

ACORD

# Lync 2013 Web-app Install Guide

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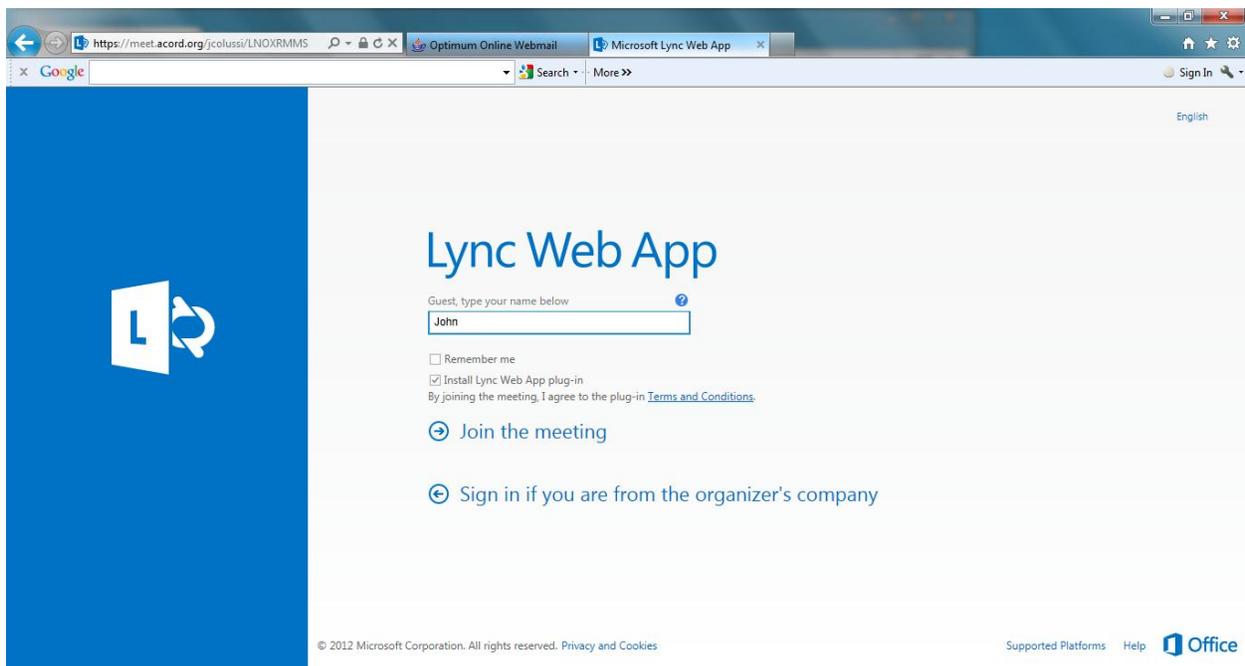
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If using Internet Explorer as your default browser upon clicking join meeting within the meeting invite email you will see the following screen.

