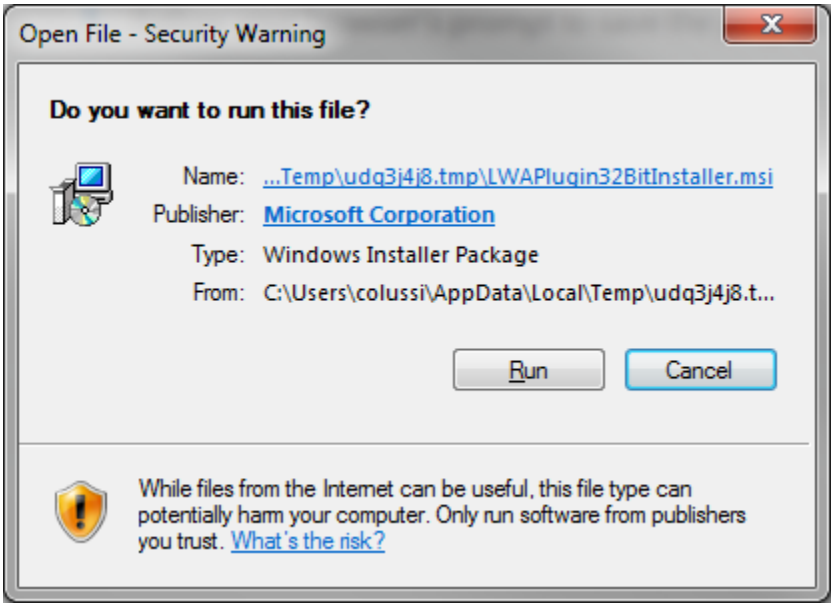
4. Click open.



When the file is opened, you will see the following screen.

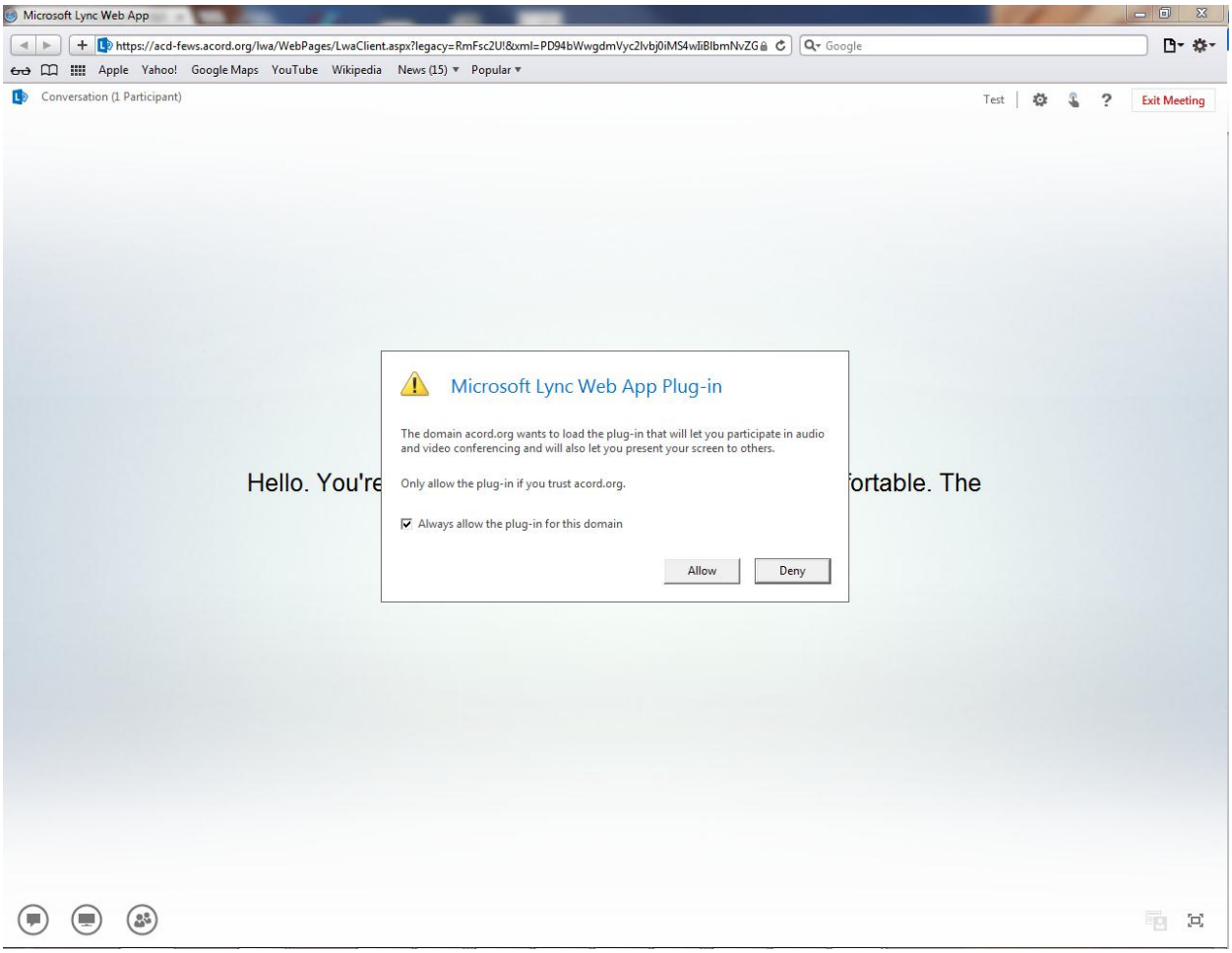
5. Click run. The plugin will install. This is a one time install.

