

**Virtual Court
Lync Web App
Overview
July 2020**

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Purpose

This document outlines how to connect to a Virtual Court Skype meeting with the Lync Web App. It provides an overview of the key features that you will use during Virtual Court. It also illustrates how to execute multiple meetings when scheduled for a settlement conference.

Pre-conditions

Please ensure that you are using:

- Desktop or Laptop computer with Windows 7 or higher
- High speed Internet connection (preferably wired recommended)
- Webcam, Microphone and USB Headset/Headphones or speakers (for audio and video conferences)
- Private, low traffic space

How to install the Lync WebApp Plugin

Click the **Try Skype Web App**” from email invitation.



Your Web Browser (Chrome, Internet Explorer, Microsoft Edge) will open and display the following page:

Lync Web App

To join using Lync Web App

- ① Download and install the [Lync Web App plug-in](#)
- ② After installation, click on [Join the meeting](#)
- ③ Lync Web App will open in a new window.

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

Click the “Lync Web App plug-in” link ****This only has to be done once and, once it has been done, you can skip this step. If you have done this already, skip to the next page.**

Clicking the link will trigger an option to run or save the plugin.

Select Run.

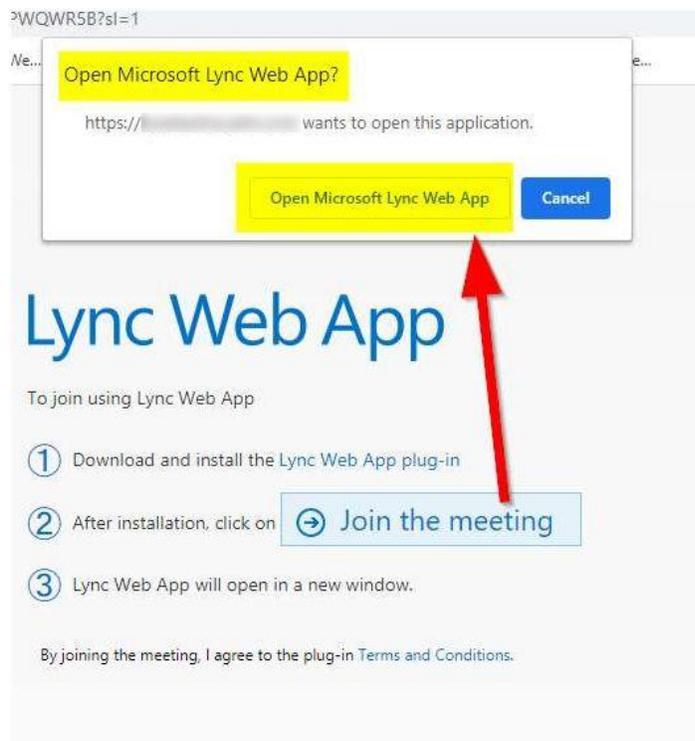
You might notice an installer flash at the bottom of your screen. The installer takes less than 2 minutes and will disappear without notification

At this point the plug-in has been installed.