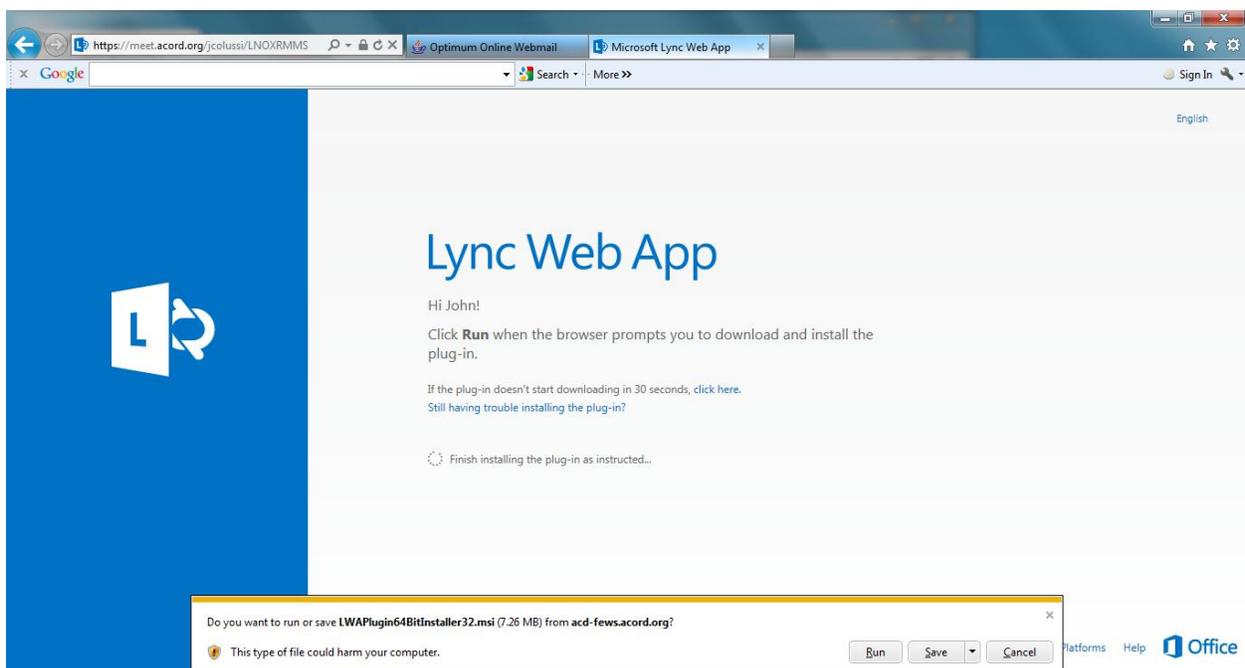


1. Input your name
2. Make sure “Install Lync Web App Plug-in” is checked off
3. Click “Join The Meeting”

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

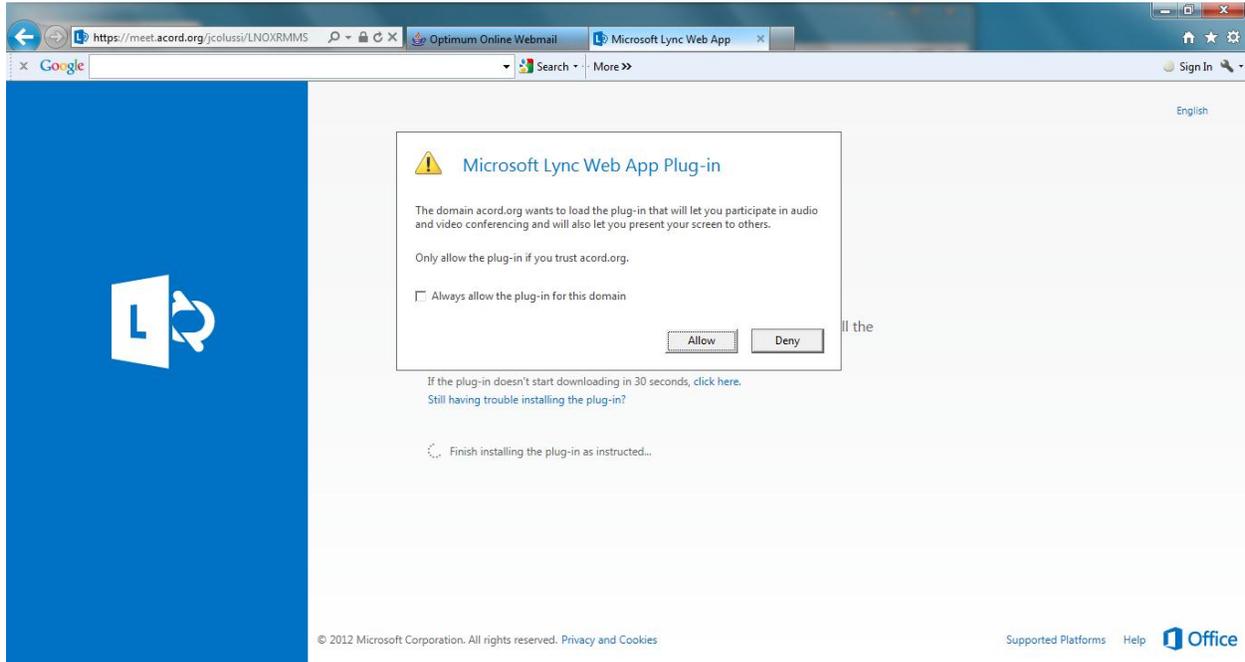
Upon clicking join on the web page, you will see the following screen instructing to run the file at the bottom of your screen.

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

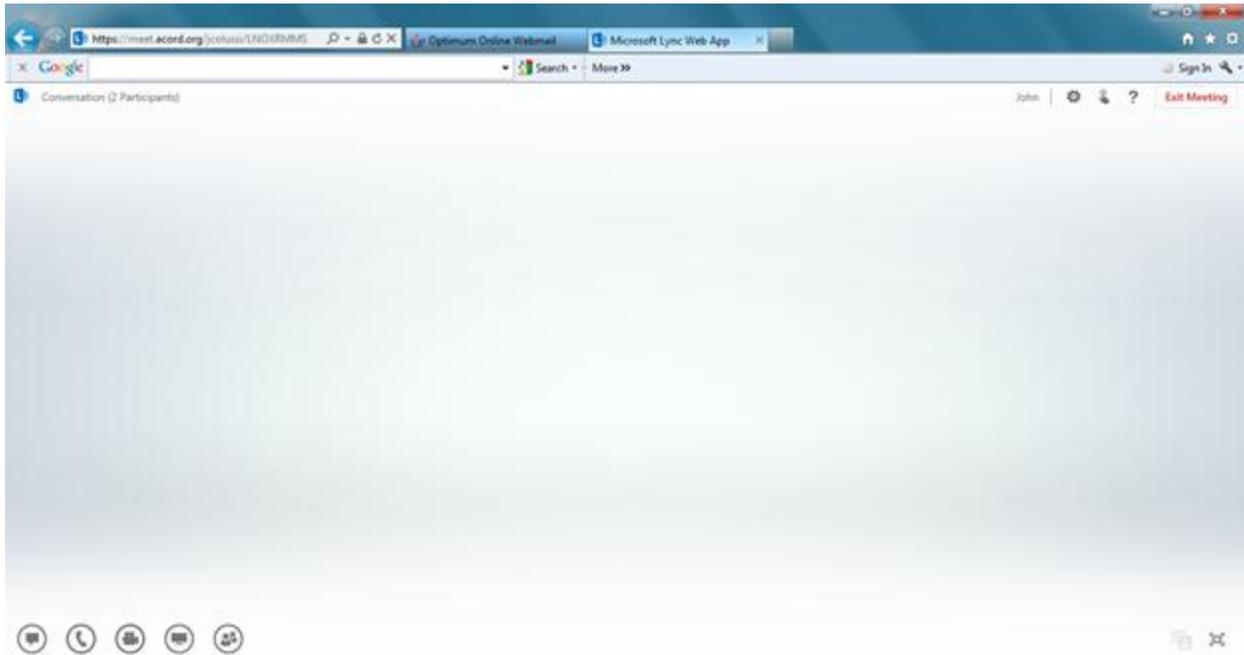


When the plugin is installed, your browser will ask to allow or deny the plugin.

