Joining Meetings as a Quinnipiac Guest:

This help documentation explains how to join an online meeting when a member of the Quinnipiac University community has invited you.

It is important to understand some of the nomenclature before beginning.

Organizer – sets up the meeting by creating an invitation in Outlook (email).
Presenter – leads the meeting by presenting content during the meeting. Organizers are, by default, Presenters.
Attendee – attends the meeting but is neither an organizer nor a presenter.
Participant – participates in the meeting. Organizers, presenters and attendees are all participants.

The Organizer will set up the meeting in advance. The Organizer must be a member of the Quinnipiac University community. Once a meeting is scheduled and you receive the link you can join it using one of the methods described below.

Most of the time joining a meeting is as simple as clicking the meeting link in an email and then selecting an audio option. But sometimes, based on your location and device, you might need to check your settings, use a workaround, or join in a different way.

To join a meeting, do the following:

1. The organizer of the meeting will send you a URL. The URL will look something like the following:

   https://meet.quinnipiac.edu/elizabeth.brown/CT05SJ22

   You can click the link or copy and paste it into your browser.

2. **Determine Client**

   Quinnipiac University runs their online meetings using the Microsoft Office Lync tool. You do not need this tool to participate in the meeting, but if you already have it on your computer, the meeting will run in Lync automatically.

   Lync Client - If you have Lync installed on your computer, it will open for your meeting. See step 3a.

   Browser - If you don't have Lync installed on your computer, your default browser will open when you click the link to open the meeting. Your browser will attempt to install the Lync Web App plug-in that will enable the meeting functionality. This is a safe plug-in for you to install. Different browsers respond to the meeting in different ways. General directions for using browsers are described in step 3c.

   Note: If you prefer to use the browser over the Lync Client, you can force the use of the browser by doing the following:
   - Windows users should copy and paste the URL of the meeting from your invitation and paste it into the browser. Append "?SL=1" to the end of the URL. For example,

https://meet.quinnipiac.edu/elizabeth.brown/CT05SJ22?SL=1

- Mac users who have the Lync client may prefer to use the Lync Web App because it has more functionality. If you prefer to use the Lync Web App, open Lync 2011 and click **Lync** > **Preferences** > **General**. Click the check box next to **Join Lync 2013 meetings using Lync Online plug-in**. You may need to restart Lync and your browser for this change to take effect. Whether you use the Lync 2011 client or the Lync Web App the Web App will open in the background and allow you to join using either tool.

3a.   Lync Client

If you are not already in the Lync Client you may be prompted to enter your username and password given by your organization. If prompted, use your computer for the audio.

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3c.   Browser

Firefox – Firefox is not supported with the Lync Web App. Copy and paste the URL of your meeting from the invitation into Internet Explorer, Chrome or Safari.

Internet Exlorer, Chrome or Safari – each of these browsers performs in its own way. Be certain that you:

1) Enter the meeting as a guest. Put in a name that will easily identify you to the Presenters.
2) If prompted, download, run and allow the Web App Plug-in. If you have an option to always allow the Web App Plug-in from this domain, check it to avoid needing to allow it in the future.
3) If prompted, use your computer for the audio.
4) Click **Join** or **Join the Meeting.**

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4.   All non-Quinnipiac University attendees will need to wait in the lobby for admission. Presenters will be notified if there are attendees waiting in the lobby and have the option to admit or deny them. If you require the ability to present during the meeting, the other Presenters can elevate your level from attendee to presenter.