

# Basic guide to Microsoft Lync 2010

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## Purpose

This guide provides instructions for how to log into Lync and gives a brief explanation of its features. For detailed instructions or training using Lync please refer to the built in help menu within Lync or go through the online training available at <http://office.microsoft.com/en-au/lync/>

## Examples used in this document

We have used examples throughout this document for usernames and email addresses

- Where email address is asked for, please enter your ANU email address
- Where username is asked for please enter it in the format listed below

Uni-id@uds.anu.edu.au (for example u1234567@uds.anu.edu.au).

## What is Lync?

Microsoft Lync is a unified communications system which provides a virtual connection between yourself and your colleagues.

## What are the features of Lync?

- Instant Messaging.
- Interfaces with Microsoft Outlook to show your availability by linking your status to your Outlook Calendar.
- Share Desktop information and applications.
- If your computer has all the necessary components it also allows for voice and video conferencing.

## Is it compulsory to use Lync?

No it is not compulsory to use, you may simply close the application if desired.

## How do I get the Lync application?

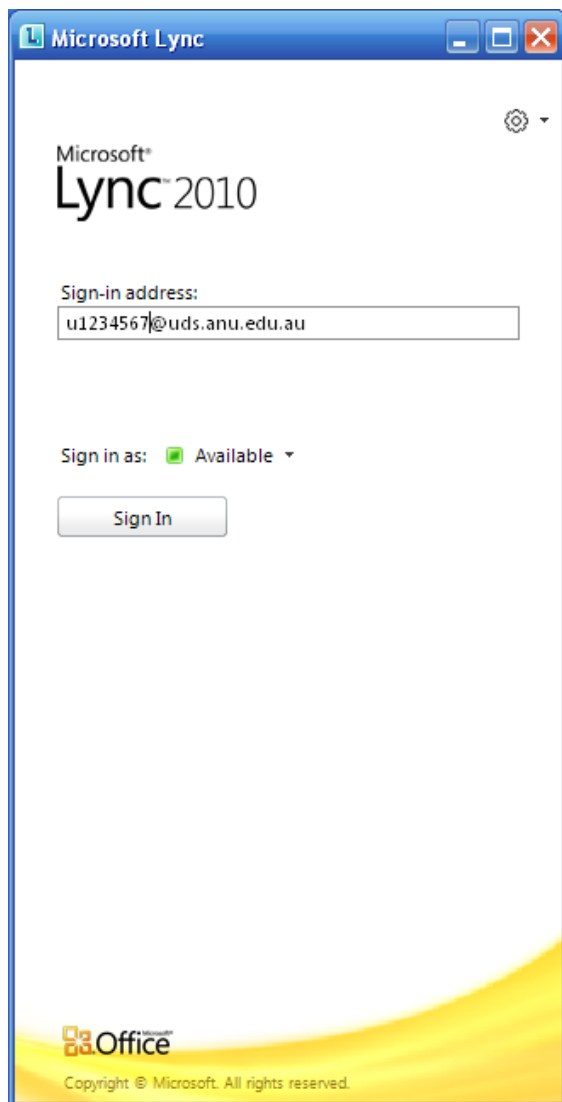
Contact your local IT or log a ticket through Service Desk to have Microsoft Lync 2010 installed.

## What do I need to do after Lync has been installed?

Please restart your computer.

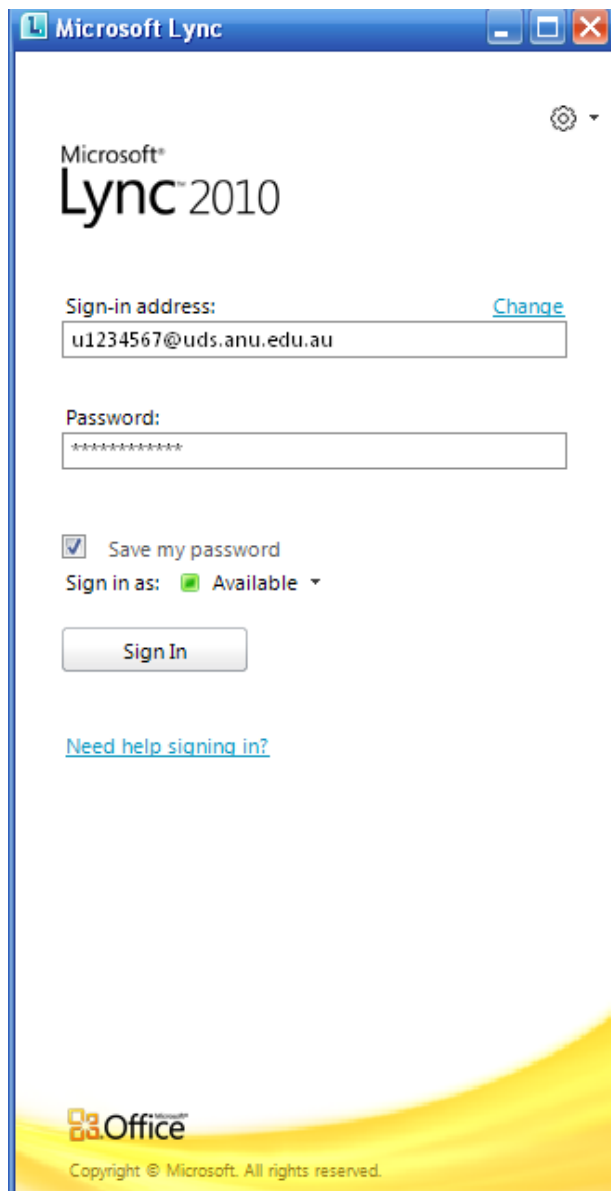
## How to log into Lync?

