

OFFICE 365 GETTING STARTED WITH LYNC

Welcome to Office 365! This guide will assist you in the installation of Lync.

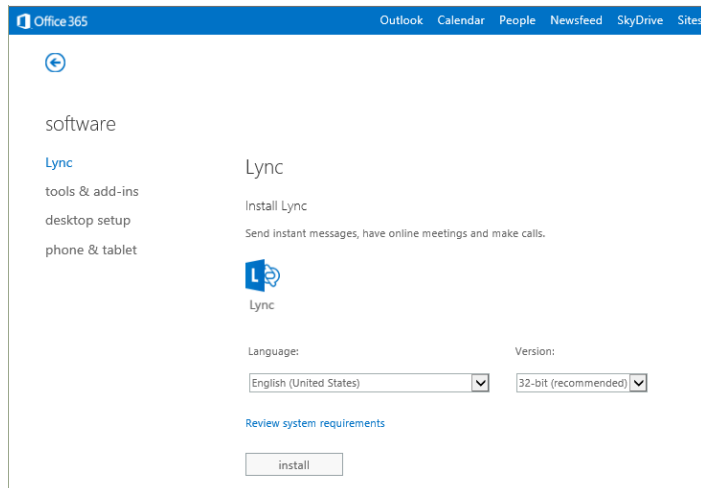
Lync

<http://office.microsoft.com/en-us/lync-help/quick-reference-guides-about-lync-HA103024172.aspx>

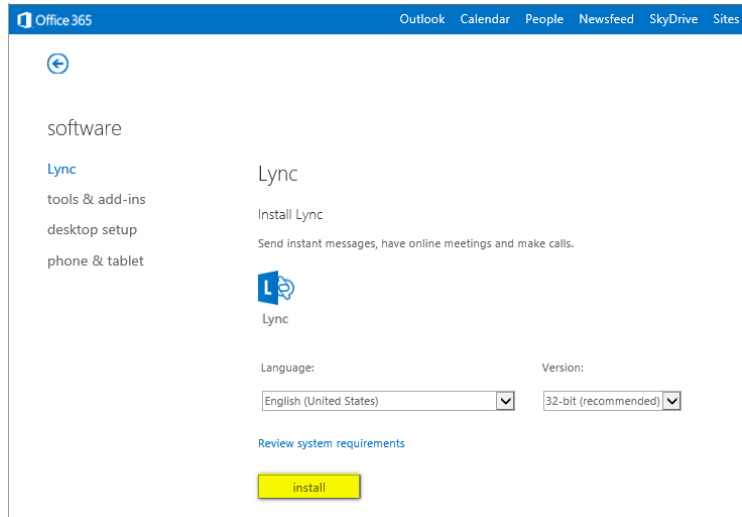
Installation of Lync 2013

Lync 2013 provides you with the capability of real time communications using voice, video or text. In addition, Lync can be used to share your Windows desktop or applications as well as conduct web conferences. Lync clients are available for Windows, Macintosh, Iphone/Ipad, Windows phone and Android. For mobile devices, download and Install Lync 2013 (not 2010) from your mobile platforms application market.

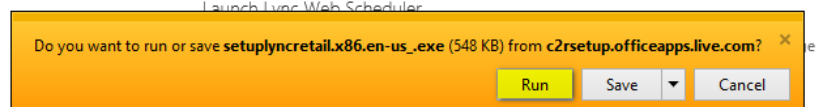
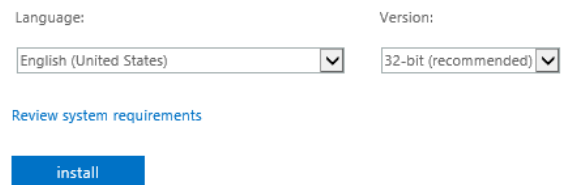
Open your browser and navigate to <https://portal.microsoftonline.com/OLS/MySoftware.aspx>. This may require you to authenticate using your username and password. This will bring you to your software page.



