```
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Open Outlook and go │ ───> │ Click New Lync      │ ───> │ Set up the meeting  │
│ to Calendar         │      │ Meeting found in    │      │ as you normally     │
│                     │      │ Outlook ribbon      │      │ would by adding any │
│                     │      │                     │      │ necessary information│
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
                                                                      │
                                                                      ▼
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ To share the meeting│ ───> │ Click the sign in   │ ───> │ In the username box,│
│ url or ID, go to    │      │ link                │      │ type "uofi\"        │
│ https://dialin.     │      │                     │      │ followed by your    │
│ uillinois.edu/ in   │      │                     │      │ netid (no spaces)   │
│ your webrowser      │      │                     │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
          │
          ▼
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ In the Password box,│ ───> │ In the Assigned     │ ───> │ For Conference-Dial-│
│ type your AD        │      │ Conference          │      │ In numbers, copy the│
│ password then sign  │      │ Information, copy   │      │ appropriate phone   │
│ in                  │      │ the Conference ID   │      │ numbers for your    │
│                     │      │ and Meeting URL.    │      │ meeting into the    │
│                     │      │ Paste this into     │      │ email               │
│                     │      │ your email.         │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
          │
          ▼
┌─────────────────────┐      ┌─────────────────────┐
│ Meeting URL or      │ ───> │ Press send and      │
│ Conference-Dial-In  │      │ you're done!        │
│ number will allow   │      │ It's that easy!     │
│ participants options│      │                     │
│ to join the meeting │      │                     │
└─────────────────────┘      └─────────────────────┘
```

For more information check here: http://www.cites.illinois.edu/mshelp/2013/windows/using/setup.html#uniqueID