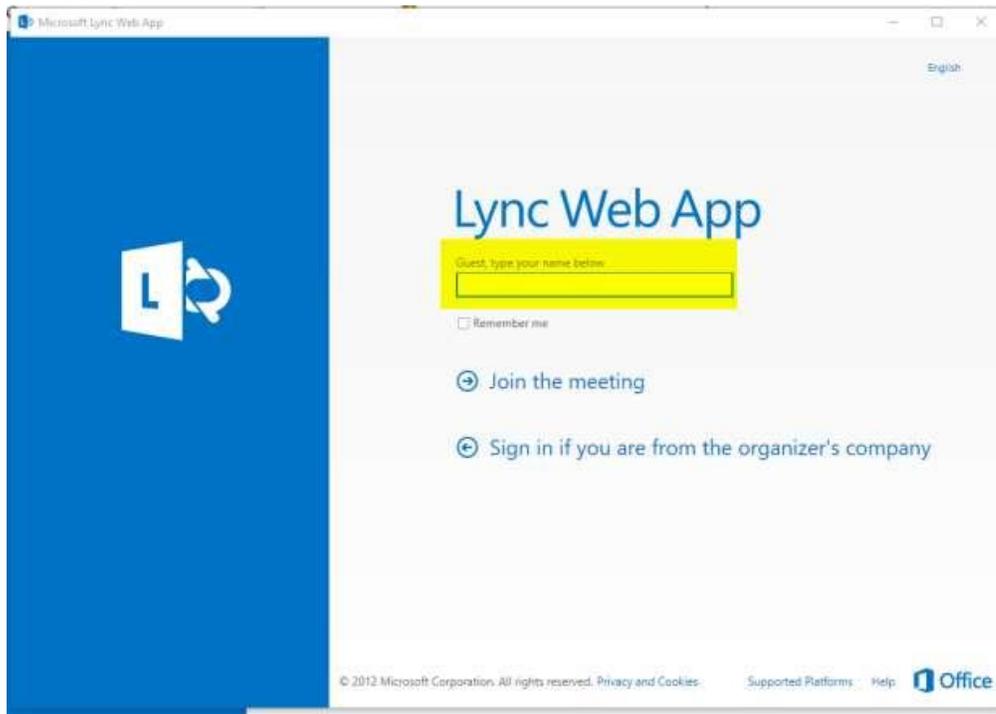
Click the “Join the meeting” link in #2:



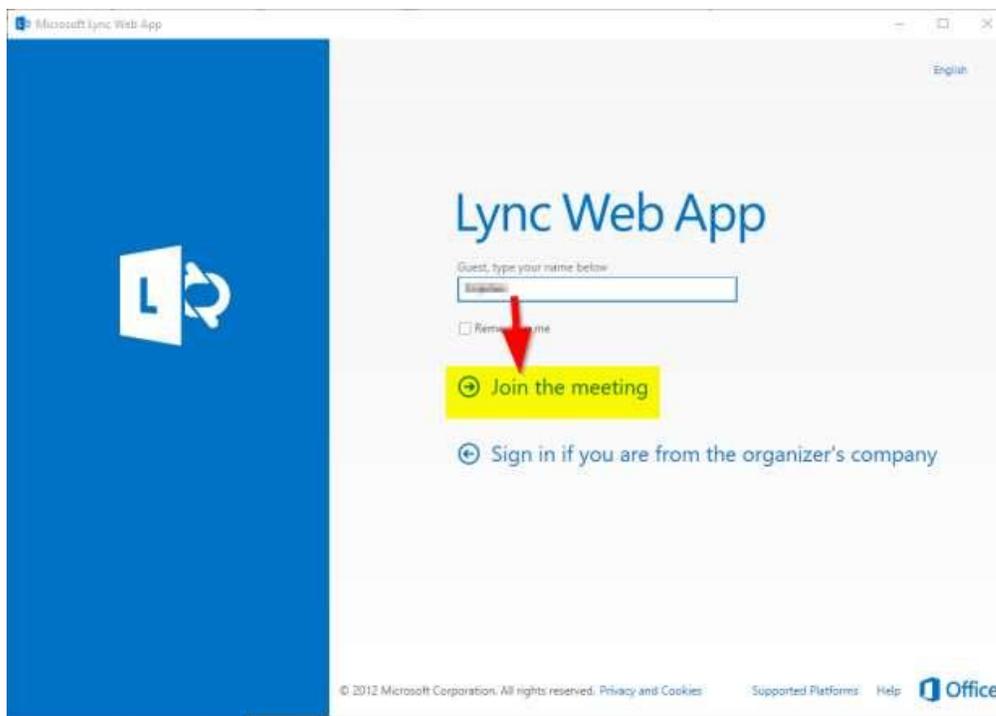
After clicking the link in #2, you may see a prompt like what is shown in the image below. Simply click the “Open” or “OK” button on that prompt:



Enter in your name in the name field. All meeting Attendees will see the name that you enter. Please be sure to enter both your first and last name.



