Microsoft Lync Tutorial

1. Go to the MVESC home page and click on Employee

2. Click on Email

Employee Links

Technology

- Email
- File Server
- Sky Drive
- Technology Tutorials
- Remote Assistance Link
- Tech HelpDesk
- Change My Email Password
3. Log into your Office 365 account using your Username and Password

![Office 365 login page]

NOTE – Steps 4, 5 and 6 you need to do only one time

4. Click on the Configuration Icon

![Configuration Icon]

5. Click on 365 Settings

![365 Settings menu]
6. Click on Software

7. Verify the correct version for Installation and select English (United States) and then click on Install

The installation process may take several minutes – please be patient!
Lync should now be installed and configured with your account and PC. Should you use another PC or laptop, you may need to repeat this process.

Lync is designed to be both an instantaneous communication system and an online meeting scheduler. The following section describes how to use Lync as an instantaneous communication system.

**Lync’s instantaneous communication options consist of the following:**
- Instant Messaging – Text based communication
- Lync Call – Audio call to a person using computers microphone and speakers
- Video Call – Video and audio call to a person using webcam, microphone and speakers

**Instant Messaging:**
1. Click on the Lync icon on your taskbar

2. Type the name of the person you want to connect with or select from the list of contacts.
3. Select the Instant Messaging icon

4. Type your Instant Message content in the text area at the bottom and then press Enter on the keyboard.

This now works like a smart phone text messaging system.
Lync Call:

1. Click on the Lync icon on your taskbar

2. Type the name of the person you want to connect with or select from the list of contacts.

3. Double click on their name
4. Select the Lync Call icon. Click on Lync Call

![Lync Call Icon]

5. Once the connection is made, speak into your microphone and listen through your speakers

**Video Call:**

1. Click on the Lync icon on your taskbar

![Lync Taskbar Icon]

2. Type the name of the person you want to connect with or select from the list of contacts.
3. Double click on their name

4. Click on Video and select Start a Video Call

5. You can share your screen, a program, a PowerPoint presentation, a Whiteboard or give a Poll by selecting from the list.
6. If you share your screen it will look like this. You will be in a corner and the person you are calling will be in the center. It will be the opposite on their screen.

7. You can move your personal video to any corner by clicking and dragging.
8. Sharing your screen with someone will display your screen – notice the top section telling you that you are sharing this screen. Notice that you can give control of your mouse to your meeting guest.

Note – You stop sharing by pressing this button. Guests have a button on their screen that they can press to Request Screen Control.

**Online Meetings:** Online meetings can be scheduled through Lync using Office 365’s Calendar.

1. Log into your Office 365 account using your Username and Password
2. Click on Calendar

3. Click on Add New Event

4. Fill in all the appropriate information. Put your guests’ email addresses on the Attendees line (it will email them an invitation)

5. Click on the Online Meeting button – this will send an email with a link to your online meeting. All your guests have to do is follow the link to join your meeting. All the features of screen sharing will work as in the previous section.