An Introduction to Microsoft Lync

Microsoft Lync is a communication tool that allows users to collaborate in real-time via text chat, audio/video chat, and desktop sharing. Microsoft Lync talks with the new Exchange 2010 and Unified Messaging and allows users to see when others are available to collaborate.

The Microsoft Lync Interface

At the bottom, there are various options that are related to your phone and voicemail.
Chat

1. To chat with a user, roll your mouse over their contact information, and choose to send an instant message.

2. Enter your message in the blank box, and enter to send the message. Use the paperclip icon in the top right corner to send an attachment, and in the text box, click the “A” to edit your text, and the smiley face icon to add emoticons.
3. If a message is sent to you and missed, an email will be sent to your account with the missed conversation.

Video Chat

To use the video chat feature, it is necessary to have a webcam. If you do not have a webcam, they are available for checkout in the Media Lab in Brookens 180. To start a video chat,

1. Double click on the contact you wish to chat with, and under Video, choose Start Video Call.
2. The video call will then begin with your selected contact. Use the chat box at the bottom to communicate via text, or if you have a microphone or your webcam has a microphone, you are able to talk to the contact.

Share Applications

A feature of Microsoft Lync is the ability to share different information with other users. When chatting with an individual or group of people, users can share desktops, other programs, PowerPoint presentations, a whiteboard, or even polls to their collaborators.

To share,

1. Choose Share on the chat box, and choose from the dropdown list what you would like to share with other collaborators.
Monitors

To share a monitor screen,

1. Choose the monitor you wish to share from the Share dropdown menu.
2. The screen will then expand. On the right will be the stage. Here, will appear the screen of the monitor you are sharing. On the left will remain the chat conversation. To stop sharing your screen, click Stop Sharing in the upper right corner. To minimize the stage view and only view the conversation, choose Hide Stage.

PowerPoint

To share a PowerPoint Presentation,

1. Under the Share tab, choose PowerPoint Presentation. Browse through your files to locate the presentation and click Open.
2. The presentation will now appear on the stage for other users to view as well. Use the tools at the bottom of the screen to navigate through the presentation as well as create...
edits. Other users can create edits as well, and rolling the cursor over the edits will show which user made each edit.

3. Developing programs to effect changes in entire populations is overwhelming (lack of technology development)

Programs

To share a program with other users, the program must be opened on your desktop. To share a program,

1. Under **Share**, choose **Programs**. A box will appear with all the open programs on your desktop. Roll the cursor over each program you would like to share to **check the box**. Click **Share**.

2. Other users will now be viewing each program you designated to share. To stop sharing, click **Stop Sharing** in the upper right corner.
Whiteboard

The Whiteboard allows users to collaborate on a blank document by adding text, images, shapes, stamps, and drawings. To share a whiteboard,

1. Under Share, choose New Whiteboard.
2. Use the tools at the bottom of the whiteboard to add text, images, etc. Click the Save icon to save the document with all annotations made.

Switch presenters

Users have the option of switching which user has control of the screen. When an program is being presented on the screen, those who do not have control have the option to request control of the screen. To request control,

1. Click Request Control in the upper right corner.
2. The user currently in control must approve the user requesting control. When they do, the screen will then become in control of the other user. For PowerPoint presentations, that user will now be able to control the pace of the presentation. For other programs such as Word or Excel, that user will now be able to edit the shared document live.

Polling

Users can create polls to share with other participants in the conversation. To share a poll,

1. Under Share, choose New Poll.
2. Enter the Poll name, the Question, and the Choices for response. Click OK.
3. The poll will now be shown on the stage and responses will be displayed as they are received. The poll presenter also has additional options on the toolbar at the bottom, including closing polling, showing the results, or editing the question.

Integration with Office 2010

After installing Microsoft Lync on your computer, the add-in will appear in other Office programs. Under the **Review** tab will appear **Share** options. With Microsoft Lync open, users are able to share documents in other Office programs directly to other users while they are in the Office applications.
1. Choose how you would like to share the document.

![Share Now and Send by IM options]

2. Choosing **Share Now** will prompt Microsoft Lync to expand. Users can then select a contact(s) to share with, and the screen will be shared with those contacts.

![Lync sharing screen](image)

3. By choosing **Send by IM**, the file will be sent as an attachment for the specified user(s) to view.

![Lync IM sharing](image)

### Adding a Picture to your Lync Account:

To change your picture you must have a personal picture on a public picture site, such as the Windows Live network of Internet services, Facebook, LinkedIn, or Flickr. When the picture is on a public site, the album containing the photo must be public, for everyone to view.

To add a picture to your Lync account,

1. Go to the site where you wish to utilize your picture from. **Right click** the photo, and select **Properties**.
2. Copy the Location link.

3. Sign into your Lync account, and click on the photo icon at the top left.

4. Click **Show a picture from a web address**, and paste the link into the box. Click **Connect to Picture**.
5. When it has successfully connected to the picture, the new picture will appear with validation.

6. Click OK at the bottom of the page, and your new picture will appear as your photo.

Using Lync Web Scheduler

To use Lync Web Scheduler while on campus, go to: https://uislync1.uisad.uis.edu/scheduler/

To use Lync Web Scheduler while off campus, go to: https://lync.uis.edu/scheduler/
To create a meeting with Lync Scheduler,

1. After signing into Lync Scheduler, click **Create New Meeting**.

![Lync Web Scheduler](image)

2. Fill out the information then click **Save and Send**. The meeting information will be sent to the indicated participants.

![Meeting Time](image)

Using Lync from Other Locations

Users are still able to join meetings and conference calls if they do not have Lync 2010 installed on their computer through installing the Lync 2010 Attendee software.

Open the email meeting request and click the Join online meeting link, and Lync will automatically open after clicking the link.

Users can also install Lync Attendee while they are joining a meeting by click on the Join online meeting link. A screen will appear including the option to Download and install Lync Attendee. By clicking on this email, users will be directed to the website above to download Lync Attendee. After installation, they can simply click Join online meeting again and be connected to the meeting.

Lync on Mobile Devices

A free app is available for users with an iPad, iPhone, or iPod Touch using iOS 4.3 or later. The app is an extension of Lync to your mobile device, and allows users to chat, email, make phone calls, or even join a conference call—all through your Lync account on the go. Note: There are separate apps for the iPad and the iPhone/iPod Touch.