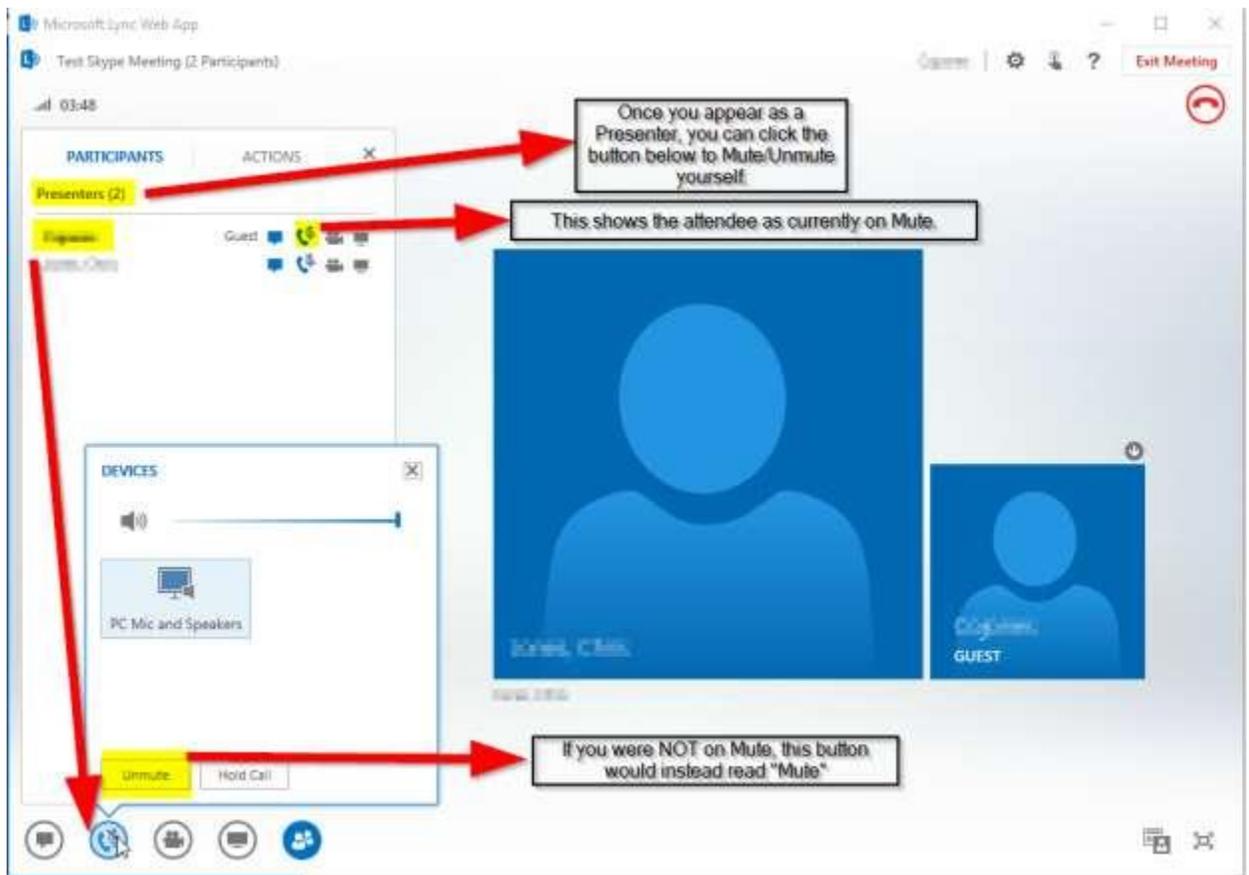
Below the Name field, click the “Join the meeting” link:



Skype Features and Functions

Mute/Unmute participants

The following image shows you how to Mute/Unmute yourself , and how to be able to tell who is on Mute and who is not:

