How to Setup Lync Application for a Mac user to Join an Online Session
By Scott Badger

1. Launch Microsoft Lync.
2. Do the following:
   a. Enter in your email address.
   b. Sign in as: Automatic.
   c. User ID: enter in your email address
   d. Password: enter your email/network password.
3. Click the “Advanced” button at the bottom up the window.
4. Select “Manual configuration” and then do the following:
   a. Internal Server Name: sipdir.online.lync.com:443
   b. External Server Name: sipdir.online.lync.com:443
5. Click “Ok”.
6. Click “Sign In”
7. Log into your email.
8. Click on the Skype Meeting email.

   When:  Tue 2/2/2016 2:00p - 2:30p  
   Where:  Online meeting

   ✓ Accept  ? Tentative  × Decline  ◯ Propose new time

   This invitation was updated after this message was sent. Open the update or open the item on the calendar.

   This event occurs in the past.

   Click Join online meeting below. Click Don’t Join Audio.

   Join online meeting

   Conference ID:

9. Click the “Join online meeting” link.

   ![External Protocol Request]

   Skype for Business

   Have you successfully joined the meeting?

   OR

   Join Using Skype

10. Click “Launch Application”.
11. You should now be placed in the meeting.