The first time Lync is launched you will need to enter your University ID followed by **@uds.anu.edu.au** (eg u1234567@uds.anu.edu.au).



## What if Lync doesn't login on the first attempt?

1. Type in your **ANU Password**.
2. Select **Save my password**.
3. Select **Sign in**.

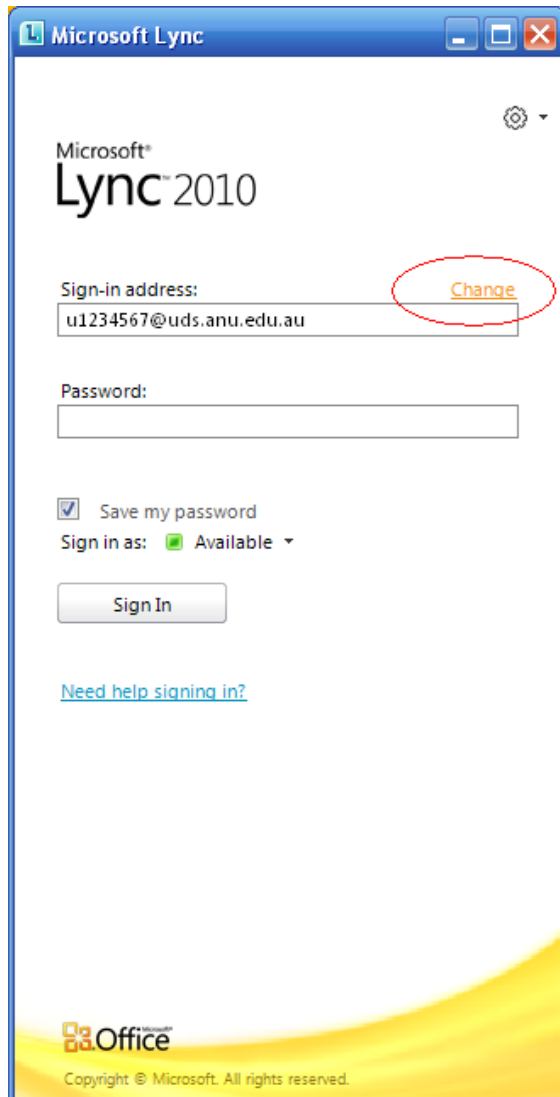


Lync will now try to establish a connection to the ANU servers.

After the initial login, Lync will automatically sign you in when you launch Outlook.

