

About Lync 2013

Lync, which used to be known as **Communicator** in earlier versions of Office, is an application that enables you to manage instant messages, voice over IP (VoIP) and video calls in one spot. Lync's advanced features are geared toward enterprise collaboration, and include shared whiteboard and desktop sessions, shared PowerPoint presentations, shared Windows applications and more.



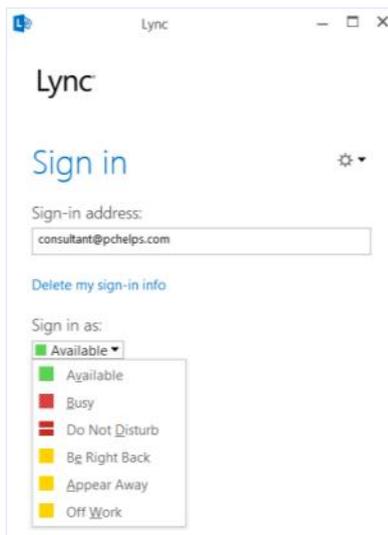
Signing In

If you already have signed in to your company network, you can log in to Lync by starting the application and entering your username. You may not even need to enter a username if Lync is set to log you in automatically. Keep in mind that Lync sets your status automatically based on your current activity or Outlook calendar, but you can override it and set your own status.

Setting Status

You can set your status manually, or Lync can set it based on available calendar information. Status options fall into three main categories: **available**, accompanied by a green icon; **busy**, which has a red icon; and **away from the computer**, which has a yellow icon. More detailed status options are included within those three categories:

Available: Online and available to participate in conversations.



Away: Not at your work station. If you have been idle for longer than your settings specify, Lync will set your status as Away.

Busy: Online, but participating in a phone call, video call or other type of meeting that Outlook is reporting to Lync.

Do Not Disturb: Online, but you do not want to be interrupted.

Be Right Back: Away from workspace, but back shortly.

Appear Away: You have manually chosen your status as Away.

Off Work: Not available due to schedule. This must be set manually. Also, if it is outside working hours, a tooltip above your name will notify the sender that you are outside of your working hours, even if you are set to Available.

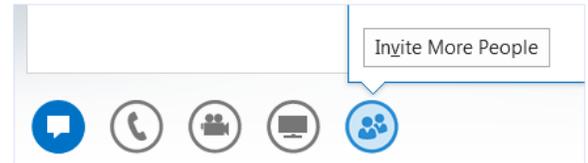
Searching for Contacts

Click on the **Find someone** box and begin typing a name. Results will appear below the search box and will include the contact's current status. If you want to add the contact to one of your groups, right-click the name, choose **Add to Contacts List** and choose a group from the drop-down menu.



Inviting Others to a Conversation

In the conversation window, click the **Participants** icon. Click **Invite More People**, select a contact or search for a contact, and then click **OK**.



Creating & Adding to Contact Groups

You can manage contacts by placing them in groups. Here's how:

- 1 **Right-click** on an existing group to create a new group.
- 2 Click **Add to Contact List** when searching for contacts. You can add multiple contacts by pressing CTRL while clicking names.
- 3 Right-click on existing contacts and select **Move or Copy** to include them in a new contact group.

Adding External Contacts

Type the full email address in the **Find someone** box and add them as you would an internal contact. Details such as status or profile info will not be available for external contacts.

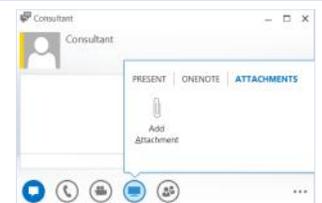


Sharing Files in Word, PowerPoint & Excel

To begin a sharing session, start a conversation with the person(s), click the screen icon (fourth icon at the bottom of the conversation window), choose **Program**, select the program you want to share and click **Present**. You may receive a warning that everything in your program will be visible to participants — click **OK**. Participants will be able to see your document window, but not the rest of your desktop. You can also grant them permission to have control over the document.

Sending Files

- To attach a file directly to your IM window:
- 1 Click the **screen icon** then the **Attachments** tab, or press **CTRL+F**.
 - 2 Browse to the file location and click **Open**.
 - 3 The file transfer will begin when the other person accepts it.



Sharing the Desktop

Sometimes ideas are best explained by showing, not telling. That's when Lync's desktop sharing feature is helpful. It enables you to share your desktop, or just certain programs, with meeting participants. Here are the steps: Click the **screen icon**, then select what you want to share (**All monitors**, **Primary Monitor**, **Secondary Monitor** or **Program**). A warning dialog will appear; click **OK**. Sharing controls will appear at the top of the screen.