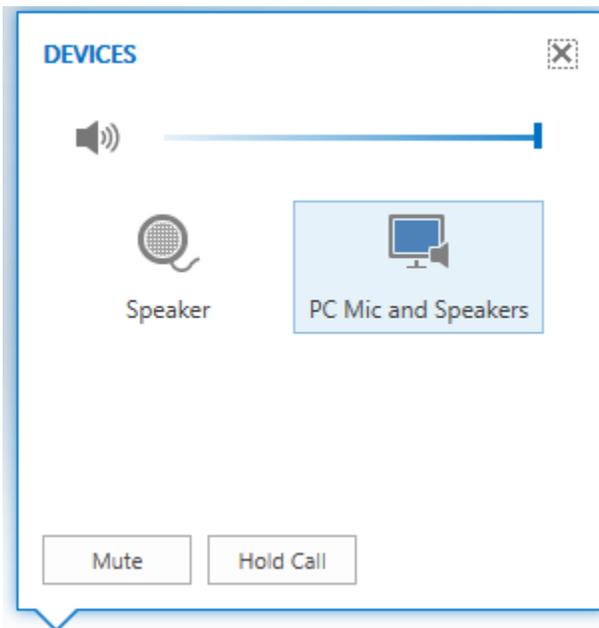


The screenshot displays the Microsoft Lync Web App interface for a meeting titled "Test Skype Meeting (2 Participants)". The interface includes a "PARTICIPANTS" list on the left, a "DEVICES" window for audio control, and a main area showing participant avatars. Red arrows and text boxes provide instructions:

- An arrow points from the "Presenters (2)" section of the participants list to a text box: "Once you appear as a Presenter, you can click the button below to Mute/Unmute yourself."
- An arrow points from the "Guest" section of the participants list to a text box: "This shows the attendee as currently on Mute."
- An arrow points from the "Unmute" button in the bottom toolbar to a text box: "If you were NOT on Mute, this button would instead read 'Mute'".

The "DEVICES" window shows the "PC Mic and Speakers" selected. The main area shows two avatars: "Korea, Chris" (muted) and "Cognates, GUEST" (muted). The "Unmute" button is highlighted in yellow.

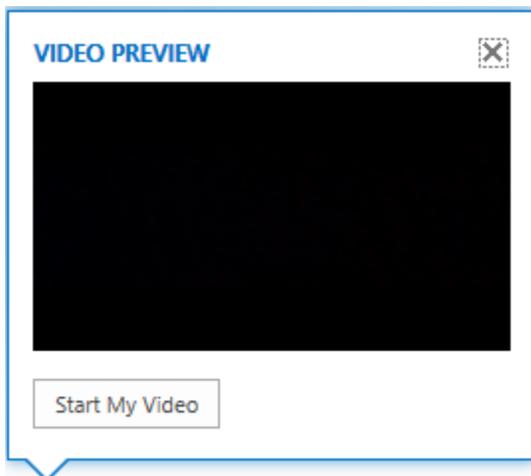
Your device should be clicked on “PC Mic and Speakers”



