Adding Non-Lync Users to a Conference Call

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Version A – Microsoft Lync 2010

1. Make your conference call window visible if it already isn’t.

2. Click the People Options button, then click Invite by Name or Phone Number.

3. Dial the number that you want to join the conference call into the ‘Find a contact or dial a number’ box. Then click the phone number and then click OK.
4. Your conference window will load and the additional recipient will receive an invitation to join the conference call. Their names will appear in the list on the bottom.
1. Make your conference call window visible if it already isn’t.

2. Click the Participants button, then click Invite More People.

3. Dial the number that you want to join the conference call into the ‘Choose a contact or type a name or phone number’ box. Then click the phone number and then click OK.
4. Your conference window will load and the additional recipient will receive an invitations to join the conference call. Their names will appear in the list on the left.