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.**

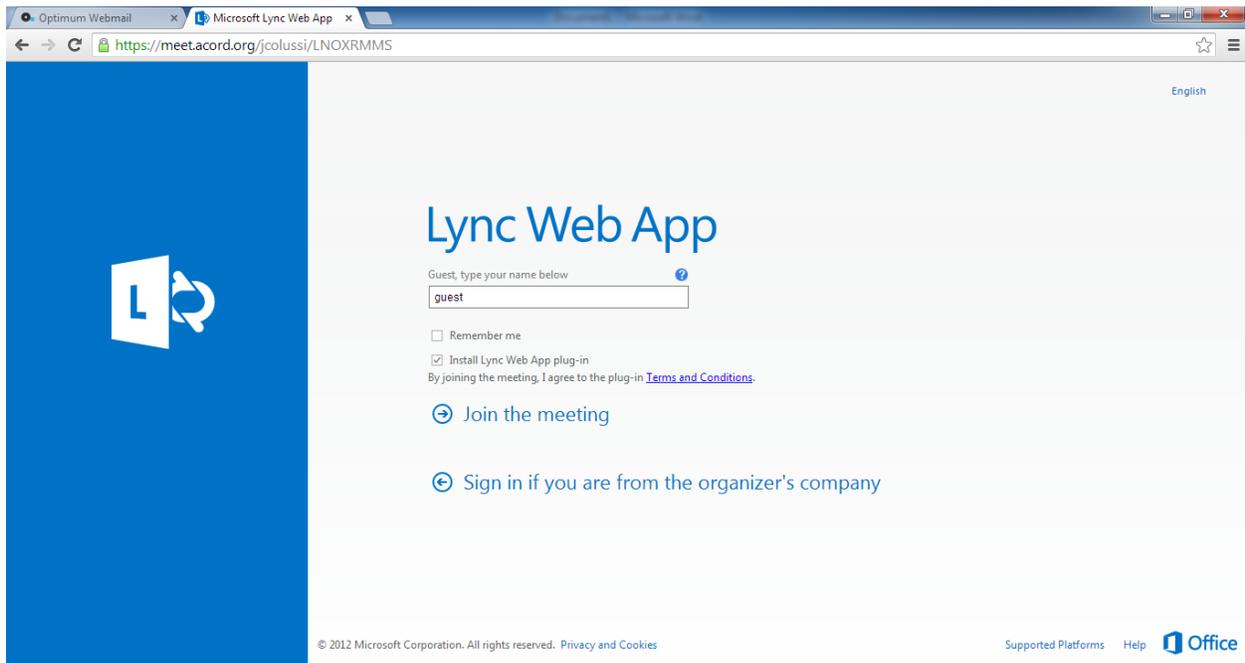


NOTE: Failure to run the plugin installer and/or allowing the plugin to run, may result in missing meeting content, or unsuccessful connection



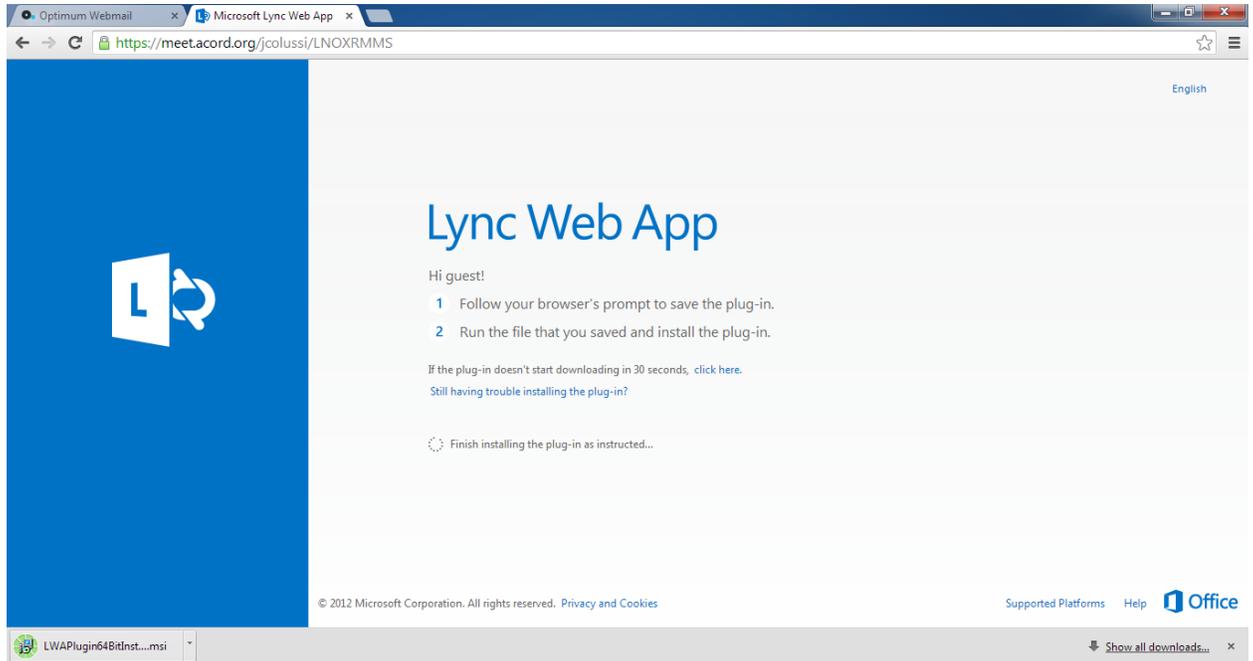
If using Google Chrome as your default browser upon clicking join meeting within the meeting invite email you will see the following screen.

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



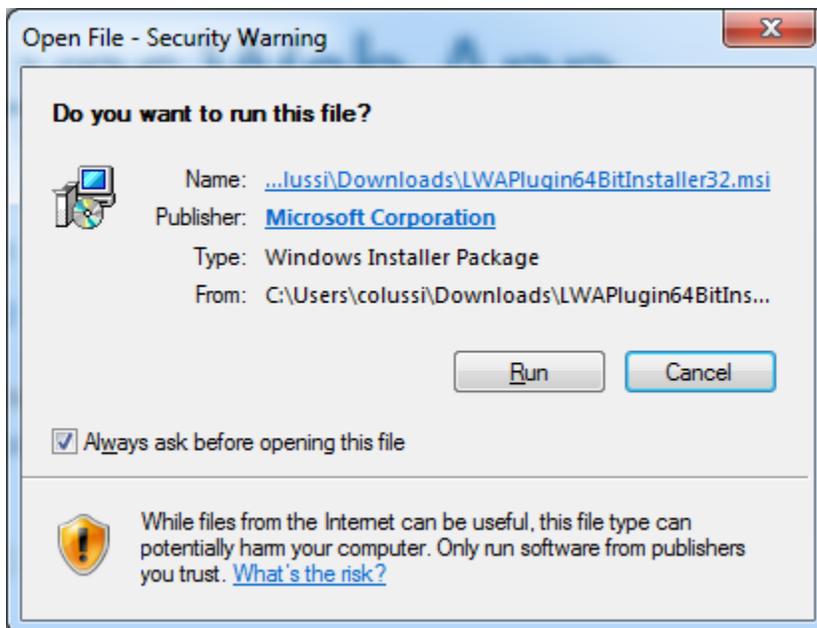
Upon clicking join on the web page, you will see the following screen instructing to save and run the plugin file. The plugin will download and appear on the bottom of your screen.