Turning on your video



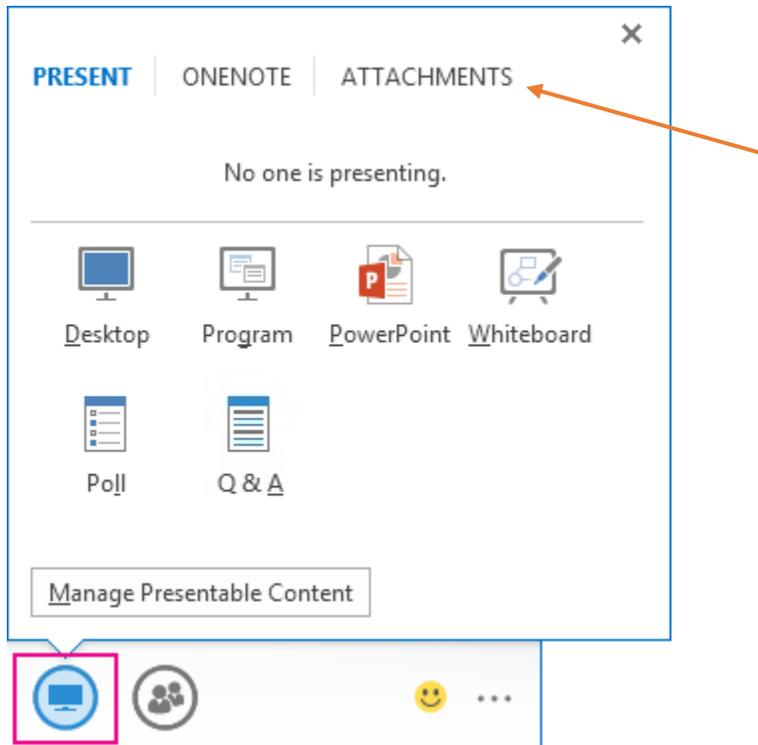
Click on the Camera button to turn on your web camera. You may preview yourself on the camera before clicking “Start My Video” to go live.



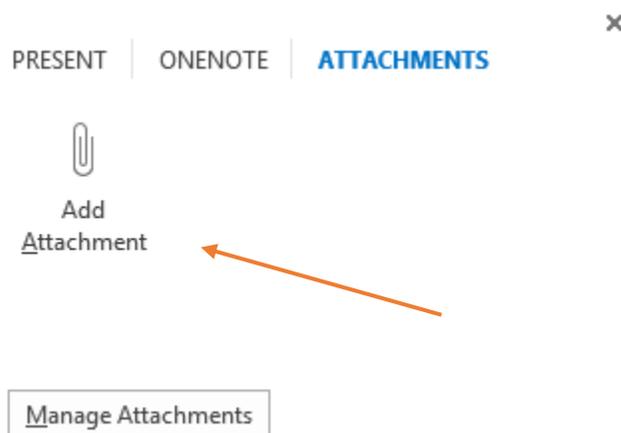
How to Share Files

If you need to share a file; add evidence, you can attach it to the meeting and the Judicial Assistant will follow the assigned process to enter it.

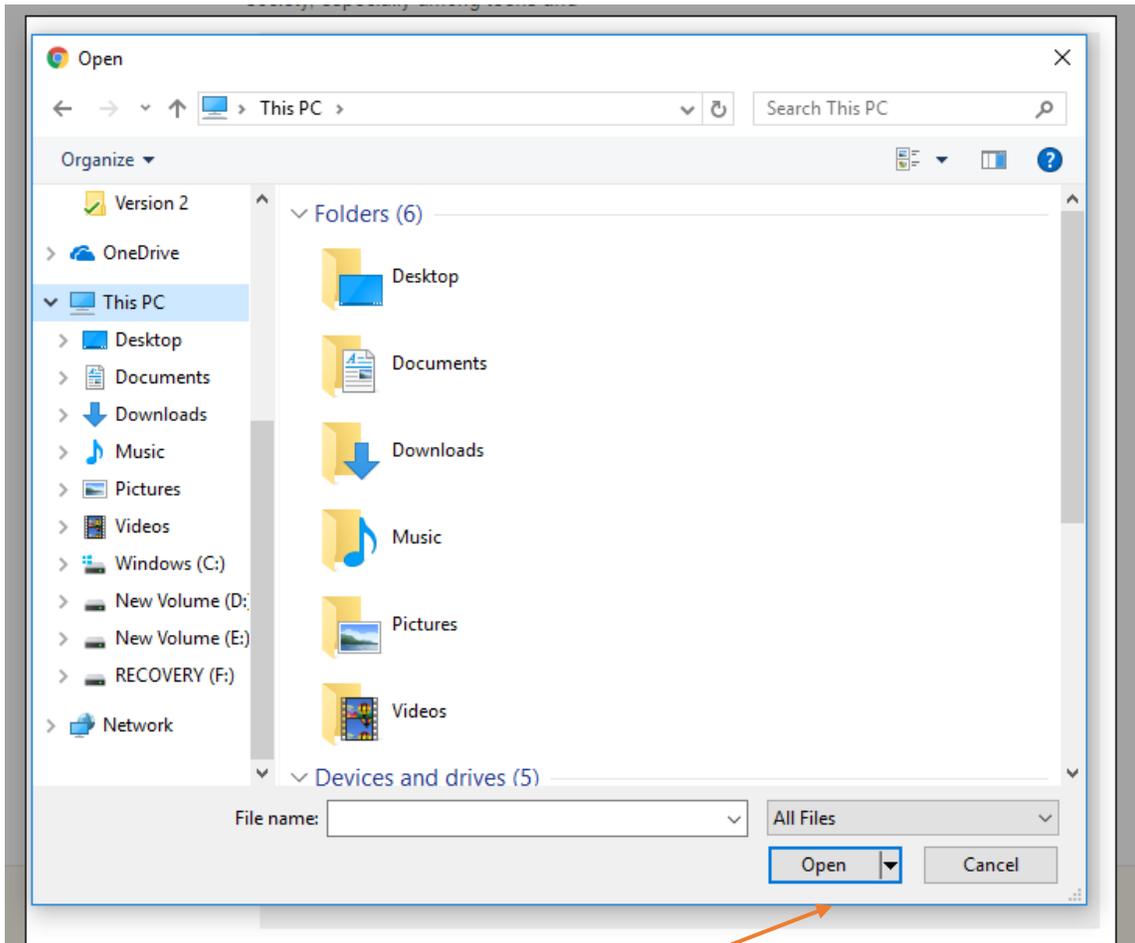
1. Pause on the **Presentation** icon and click the **ATTACHMENTS** tab.



