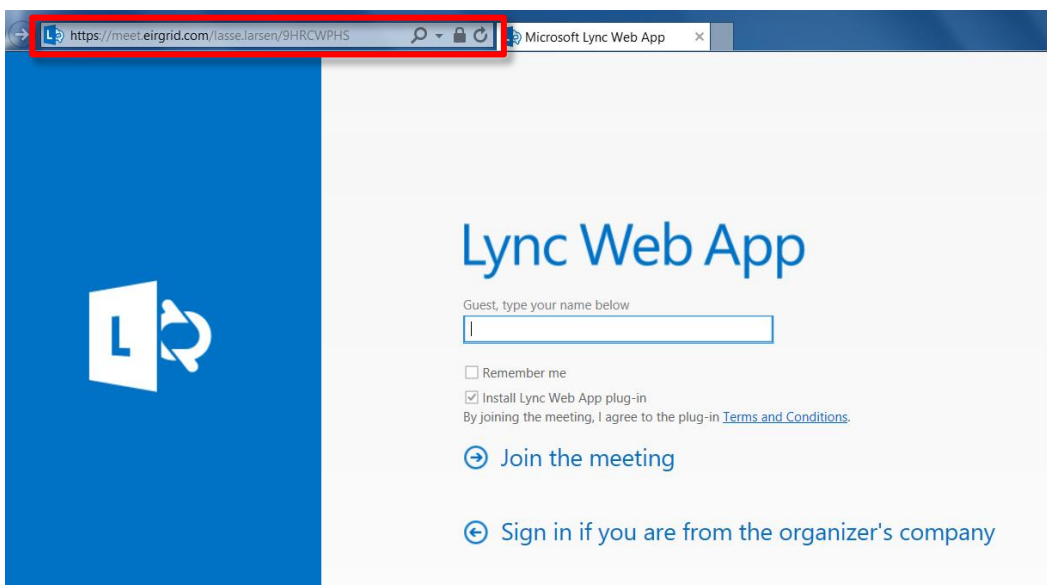
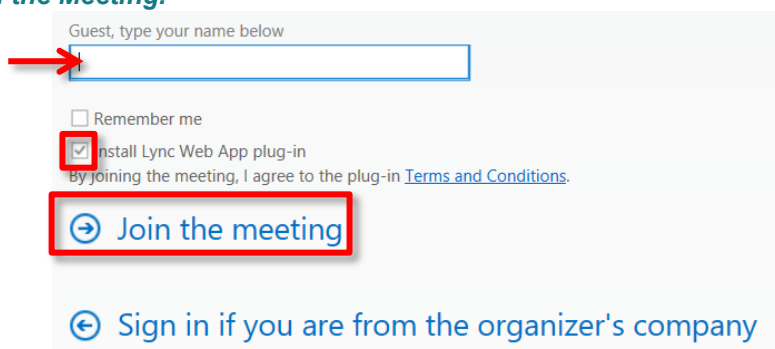


The I-SEM Project is committed to using Lync facilities to enable remote access to all Liaison Group meetings. This document provides a step-by-step guide for connecting to the Lync meeting, as well as some key points to note. Please ensure you test your Lync connectivity with a member of the I-SEM Project Team in advance of the first Liaison Lync meeting.

1. Click on the link provided to you by the I-SEM Project Team via email.
2. A window browser will pop up with the Lync Web App. Please note that Lync will only open in **Internet Explorer 9 (IE9)** or higher or **Firefox**. If your default browser is not Internet Explorer or Firefox, you will need to open a new Internet Explorer or Firefox browser and copy and paste the link into it; **Lync will NOT work in Google Chrome or Microsoft Edge.**



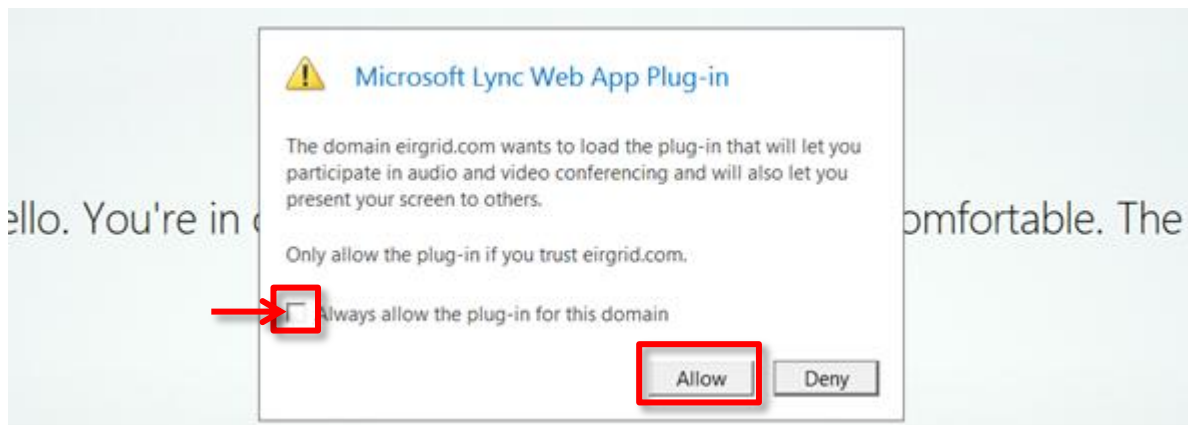
3. Type your **First** and **Last** name into the field provided. Check the **“Install Lync Web App plug-in”** box. Click **“Join the Meeting.”**



4. The following prompt will appear at the bottom of the screen. Click either **“Run”** or **“Save”** to install the Plug-in. If you do not have Local Administrator rights to install applications on your PC, please contact your organisation’s IT Support for assistance.



- 5. The following window will appear. Tick the **“Always allow the plug-in for this domain”** box and click **“Allow.”**



- 6. You will now be admitted to the meeting's **“Virtual Lobby.”** Wait for the organiser to admit you to the meeting.

### Points to Note

- 1. Lync requires a minimum version of **Internet Explorer 9** or **Firefox** in order to install. Please contact your organisation’s IT Support Department to update your browser or if you have any concerns regarding the installation process. Please note, Lync Plug-in **will not** install in Google Chrome or Microsoft Edge.
- 2. Please ensure you have tested your connectivity with the I-SEM Project Team to minimise any issues prior to joining your first I-SEM Lync meeting. If you have not done so, please contact us at [SEMProject@sem-o.com](mailto:SEMProject@sem-o.com) to set up a 15-30min testing session.
- 3. We recommend that you have a **microphone / headset** with you should you wish to ask questions during the meeting Q&A.
- 4. During the meeting, please ensure you **mute your microphone** to minimise background noise. You can mute your headset or click the **“microphone”** button in the web conference window. To unmute, click the **“microphone”** button again.

- 5. If you do not have a microphone or prefer to type your questions via Instant Message, you can click the **“IM”** button in the web conference window, type your questions in the space provided and hit **“Enter”** on your keyboard. A project member will raise the question on your behalf in the meeting.