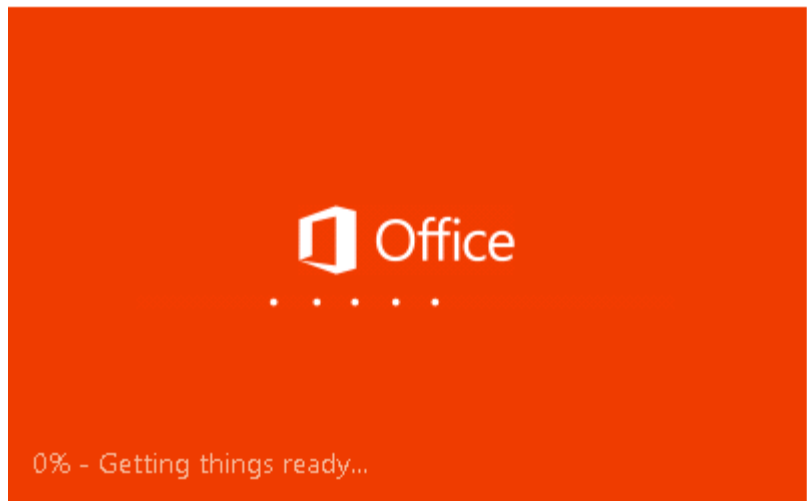
Click on the button which says **install**



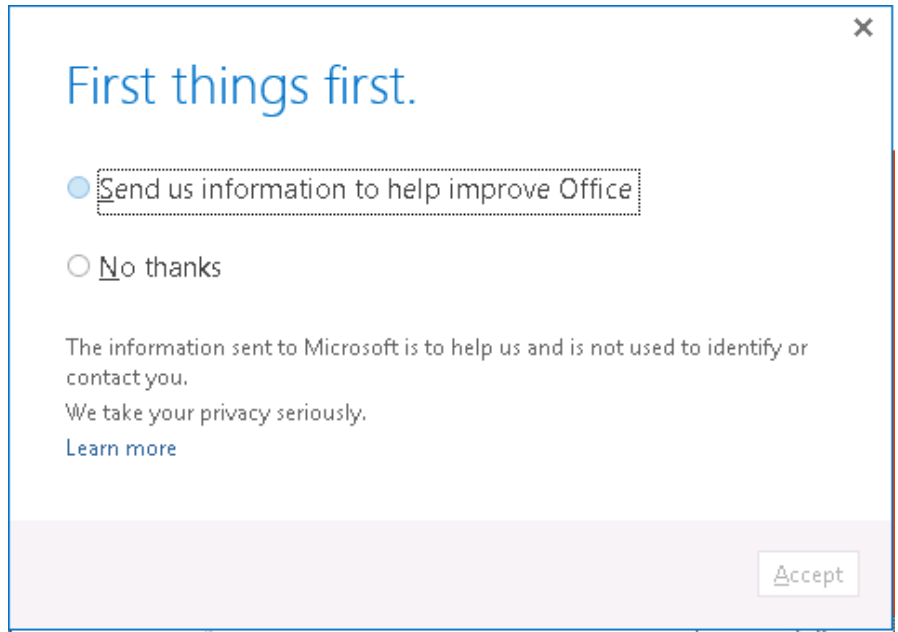
Depending on your browser, you may need to validate the installation, select **Run**



The installation will continue with this screen. No action is necessary here.



Select **No Thanks**, and then click **Accept**



When asking to Activate Office,
enter your e-mail address



Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Next

[Enter a product key instead](#)

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

Sign in using your e-mail address and password and click Sign in, this is to validate your Lync license.

×

Sign In

User ID:

Password:

Keep me signed in

Can't access your account?

© 2012 Microsoft Corporation
[Privacy](#) | [Legal](#)

Accept the end user license agreement and click Accept

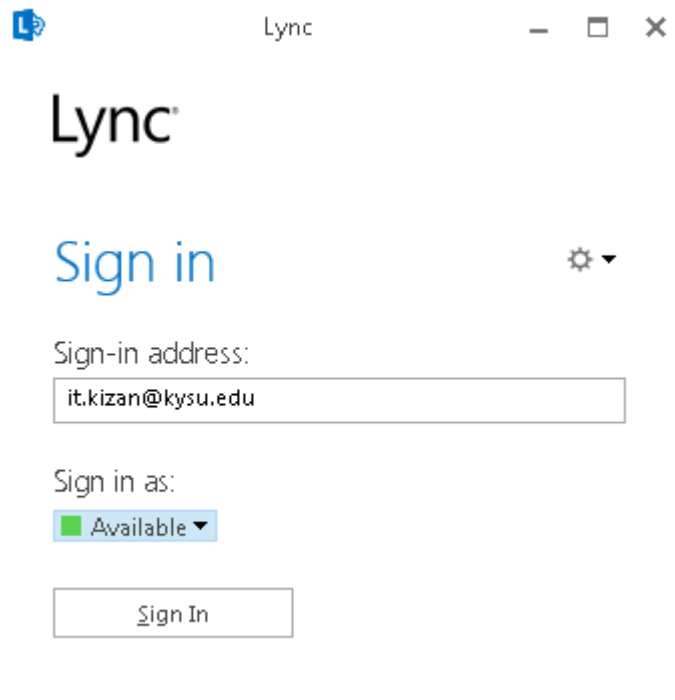
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First things first.