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



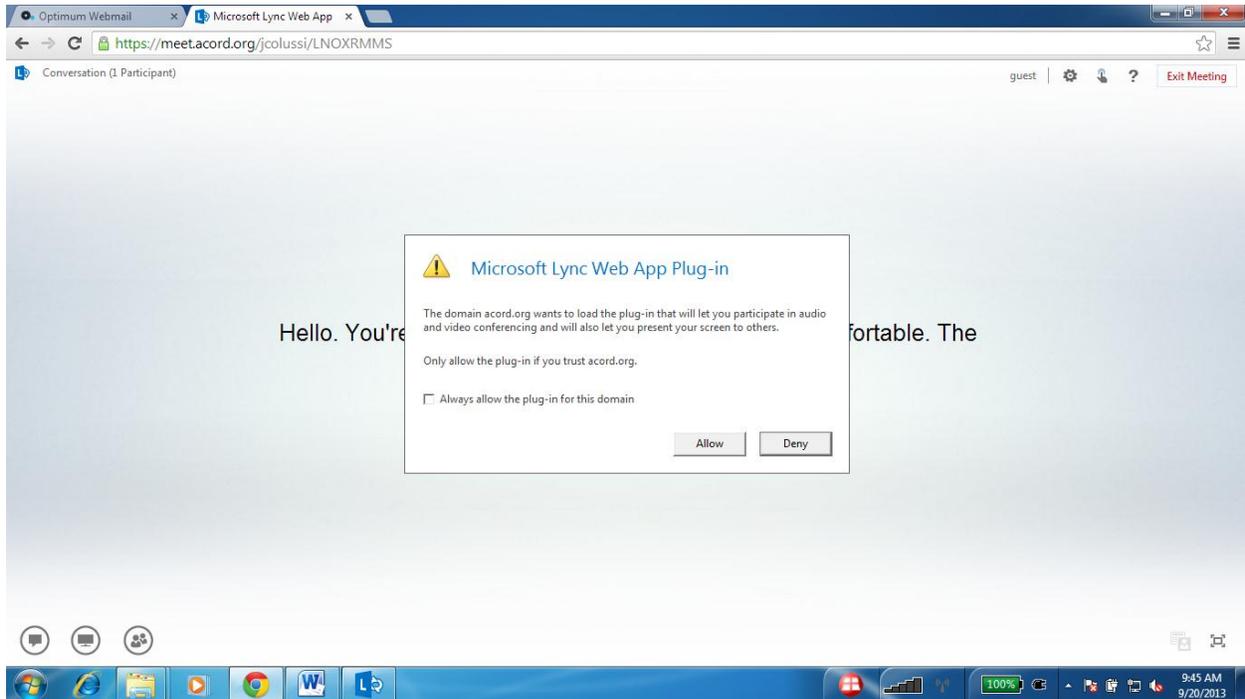
When the file is opened, you will see the following screen.

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

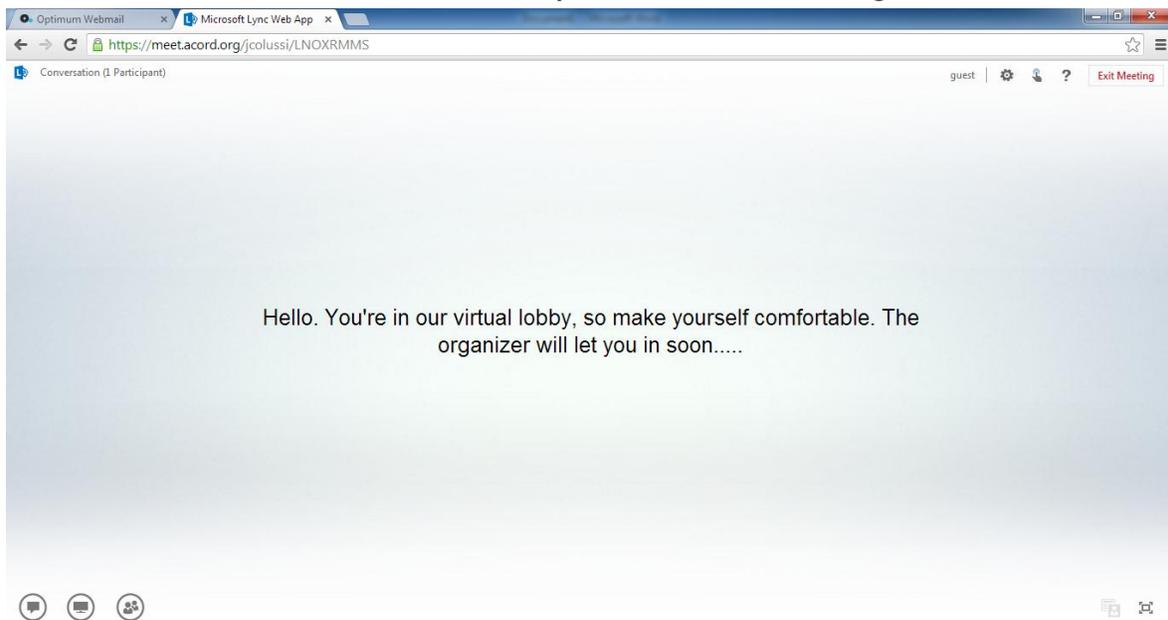


When the plugin is installed, your browser will ask to run the plugin.

