Microsoft Office 2013 – Lync

Use Lync to communicate with colleagues and contacts in a variety of ways:

- Voice call
- Video call
- Conference call (voice and up to 5 people via video)
- Share Content
- Instant messaging

Using Lync for the first time

Once MS Office 2013 is installed onto your PC, you will need to open Lync from the Windows Start Menu the first time you want to use it.

After the first use, Lync will open automatically each time you start Windows.

Signing in to Lync

- Enter your sign-in address (usually your corporate e-mail address).
- If you are logging in for the first time, also enter your password as appropriate or when prompted.

The password you use will be your normal network password

- Select how you require your availability to be displayed to other users from the Sign in as list.
- Choose Sign In.

(If you have already signed in earlier in this session on your P.C., you might not be prompted to enter your password.)

Use the options menu if you want to sign out.
Using Lync

Add Contacts to Lync

Add contacts from inside your organisation simply by searching for them in the Find someone box.

- Use the icons to view
  - Contacts
  - Conversations
  - meetings

Use the drop down arrows to set availability and location.
Click the picture to upload a photo (optional!!).

Type a name into the Find someone box - the more you type – the narrower the search.
Right click a contact to add them permanently to your list of people.

- If the search doesn’t work, click the Add a Contact button.
- Choose Add a Contact Not in My Organisation
- Then specify the type of address
- Manually enter the address when prompted.

Add Other contact

Enter Other contact information or send invitation
IM Address:
Example: someone@domain.com
Add to contact groups:
Other Contacts
Set privacy relationship:
External Contacts
Share only my name, title, email address, company, and picture

OK Cancel

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Groups

Use groups to organise your contacts in a way that suits you.

- If you are not already viewing contacts by group, select **GROUPS** from the view options.
- Right-click any group.
- Choose **Create a New Group** from the menu.
- A new blank group will be added.
- Type a name for the group.
- Press [Enter].
- Drag contacts from another group to populate your new group.

Drag the groups around to change their display order

Use Lync on the move

Access Lync from the internet by logging in to Microsoft Connect 365.
Access Lync from your smartphone by downloading the Lync mobile client (available for Windows Phone, iOS, and Android).
Calls

Make a Lync Call if you want to speak to a contact who also has Lync, through your computer audio. The call will ring at all the recipient’s devices that are enabled for Lync. Make a Video call if you have video capability on your device and want to see each other.

Ways to make a call:

(do any one of the following)

- Double-Click the contact’s listing in Lync.
- Hover the mouse over the contact’s picture, and choose or .
- Right-click the contact’s listing and choose Call or Start a Video Call.

The call you are making is represented with its own window

- Use to hang up
- Use to hold or mute a call
- Use to invite more people to the call
- Use to share your desktop, an open program or a presentation with the other people on the call, or to present to them using the built-in whiteboard application, Q&A or polling features.

If you’re making a video call, you’ll see the person's video display, with a preview of your own in the corner.

If one of you does not have video capability, the call can still go ahead.
Receiving a Call

When someone calls you an alert will appear on your desktop.

Click ☎️ to accept the call.

Note: a video call will show a 📺.

Click Ignore to terminate the call without answering.

Use the Options ⬇️ menu to send an Instant Message or set your availability to “Do Not Disturb”.

Lync Meetings

A Lync Meeting can be scheduled for a future date and time, or run immediately.

Use a Lync meeting to:

- Audio Conference
- Web Conference
- Video Conference
- Share Content (such as PowerPoint presentation)

Lync includes whiteboard, polling and Q&A software that is easily accessed from within any call.

Use 📩 to access these features during any call.

Schedule a meeting

Invitations to Lync meetings are e-mailed to contacts using Outlook.

From your list of contacts in Lync:

- Hover your mouse over the contact’s picture.
- Choose the More Options ⬇️ icon and then choose Schedule a Meeting.
Complete the meeting details and choose **Send**.

**Meet Now**

_Open a meeting immediately and start inviting contacts to join, to set up an impromptu conference call._

- Use the **Settings** menu and choose **Meet Now**.
- Then confirm when prompted.

- Use 📌 to invite more people to join the call.
Schedule a Meeting for some who is not on your contacts list

If you need to run a Lync meeting with someone you don’t have regular contact with, you don’t need to add them to your contacts list to do it.

You can schedule a meeting for someone who is not on your contacts list using Outlook.

Just make sure you identify the meeting as a Lync meeting from within Outlook.

Start the process from Outlook and create a new meeting request to the person.

Selecting Join Lync Meeting adds a link into the meeting info. This will be used by your contact to join the meeting.

If they don’t have Lync, it will take them to the Lync Web App when they are ready to join the meeting.

The other person does not need to have Lync – they will be directed to Microsoft’s web app for Lync for the duration of the meeting, simply by accepting and opening your meeting invitation and clicking on the Join Lync Meeting link.