

Lync Client for Office 365

Overview

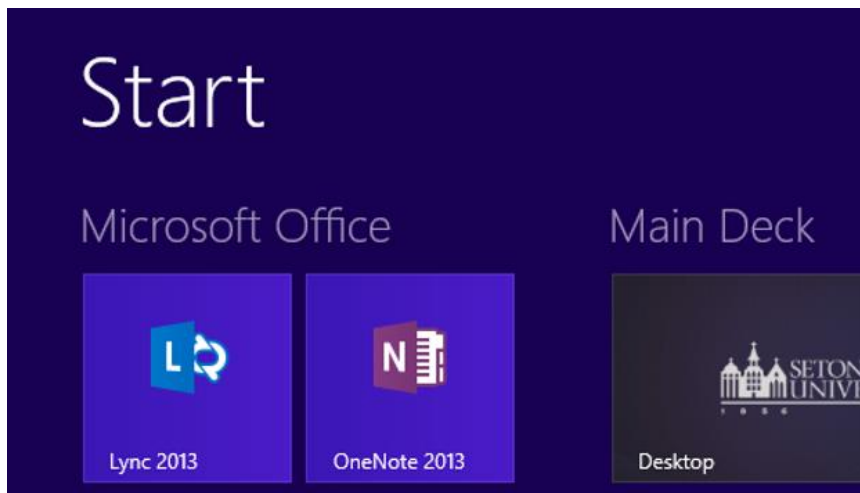
Lync Online connects people everywhere, on devices running Windows 8 and other operating systems as part of their everyday productivity experience. Lync provides a consistent, single client experience for enhanced instant messaging and web meetings that are capable of voice and video with presence enabled built in.

Lync Online features

- Enhanced instant messaging (IM) including video and voice to connect efficiently and effectively.
- Create, moderate, and join pre-planned and on-the-fly audio, video, and web meetings with people inside and outside your organization.
- Get real-time presence information—including photos, availability status, and location.
- Enhance online presentations with screen-sharing and virtual whiteboards.

How to get the Lync Client

- All Seton Hall issued Windows 8 computers have Office 2013 Pre-Installed. The Lync 2013 Client can be found on the Windows 8 Modern Desktop.



- If you do not have Lync installed, you may download a copy of Lync 2013 Basic:
<http://www.microsoft.com/en-us/download/details.aspx?id=35451>

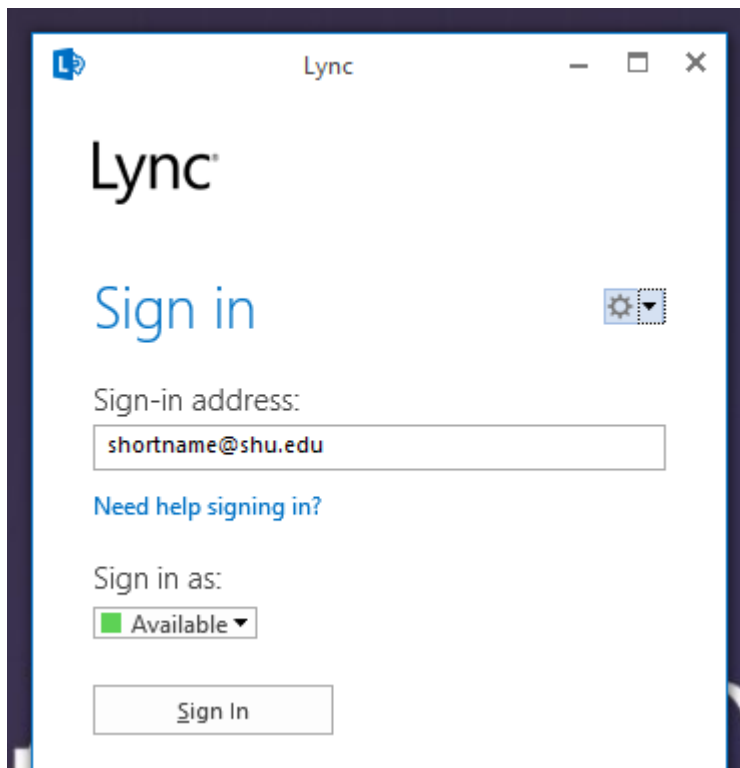
Lync Can be used on Mobile Devices

- Apple App Store for IOS devices – Lync 2013
- Window Store for Windows based mobile phones– Lync 2013
- Android Store – Lync 2013

Logging into Lync

Please use your current PirateNet credentials on the Lync Client login form. Enter your shortname (ex. smithjo@shu.edu) and click Sign In. At the prompt enter your current PirateNet / AD password.

Please note: If you are prompted for a Sign In address and a Username, both the address and the username are your shortname@shu.edu



- Mobile Devices that have the Lync client installed require the same authentication; PirateNet Credentials (smithjo@shu.edu) and current password.

Basic Lync Usage

Start using Lync for IM and online meetings:

<http://office.microsoft.com/en-us/office365-suite-help/start-using-lync-for-im-and-online-meetings-HA103105905.aspx>

Once Logged in you can search for a member you wish to chat or collaborate with and add them to your Favorites list or Contacts List. In addition, once a member is added to your contact list they will appear in OWA (Outlook Web Access) as a contact and you will be able to begin an instant messaging session on demand.

With Lync you can:

- See when people are available, away from their desk, or in a meeting
- Send an instant message
- Set up a Lync Meeting
- Send Email
- Make and receive audio and video calls
- Share documents and presentations