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



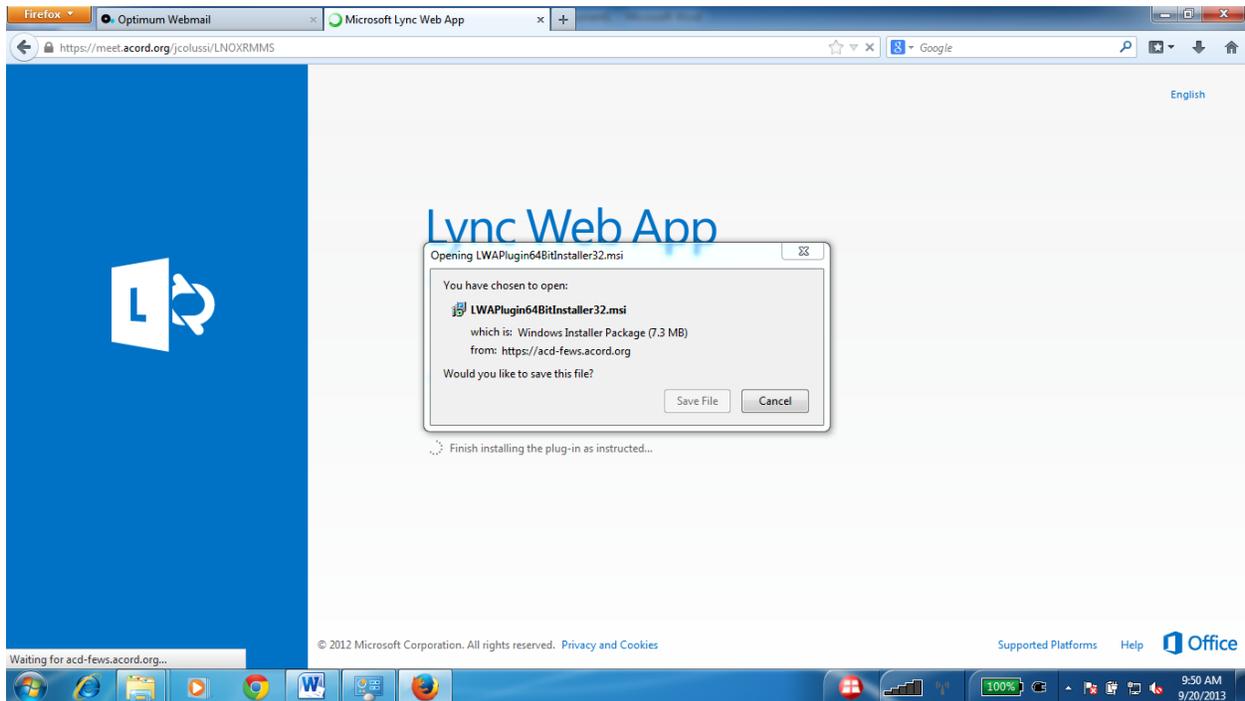
If using Mozilla Firefox as your default browser upon clicking join meeting within the meeting invite email you will see the following screen. Input your name, and make sure “install Lync Web App Plug-in”. Click “Join The Meeting”

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

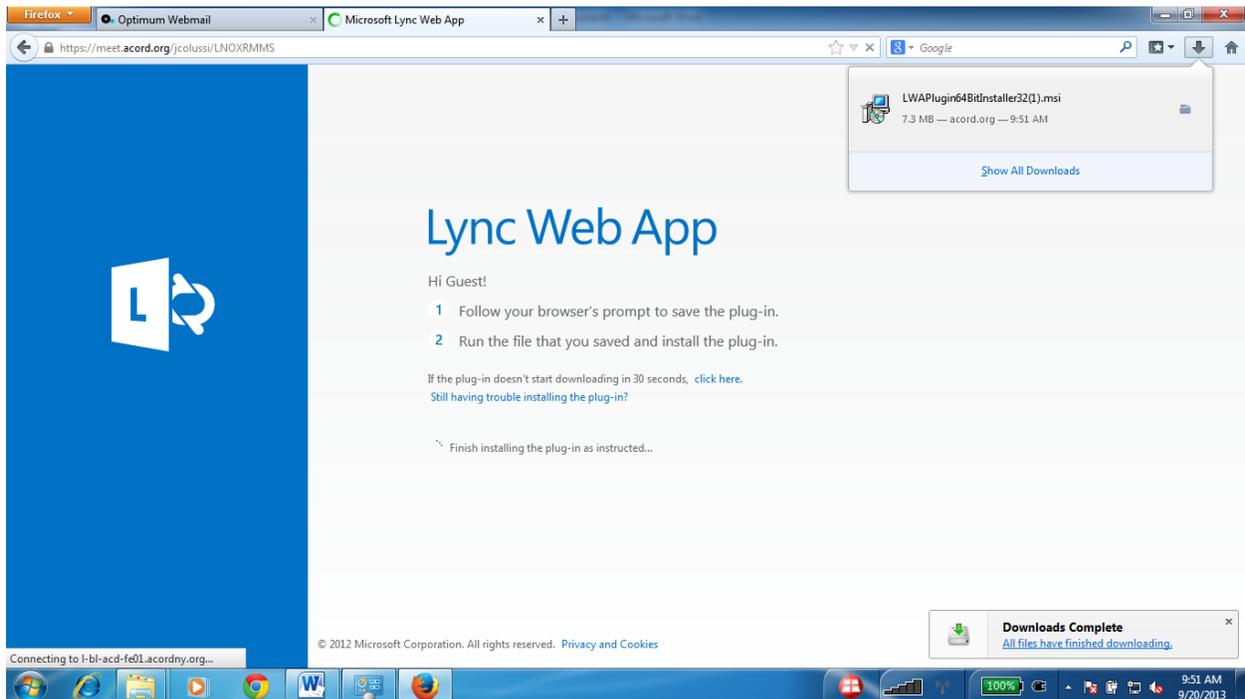
A screenshot of a web browser window showing the Microsoft Lync Web App interface. The browser's address bar displays the URL "https://meet.acord.org/jcolussi/LNOXRMMMS". The page features a blue sidebar on the left with the Lync logo. The main content area has the heading "Lync Web App" and a form for entering a name, with "Guest" entered in the input field. Below the name field is a "Remember me" checkbox. Two buttons are visible: "Join the meeting" and "Sign in if you are from the organizer's company". The footer contains copyright information for Microsoft Corporation (© 2012), links for "Supported Platforms" and "Help", and the Office logo. A small notification at the bottom left indicates "Transferring data from acd-fews.acord.org...".

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

4. Click save.

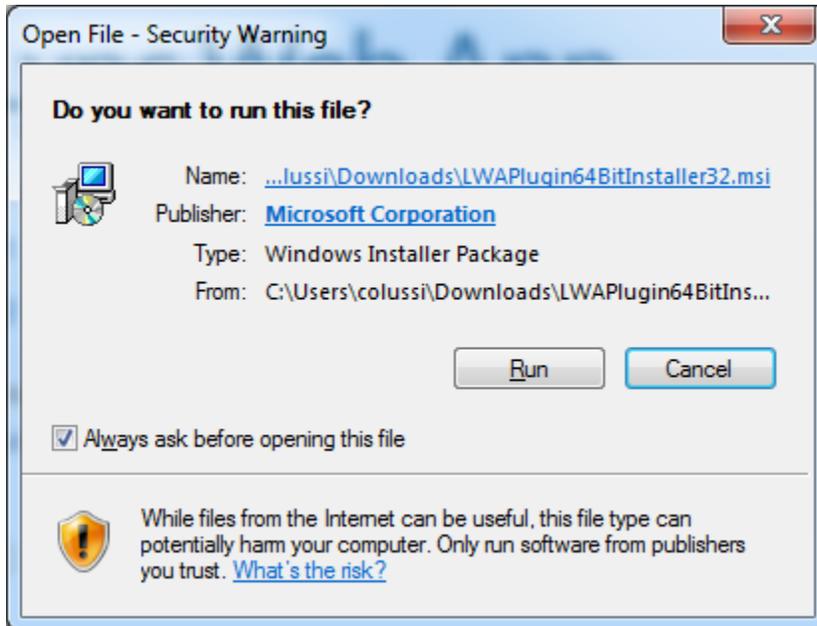


5. The plugin will download and appear on the top right of your screen.
6. When download completes, click and open the file.



