Open Outlook and go to Calendar

Click New Lync Meeting found in Outlook ribbon

Set up the meeting as you normally would by adding any necessary information

To share the meeting url or ID, go to https://dialin.uillinois.edu/ in your webbrowser

Click the sign in link

In the username box, type "uofi\" followed by your netid (no spaces)

In the Password box, type your AD password then sign in

In the Assigned Conference Information, copy the Conference ID and Meeting URL. Paste this into your email.

For Conference-Dial-In numbers, copy the appropriate phone numbers for your meeting into the email

Meeting URL or Conference-Dial-In number will allow participants options to join the meeting

Press send and you're done! It's that easy!

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