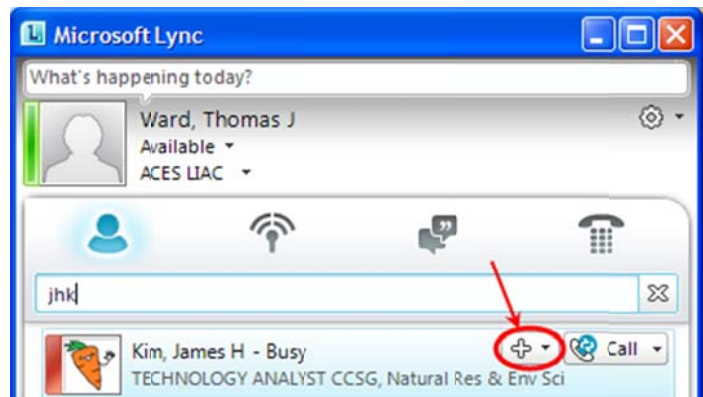


Microsoft Lync Quick Start Guide

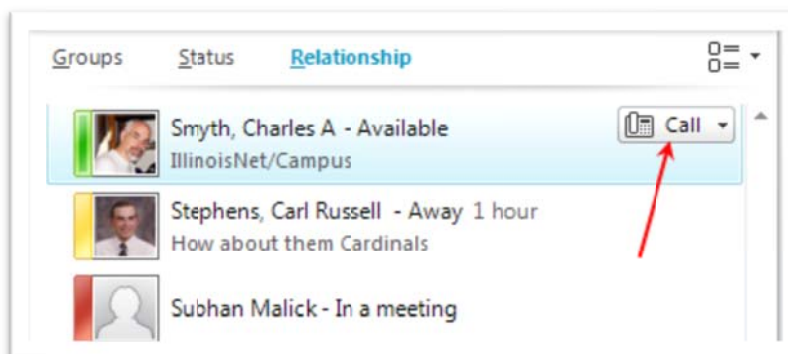
Adding a person to your contact list:

In the search field, type in the name of the contact you wish to add. Below the search field, the names of potential matches will appear. Bring your mouse over the person you wish to add, and click on the “+” symbol to add them to your contact list.



Make a voice call:

Hover your mouse over a contact. You may click on the **Call** button that appears to dial the contact's default number. Or, you can click on the arrow on the right hand side to select from more dialing options.



Set up your voice mail greeting:

Open a web browser, and go to <http://webmail.illinois.edu>. Sign in, and locate **Options** in the upper right hand corner. Click on **Options**, and select **See All Options**. On the left hand menu, select **Phone**. Locate the **Greetings** subsection on the page. Make sure the **Default voice mail greeting** setting is selected. Click on the link that says **Call me to play or record the selected greeting**. You will receive a Lync call. Follow the instructions to record your voice mail greeting.

To listen to your Voice Mail, you can view missed calls in your Exchange inbox or you may click on the **Phone** button at the top of the Lync window.

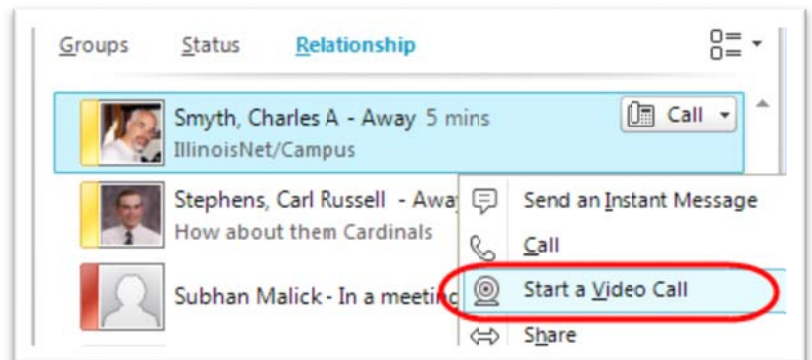


Start an instant message chat:

You can **double-click** on a name in your contact list to begin chatting. Alternatively, you may also **right-click** the contact and select the **Send an Instant Message** option.

Start a video chat:

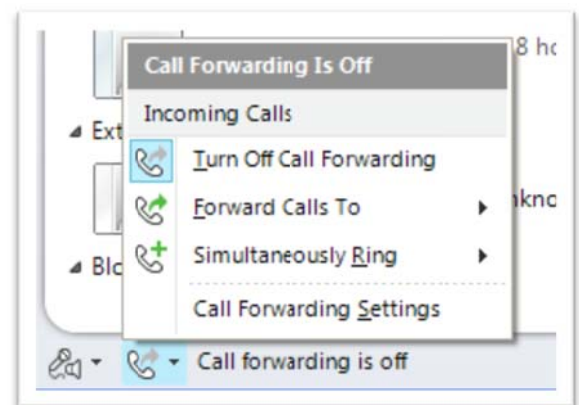
Right-click a contact and select the **Start a Video Call** option. Do note- if the contact does not have a microphone or webcam, while they will be able to see and hear you, you will not see or hear them.



Forward your calls / Set up simultaneous ringing:

At the bottom of the Lync Client window, click the icon with the Phone and the arrow coming out of it. To forward calls to a different number, select the **Forward Calls To** option and pick the number / contact you wish to forward to.

To set up simultaneous ringing, select **Simultaneously Ring** under the same menu. Select the number / contact you wish to ring at the same time.



Invite others to your call / instant message session:

In your call / chat window, locate the **People Options** button at the top. To view current participants, select the **Show Participant List** option. To invite others, select **Invite by Name or Phone Number**. From the new window, select the contact or search for the name and number you wish to invite.

For additional information and tutorial videos:

<https://wiki.cites.uiuc.edu/wiki/display/OCSTrialParticipants/Getting+Started+-+How+to+use+Lync>

<http://www.youtube.com/user/MicrosoftLync>