

Microsoft Lync 2013 Quick Start

What is Lync?

Initially think of Lync as an instant messaging tool that allows people send quick text-based messages to each other. Since Lync is part of Microsoft Office, what you see is very similar to other Office tools. It has a list of contacts, which you use to find other people just by typing in their name - you can send messages, use voice and video to communicate, collaborate and share information.

Using Lync

Update your Profile:

Lync uses the same user information as your computer, and integrates with the Outlook address book; however, now you can choose to add additional detail about yourself, including a photo avatar.

<https://cdfwsp.ad.dfg.ca.gov/ADUserEdit/SitePages/Home.aspx>

Launching Lync for the First Time:

To launch the Lync client, you will need to go to your Start menu, browse for **Microsoft Office 2013**, and then **Lync 2013**. Once you launch the client, you will get a “Microsoft Office Activation Wizard” window. Select “I want to activate the software over the Internet. (recommended)” then click “Next”.

At that point, the Lync client will attempt to complete the activation process, so click “Close” at the next window. The client will launch for the first time, and you will receive the following security warning:



Please check the box for “Always trust this server, do not show me this again” then click “Connect”.

Once you’ve completed this step, Lync will launch, and you now can start using it!

If you experience any issues launching Lync, please contact the Help Desk (HelpDesk@wildlife.ca.gov or 916-445-5158).