Lync° 2013 Introduction

Signing to

- Fill in the SIGN-IN ADDRESS, then PASSWORD if required. To auto-populate the password. (Click) SAVE MY PASSWORD.
- To set your Presence status during sign in, change W. Anderson
- 3. ICRAS SIGN IN.

Signing Out

[Click] the Presence drop down arrow below your name, then select SIGN OUT or, to sign out and exit Lync, select EXIT.

Show/Hide the Menu Bar

(Click) the drop-down arrow (*) * then SHOW MENU BAR.

Using Presence Status

The Presence status indicates a person's availability. Presence status appears below your name and as part of your photo.



Their presence is also indicated in the Windows Notification Area, and on some typic phones by the color of the notification iron: $|G| \cdot |G| \cdot |G| \cdot |G|$

Status Indicators

- IM AVAILABLE: Online and can be contacted.
- SUSY: Please do not interrupt.
- IN A CALL: Please do not interrupt while on a phone call.
- IN A CONFERENCE CALL: Please do not interrupt while in a conference convenzation.
- IN A MEETING: Please do not interrupt while in a meeting.
- DO NOT DISTURB: Refuses conveniation requests, except from Workgroup contacts.
- PRESENTING: Refuses all conversation requests.
- BE RIGHT BACK: Temporarily away, but will return soon.
- OFF WORK Not at work and not available for contact.
- OUT OF OFFICE: indicated by asterial, set automatically by the Outlook calendar status.
- SMACTIVE: Away from weekstation.
- APPEAR ARRAY: Away from workstation.
- OFFLINE: Not signed in.

PRESENCE UNICOUNTY: Presence status is not known.

Contacts see different amounts of Presence information dependent on your privacy relationship. See Controlling Presence Privacy.

Status is updated automatically as follows:

- According to your Microsoft Outlook Calendar and when using Outlook's Automatic Replies.
- AXAILABLE when active on your workstation unless manually set to BUSY, DO NOT DESTURB, BE RIGHT BACK, OFF WORK or APPEAR AWAY.
- INANCTIVE when you haven't used your workstation for 5 minutes.
- Alltik/Y when you haven't used your workstation for 10 minutes, your screensaver engages, or you look your workstation.
- PRESENTING when you share your screen or duplicate your display for projection.

To change how your status is automatically determined:

- B. SCHALL O
- 2. IClick! STATUS then change the settings. IClick! OK.

Changing Status Manually

- [Click] the Presence drop-down arrow below your name, then select a status.
- [Riight Click] the Lync loon in the Windows Notification area, select MY STATUS • then select a status.
- Using Wilndows 7 or 8. [Hover] your mouse pointer over the tyne loon on the Windows Teakbar, then [Clark] a status.

Using Location Status

I pric automatically updates your location when signing in from different retworks and displays this information to your contacts in part of your Presence status.

- Te-ceste a location so that your contacts know where you are, [Click! SET YOUR LOCATION below your Presence status, type your location, then period "Drifter".
- To reset your location list, [Click] then select REMOVE ALL CUSTOM LOCATIONS.
- To hide your location status, [Click] * then uncheck SHOW OTHERS MY LOCATION.

Adding a Note to Your Status

- To display a note as part of your Presence status, (Click) WMAT'S HAPPINING TODAY above your name, type your note, then press «Enter».
- To update or clear your status note, (Click) then select the tant, type your new note or press. «Delete», then press «Entert».

Viewing Other Users' Notes

If a contact in your list has a status note, the note will be included with their Presence status and will be displayed below their name.

Adding Contacts

To search and add a contact:

- In the FIND SOMEONE... box, type a name, email address, distribution group, alias, or phone number.
 - To close the search results and return to your contact list, (Click) × ...
- [Hover] over a contact's picture, [Click] then select ADD TO FAVORTES or ADD TO CONTACTS UST, then desired list.

Or, on a typic phone:

- 1. Select CALL LOGS, then press OK.
- Select a recent call, press -: MENU:>, select ADD TO CONTACTS then OK.
- Select one of the CONTACT GROUPS, then ADD.

Deleting Contacts

Select a contact, then press - Delete>, then (Click) YES. Or, [Right Click] a contact, then select REMOVE FROM CONTACTS LIST. (Click) YES.

Emailing a Contact

[Right Click] a contact, then select SEND AN EMAIL. MESSAGE. Compose and send the email as usual.

Using the Favorites Group

By default, the contacts you communicate with most are shown in the FAVORTES group at the top of your contact fail. You can also manually add contacts to this list. To add a contact to the FAVORTES group, (Right Olick) the person, choose ADO TO FAVORTES. To remove a contact, (Right Click) the person, then select REMOVE FROM FAVORTES.

Viewing Contact Cards

Contact cards provide quick access for connecting with your contacts and can display information about your contacts depending on your privacy relationship.

- To view a contact card for one of your contacts, [House] over the contact's status icon then [Click] (B) Or, [Right Click] the contact, then choose SH CONTACT CARD.
- To keep a contact card visible [Click] =
- To move, (Draig) the card to a new position.

Monitoring a Contact's Status

To receive an alert whenever a contact's Presence statuschanges to AVAILABLE, (Right Clock) a person from your constacts, then select TAG FOR STATUS CHANGE ALERTS. An alert box will display in the Windows Notification Area when the tagged contact becomes available. (Click) the alert to begin a convertation.

To stop receiving alerts, (Right Click) the contact, then desirect TAG FOR STATUS CHANGE ALERTS.

Controlling Presence Privacy

When you add a contact, their default Presence Privacy relationship is Colleagues.

To change the privacy relationship assigned to one of your contacts, [Right Clink] the contact and select OHANGE PRIVACY RELATIONSHIP, then select a privacy relationship.

- FRENDS AND FAMILY see all published contact information except meeting details.
- WORKCROUP contacts use all published contact inflammation except home and other phone numbers. Contact can interrupt DO NOT DISTURB status.
- COLLEAGUES see all published contact information except home, other and mobile phone numbers and meeting details.
- EXTERNAL CONTACTS see only name, title, e-mail address, company and picture.
- BLOCKED CONTACTS see only name and e-mail address.
 The contact cannot make contact with you via Lync.

Keyboard Shortcuts Global Open main Lync window

Open main Lync window

Accept invitation

Decline invitation

Main Window

Go to Contacts list taib
Go to Pensistent Chat taib
Go to Convensation list taib
Go to Phone taib
Open File menu
Open Tools memu
Alt F
Open Help menu
Alt H

Conversation window

Close conversation window
Save As box for received file
Alt-5
Show/Hide IM area
Show/Hide participant list
Ctrl-R
Change to compact view
Ctrl Shift-P

Call controls

End call Alt-Q Put call on hold Ctrl-Shift-H

IM (Conversation window)

Change to gaillery view.

Save IM conversation F12
Open a received file Alt-P
Docline a sent file Alt-D

Conversation or meeting stage View conversation meeting

in full screen F5
Take back control
when screen sharing Ctr

Speecher
Stop sharing Alt-T or
Ctd-Shift-S
Show/Hide sharing stage
Chd-Shift-Y
Change to speaker view Ctd-Shift-I

Chris Alte.

CMS-Shift-II

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