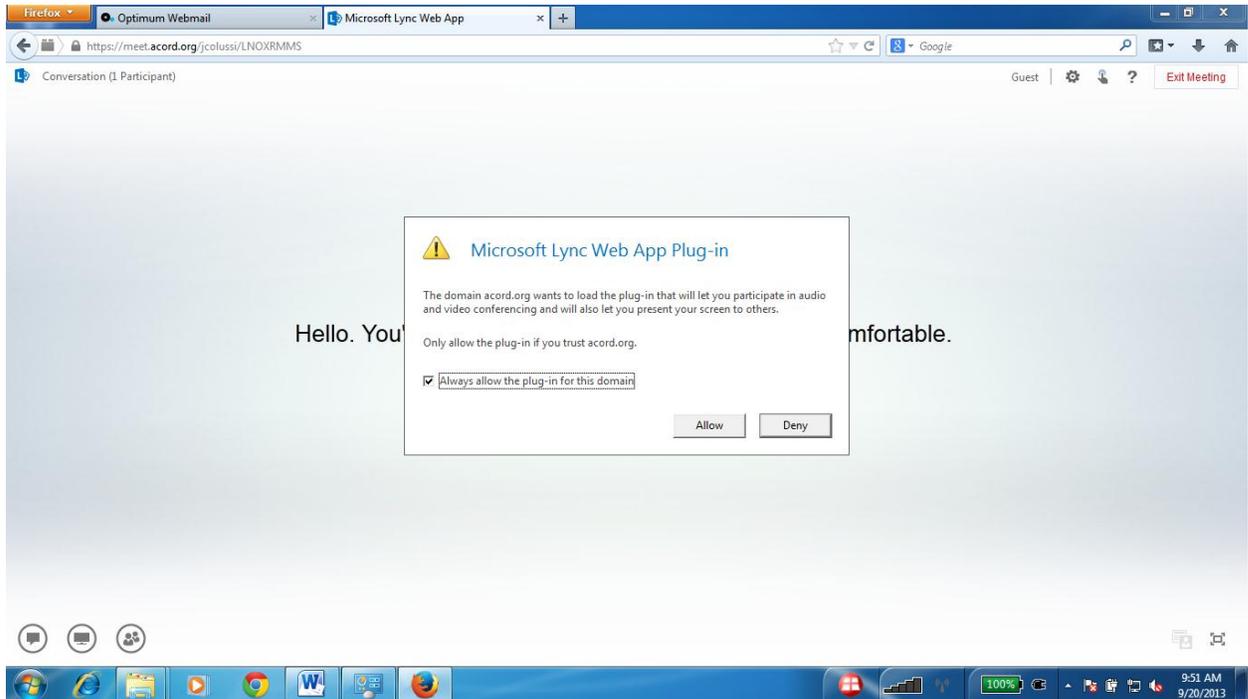
When the file is opened, you will see the following screen.

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

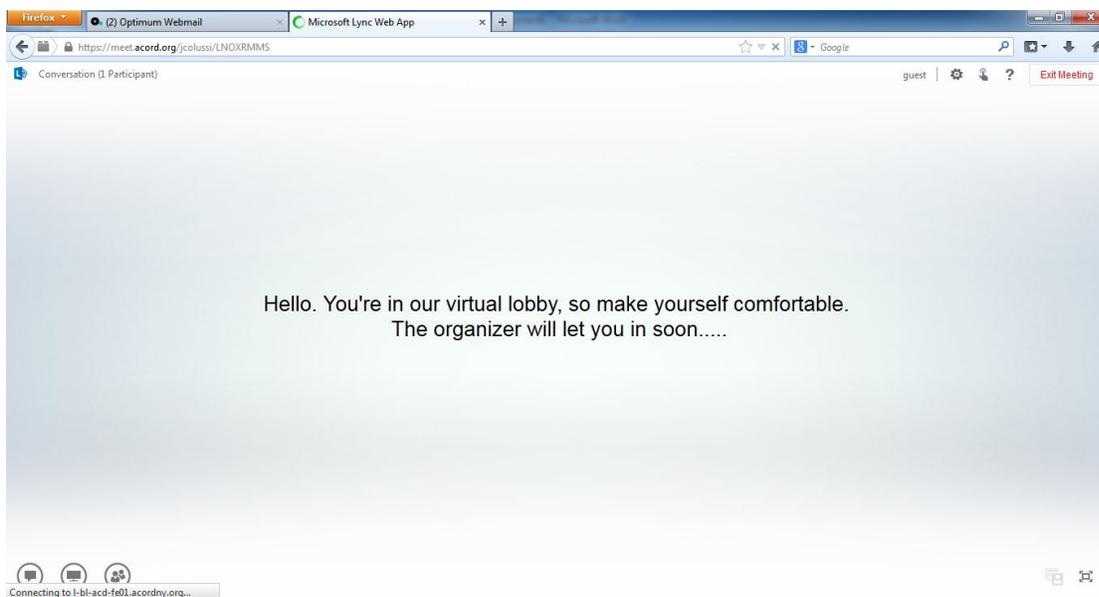


When the plugin is installed, your browser will ask to run the plugin.