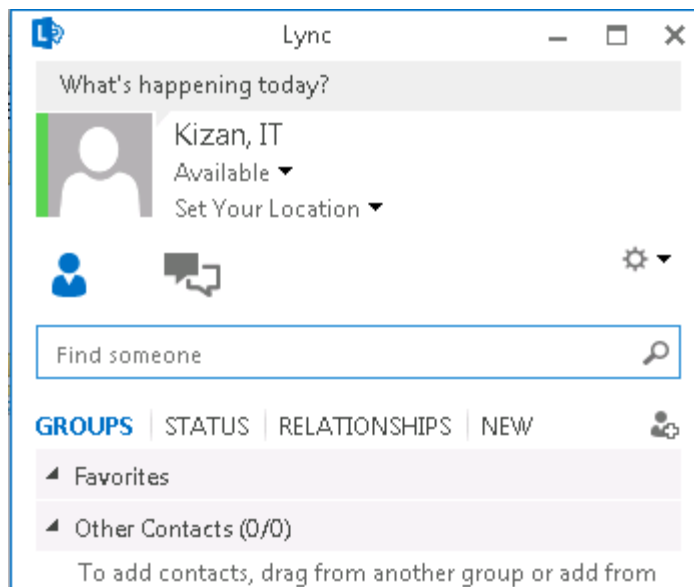
By clicking "Accept" you agree to the Microsoft Office License Agreement.
[View Agreement](#)

This product also comes with Office Automatic Updates.
[Learn more](#)

This is the Lync sign in screen, enter your E mail address and click Sign in.



This is the basic Lync interface once you are signed in. The green bar to the left of the portrait represents your status (available, away, busy, do not disturb)



To communicate with a user, search for their name in the search box as shown, and right click on the user which you wish to communicate with and add them to your contact list.

The screenshot shows the Lync application window. At the top, there is a status bar with the text "What's happening today?". Below this, the user's profile is displayed as "Kizan, IT" with a status of "Available" and a "Set Your Location" dropdown. A search box contains the text "jerome". Below the search box, a list of search results is shown under the heading "NAME". The first result is "Jerome Walker - O365 - Offline 6 days". The second result is "Walker, Jerome - Offline 3 hours" with "Network M" visible below the name. A context menu is open over the second result, listing several actions: "Send an IM", "Call", "Start a Video Call", "Send an Email Message", "Schedule a Meeting", "Copy", "Find Previous Conversations", "Add to Favorites", "Add to Contacts List", "Tag for Status Change Alerts", "Change Privacy Relationship", and "See Contact Card". The "Add to Contacts List" option is highlighted, and a sub-menu titled "Other Contacts" is visible to its right. Three red arrows point from yellow text boxes on the right to specific parts of the interface: the top status bar, the search box, and the "Add to Contacts List" option.

