Creating a Conference Call with Peers on My Contact List

Version A – Microsoft Lync 2010

1. Launch Microsoft Lync if it is not already running.

2. Locate the people within your Contact List you want to call (if the person is not in your Contact List, you can also type their name into the “Find a contact or dial a number” box.)
3. While holding the Ctrl key on your keyboard, click the names to multi-select the intended participants for the conference call. Then right-click, and click Start a Conference Call. (Note, this example has delegates set so some extra options are on this example that may not be on your screen)
4. Your conference window will load and all recipients will receive invitations to join the conference call. Their names will appear in the list on the bottom.
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4. Your conference window will load and all recipients will receive invitations to join the conference call. Their names will appear in the list on the left.