Lync 2011: Quick Start Guide (for Mac Users)

What is Lync?

Lync provides quick and simple ways of communicating and collaborating through the use of a single, easy to use interface. You can work together in real time, work from any device and communicate with people outside of the IOE whether they are using Lync or Skype. You can communicate through instant messaging, audio/video calling and web conferencing. You can monitor your contacts’ availability and share your desktop.

Signing In:

1. If Lync is not already open click on the Lync icon on your dock.
2. Enter information into the empty fields

   NOTE:
   Your E-mail address and User ID will both be in the format:
   username@ioe.ac.uk
   e.g. hkmroc@ioe.ac.uk
3. Click the Sign In button

TIP:
To customize Lync so it is always open when you log in to your Mac: CTRL+ click on the Lync icon in the dock → select Options → Open on Login
You will still need to enter your password each time.
**Setting Preferences**
Check out the preferences and adjust to suite you. Includes checking your audio input and output.

To do this, go to the Lync menu (top of Mac screen), select Preferences, then click on the appropriate icons.
Contacting People

1. Click on the picture/picture icon for the contact you wish to contact (either in the contacts list or search results list). This displays the contact card (see below).

2. Decide on how you wish to make contact and click on the relevant icon.

Alternatives,

- Click on the contact name in your contacts list, then click on the relevant button in the Contact Menu (running at the bottom of your Lync client window).

- Right click (CTRL+ click) a contact and an option from the drop down menu.

Meet Now

This allows you to start a meeting first, get things ready and then invite your contacts. To use Meet Now:

1. Select Meet Now from the Conversation menu (the menu right at the top of the screen).

2. Select from the three options depending on the type of meeting you require:

3. Once you are ready for your meeting you can invite people through the Options button (wheel).

TIP:
When you use Meet Now or Schedule a Meeting (instructions overleaf) you will have many more options open to you to control the meeting and your participants.
**Answering a Call**

When you are invited to a call or meeting an alert will be displayed in the lower-right corner of your screen.

Click the **Accept** button

**TIP:**
A video or handset icon on the green button will indicate to you what type of call it is.

**Schedule a Lync Meeting**

You can schedule a Lync meeting in the same way that you schedule a calendar appointment through Outlook. You can start this if you are in Outlook, or use one of the shortcut buttons in Lync which can be found on the Contact Menu and Contact Card.

Create a new calendar appointment in the normal way and click the **Online Meeting** button.

**NOTE:** You can include people who do not have a Lync account and also those who do not have Lync installed on their computer.

**JOINING A MEETING**

People join the meeting by clicking the **Join Lync Meeting** link in the email. If an attendee does not have Lync installed on their computer the computer will join the meeting using Lync Web App.

**Instant Messaging/Chat:**

- In an IM you can:
  - Drag files into the message area.
  - Add emotive icons
  - Format text (font, font size, font colour),

- Press the ENTER key on the keyboard to send the message

**TIP:**
The fastest way to start an IM to a contact is to double click on the contact picture/picture icon.
Audio/Video Calling:
Summary of commands when in an audio/video call

Tablet/Mobile Access
You can take part in instant messaging and join an audio Lync meeting from your tablets or mobiles. (Download of Microsoft Lync App is required)
Help

Lync has an excellent Help feature.
1. Click on Help on the Lync menu (located right at the top of the screen).
2. Type the keywords into the Search field.
3. Click on the item you require from the list.

TIP:
In some cases, when you hover over an item in the search results Lync will open some of its menu options and add arrows to guide you to locating any relevant commands.

Lync 2011 (for Macs) v Lync 2010/2013 (PCs)

The following tasks are not possible when using Lync 2011:
- Give control of your shared desktop
- Upload or navigate a PowerPoint presentation
- See a PowerPoint presentation someone else is presenting
- Share a program (but remember you can share the desktop)
- See or share a whiteboard or poll
- Record a meeting

Online Training Resources:

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<th>Resource</th>
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<tr>
<td>Video: Lync for Mac Quick Tour, (Microsoft)</td>
<td>LINK</td>
<td>An introduction looking at logging in and the presence indicator (2:17 minutes)</td>
</tr>
<tr>
<td>Video: Communicating using Lync for Mac (Microsoft)</td>
<td>LINK</td>
<td>An introduction looking at starting an Instant Message and Video call. (2:27 minutes)</td>
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<tr>
<td>Video: Schedule and run online meetings using Lync for Macs (Microsoft)</td>
<td>LINK</td>
<td>Learn how to use the &quot;Meet Now&quot; option to start an informal online meeting and schedule an online meeting using Outlook for Mac. (1:49 minutes)</td>
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Try also searching for ‘Lync 2011’ in your favourite search engine and YouTube.