6. When download completes, the following window will appear. Click run.

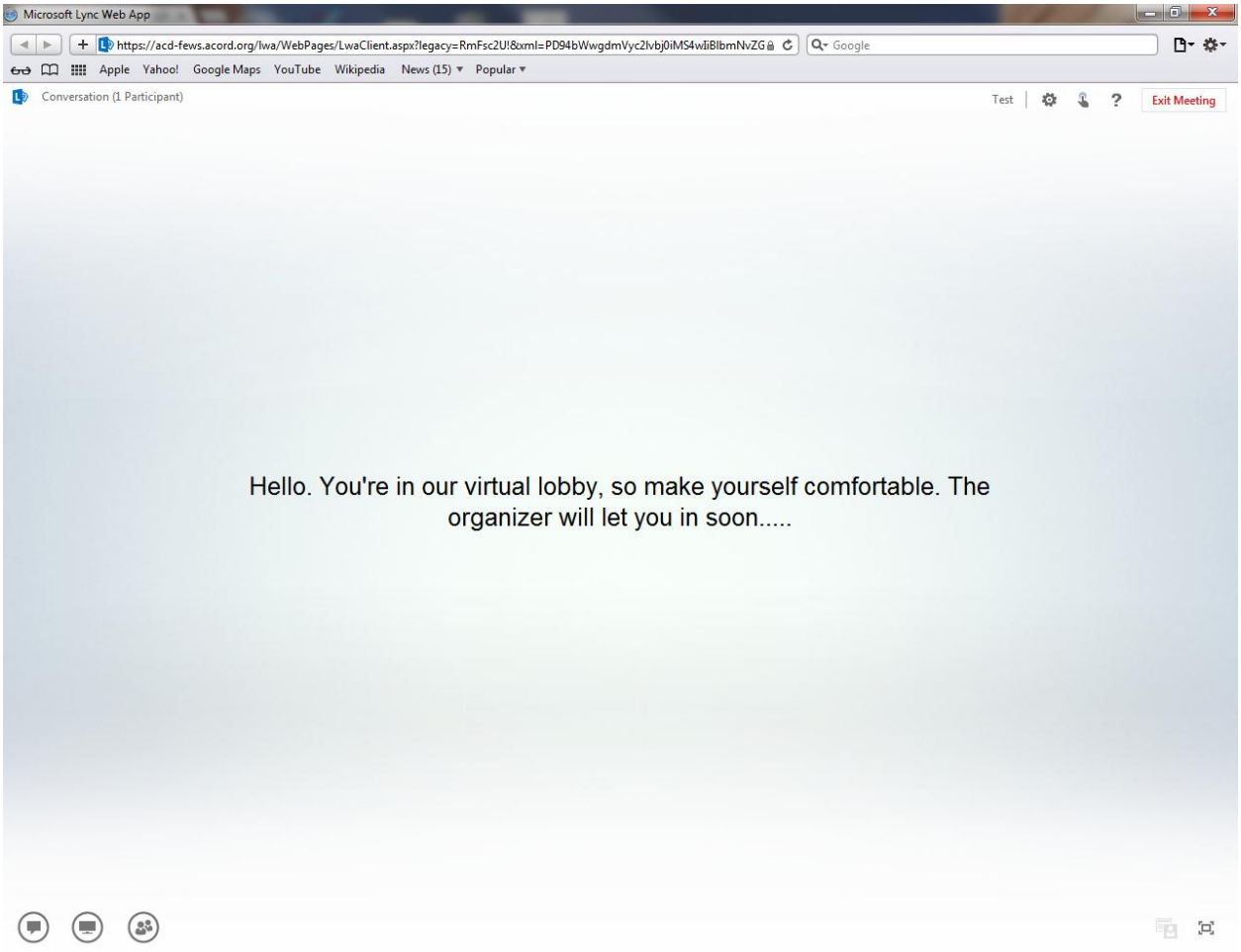


When the plugin is installed, your browser will ask to run the plugin.

7. It is recommended to click the checkbox “always allow the plug-in for this domain”. This will prevent you from being promoted each time you join a meeting.
8. Click allow.



You will be successfully connected to the meeting.



NOTE: Failure to run the plugin installer and/or allowing the plugin to run, may result in missing meeting content, or unsuccessful connection.