

This guide will cover basics on using Lync, SU's campus communication software.

## INSTALLING LYNC ON YOUR CAMPUS COMPUTER

Microsoft Lync should be automatically installed on your computer. If for some reason it is not, you can install it through the Application Catalog.

- Go to **Start>All Programs**
- Click **Application Catalog**
- Click **Communication Software**
- Choose **Microsoft Lync Basic 2013** from the list and choose Install

## OPENING LYNC

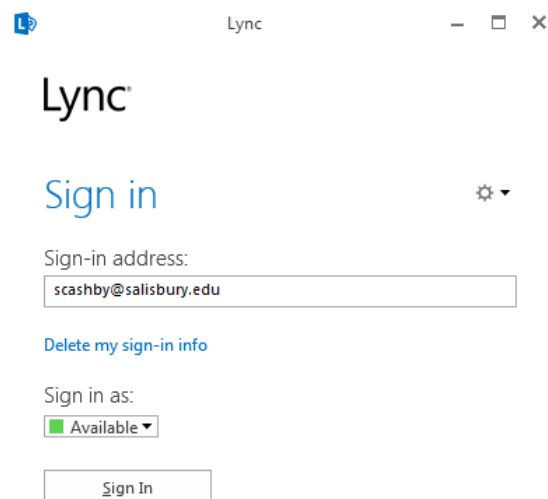
Lync should start automatically with your computer. If it doesn't, you can manually start it through the Start Menu.

- Go to **Start>All Programs**
- Click **Microsoft Office** or **Microsoft Office 2013**
- Click **Lync 2013** to start the program.

When minimized, Lync will continue running in the System Tray.



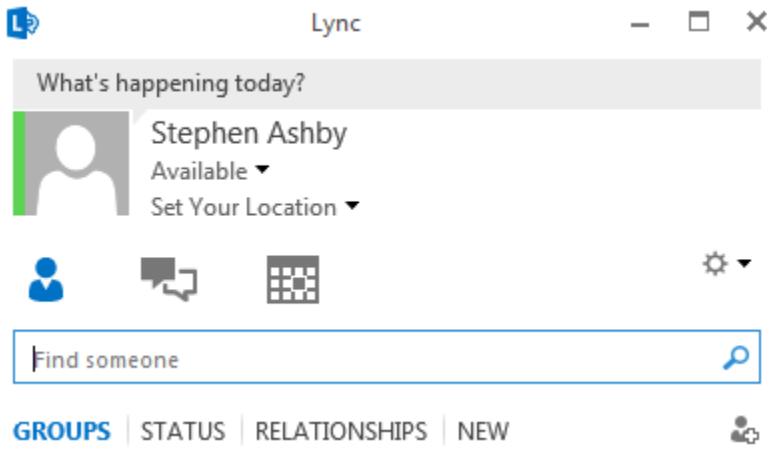
If you sign out, you can sign in using your SU email address.



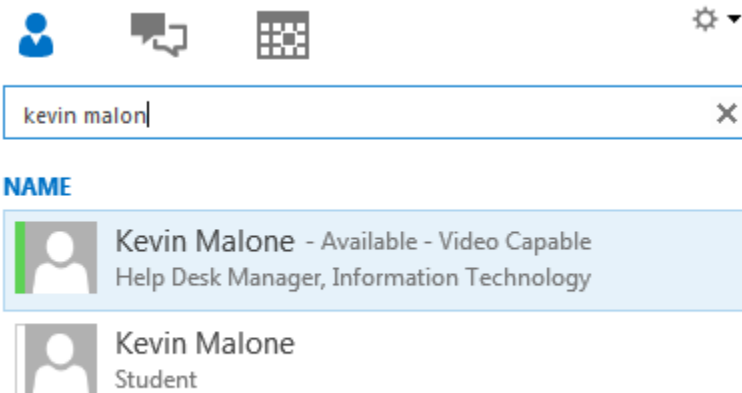
## FIND AND ADD A CONTACT

To send a message to someone, you'll need to find them in Lync.

In the **Find someone** search field, start typing the name of the person you want to message.



A list of matching names should appear in the window below.



Click on the icon or picture to the left of the name of the person you want to message.



To send a message to the person, click the message button:



More Options



To add to your contacts list, click the more options button:

Then click **Add to Contact List** and select a group for your new contact to join.

## LEARN MORE ABOUT LYNC

If you want to delve more into the features within Lync, check out the information in the links below:

- Lync Basic: <https://support.office.com/en-US/Article/Basic-tasks-in-Lync-2013-5f5e799c-88ea-4485-a890-b42abe7f0f35>
  - This page covers how to find and add a contact, send an IM, check your audio device, make a call, answer a call, and share your desktop or a program.
- Status Change: <https://support.office.com/en-US/Article/Change-your-presence-status-in-Lync-301c65b4-4e39-4bf7-8d5d-73244bfda415>
  - This page covers how to change your presence status in Lync, such as from Available to In a Meeting.
- Send IM: <https://support.office.com/en-US/Article/Send-an-instant-message-Use-Lync-IM--b3aefb9b-dec8-4be8-a1ee-1eab12144d05>
  - This page covers how to send an instant message.
- Show or Hide Picture: <https://support.office.com/en-US/Article/Show-hide-or-change-your-picture-in-Lync-c1404fad-d562-4b04-81c2-65e4506fed30>
  - This page covers how to show, hide or change your picture or avatar in Lync.
- Lync Videos: <https://support.office.com/en-US/Article/Videos-about-Lync-2013-efbf5b8d-85f0-46b1-b803-55bcfea3212b>
  - This page has various videos of how to use Lync 2013.