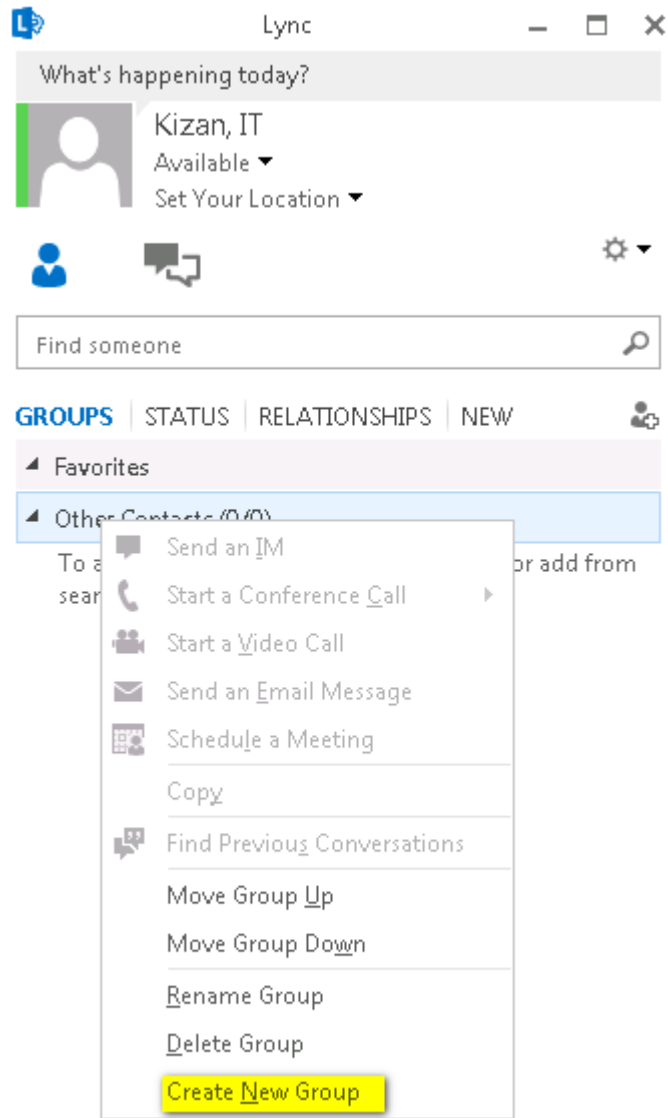
You can put a status in here such as "Loving Lync!"

You can search for other people here

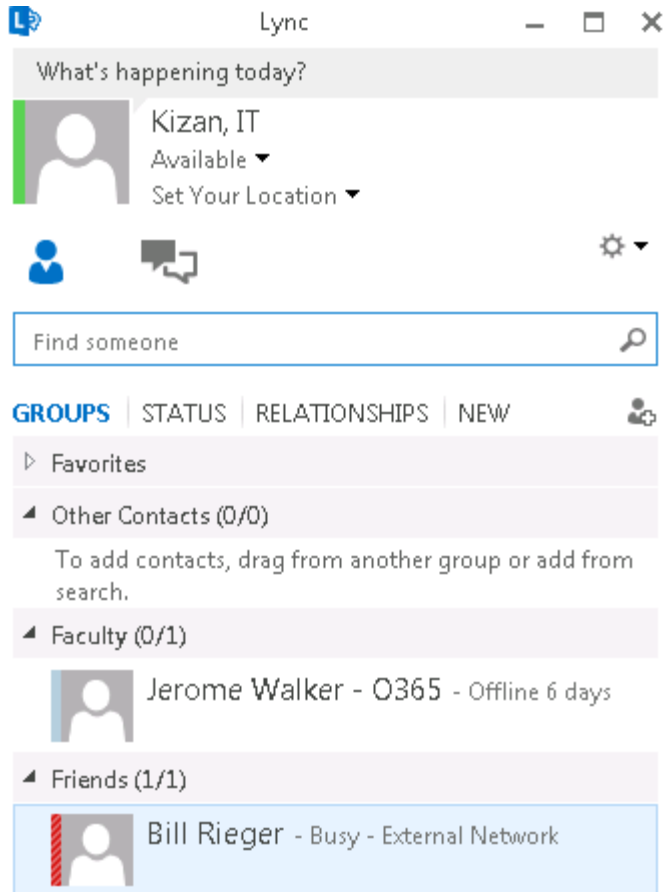
Once you find the user you are searching for, you can add them to your contact list.

Other Contacts

You can create groups for your contacts to organize them and even communicate with an entire group.



Once users are added, to the contact list they will show up in your contact list and they can be communicated with.



This shows a chat window with its various areas as well as some of the functions.

The image shows a screenshot of a Microsoft Lync chat window titled "Bill Rieger". The window displays a contact card for Bill Rieger, a message from Kizan, IT, and a response from Bill Rieger. The chat history shows a message received on 6/6/2013 at 2:41 PM. The chat input area is empty, and the status bar at the bottom contains icons for chat, voice call, video chat, desktop sharing, and adding contacts. Red arrows point from yellow callout boxes to these features.

Hover over users picture to see their contact card

Add Emoticons or change your font using these buttons

Type your messages here

Hover over this to see who is in the chat, and to add more people to the

Click here to share your desktop or applications

Click here to video chat

Click here to call someone using Lync