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”

Microsoft Lync Web App

https://acd-fews.acord.org/lwa/WebPages/LwaClient.aspx?legacy=RmFsc2Uj8oxml=PD94bWwgdmVyc2lvbj0iMS4wLmlibmNvZG8i

English

## Lync Web App

Guest, type your name below

Remember me

Install Lync Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

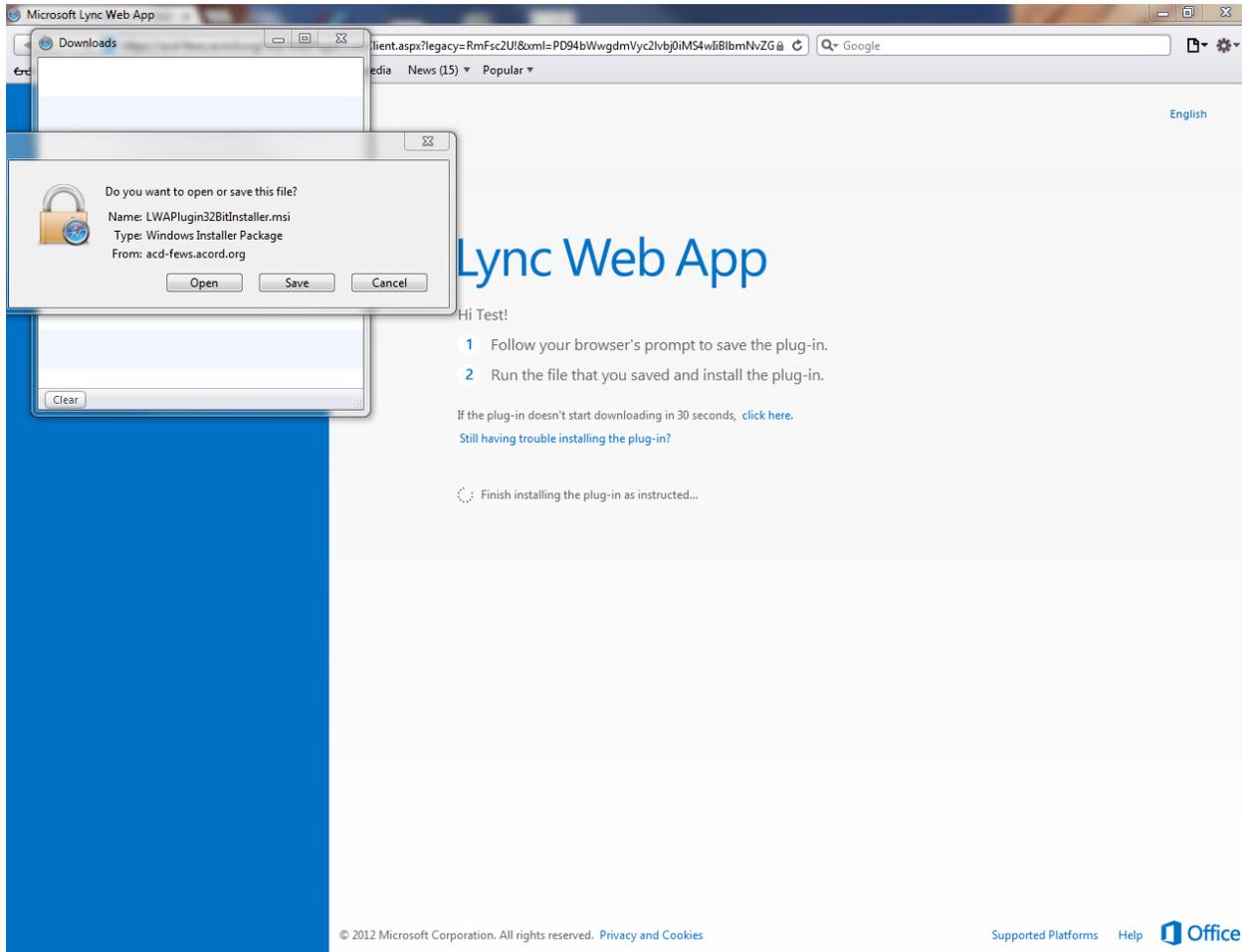
Sign in if you are from the organizer's company

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Supported Platforms Help Office

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

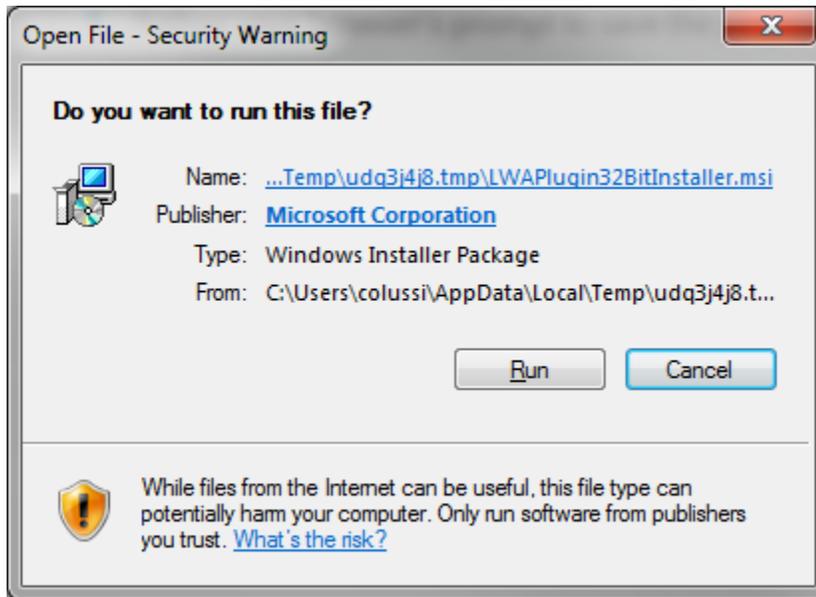
4. Click open.