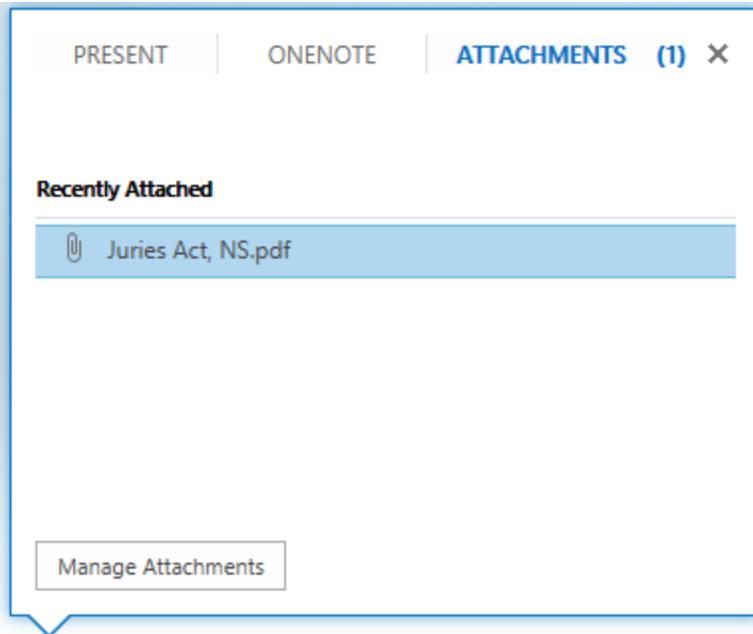
2. Click **Add Attachment** to upload the file.



3. At the bottom of the screen, you will need to click on **“Browse”** button to locate a file to attach from your computer.
4. By default, Lync only shows Custom Files. You will need to click **“All Files”** to see all document extensions (*.pdf, *.doc, etc.). Once you located your file, double-click the file and click **Open**.