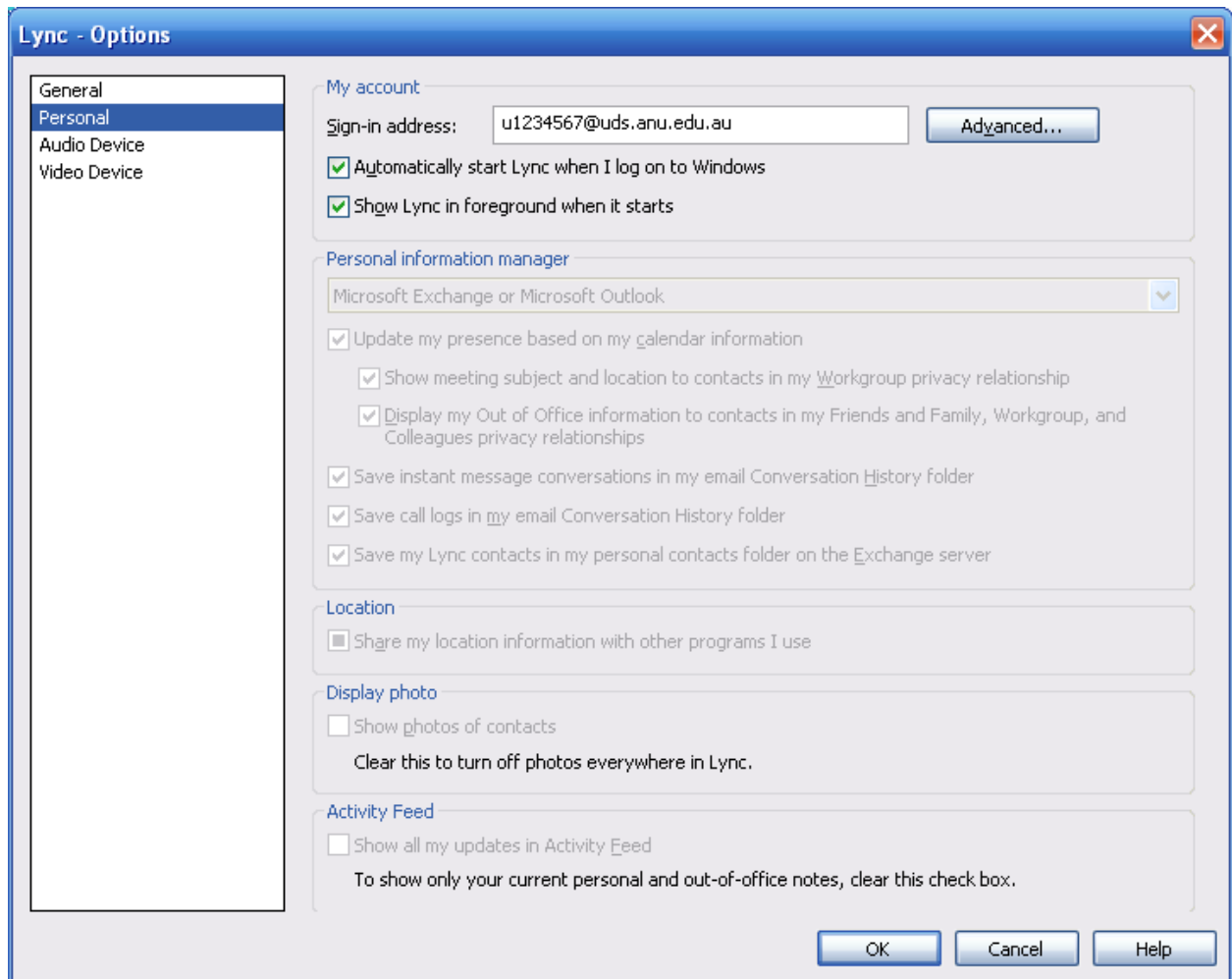
## What if I am unable to sign-in to Lync?

If there is an error in the sign-in address, the only way to alter this is by selecting **Change**.



The Lync Options will appear.

## Lync Options



On this screen you can make any necessary corrections to the sign-in address. No other settings need to be changed at this point

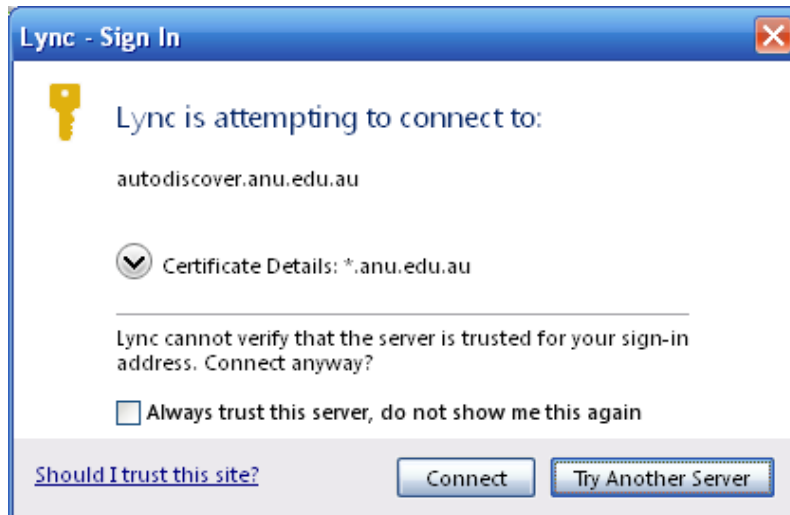
Select **OK**.

Select **Sign-in**.



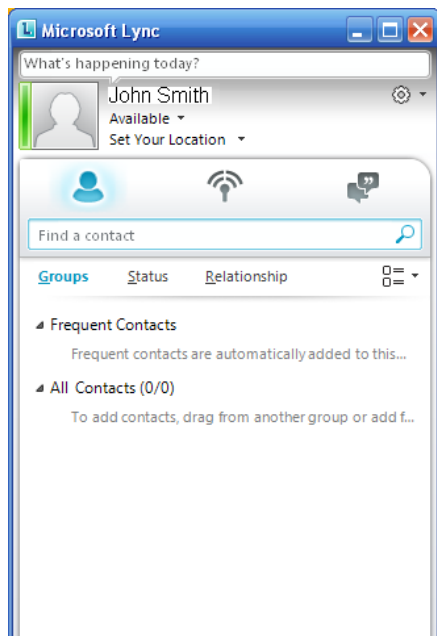
## Lync sign-in additional screen on first login

After successfully logging in for the first time you will be presented with the following screen:



Select **Always trust this server, do not show me this again**.

Select **Connect**.



You are now signed into Lync.