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

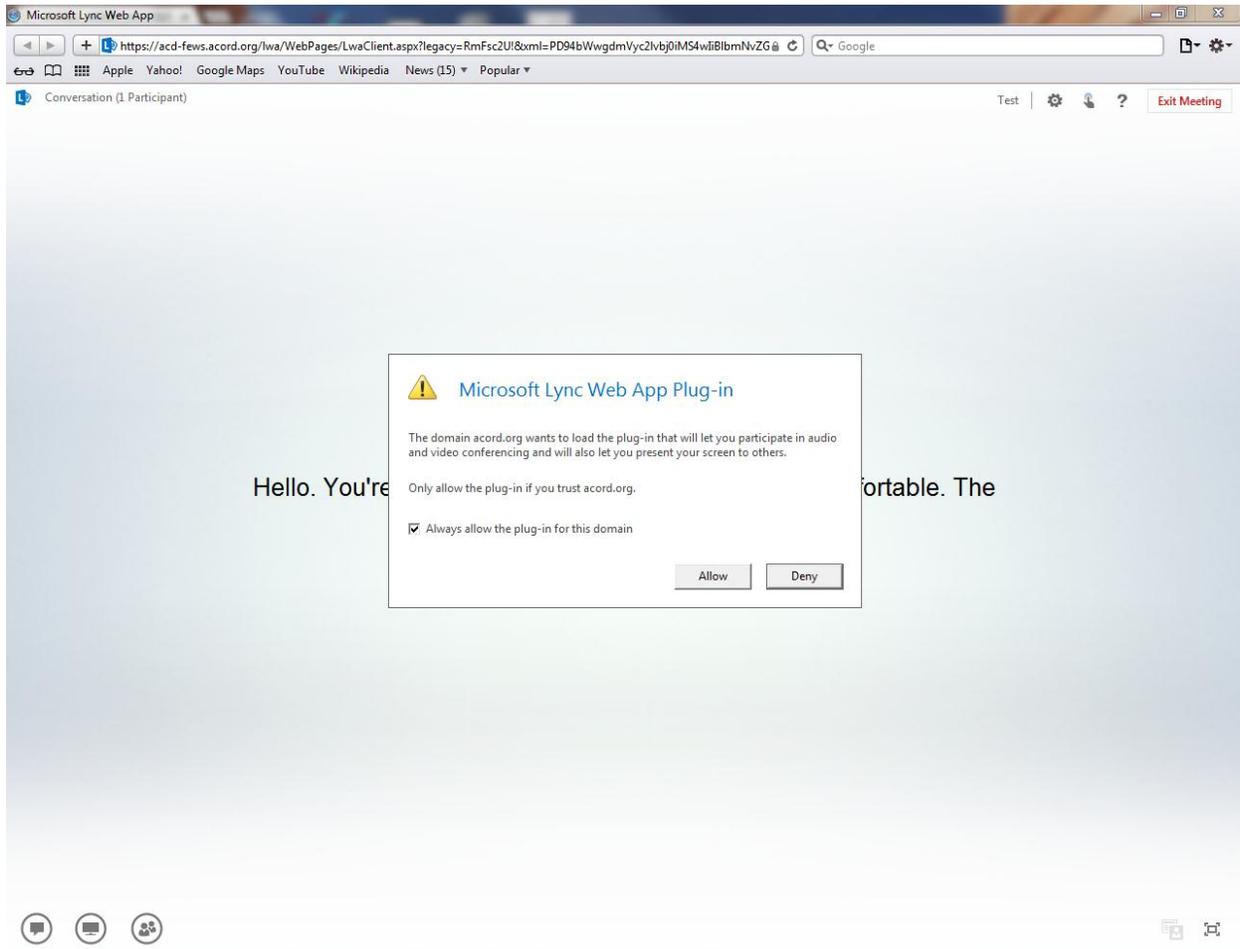
5. Click run. The plugin will install. This is a one time install.

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

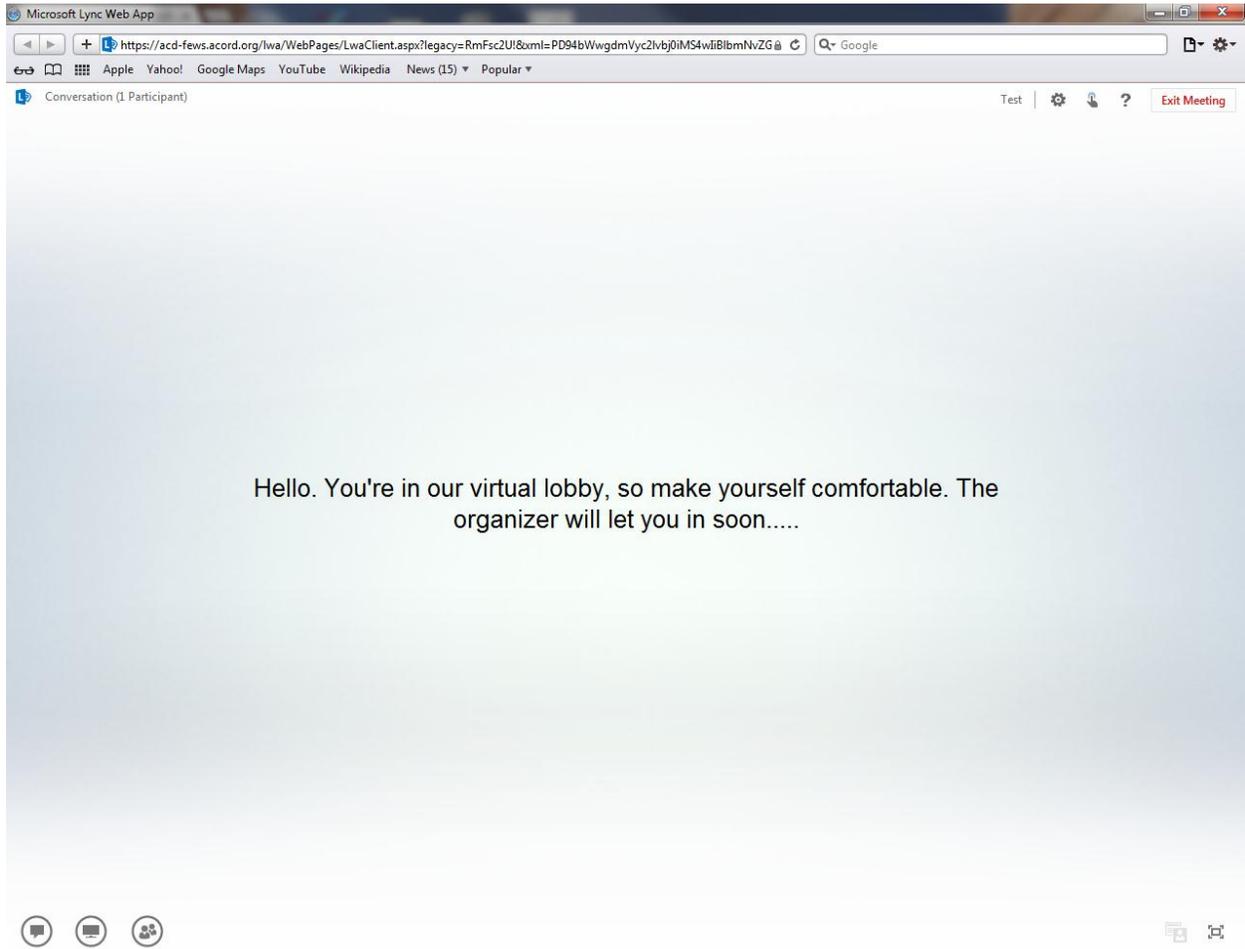


When the plugin is installed, your browser will ask to run the plugin.

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.
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