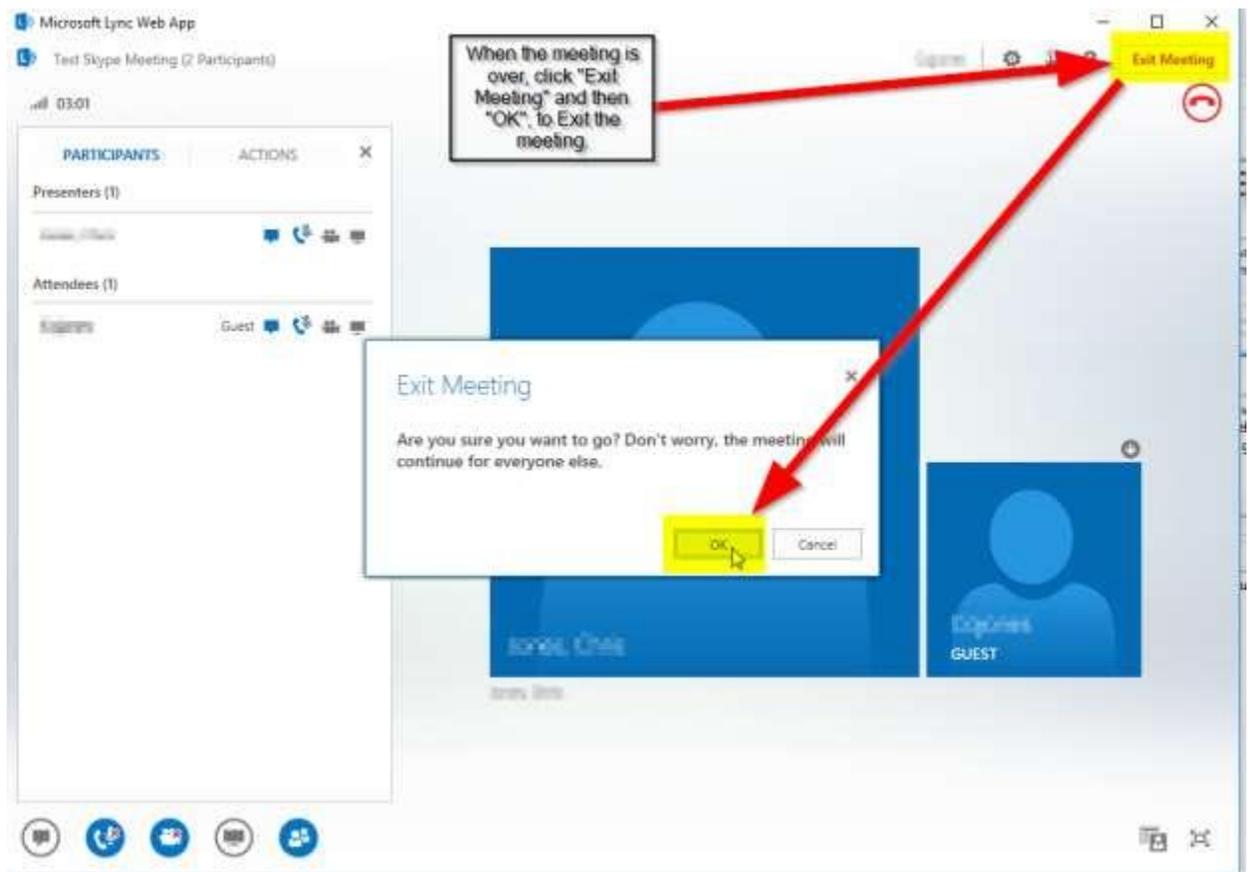


5. Your file will now be uploaded to the Attachments tab under **“Recently Attached”**.



How to Exit the meeting

When the meeting concludes, this shows how you Exit the meeting in Skype:



You may then see the following window, simply close the window.



Joining Settlement Conferences

Settlement conferences require multiple meetings be scheduled.

1. Judge's room / Courtroom. This is the initial room where parties will meet to review the objectives and take any instruction from the Judge. From here, they will join their private meeting room with their client. The Judge will then "visit" each room to work with counsel and their Client.
2. Counsel's Private meeting room. This room has special attributes assigned to announce the Judge as they enter and exit the room to ensure Counsel and Client are informed.

Multiple meetings can be started, and participants can rejoin the meeting as noted in the image above.