

Installing Microsoft Lync 2013 on Campus PC's

Lync is a new Microsoft service that provides instant messaging, presence (Busy, Available, etc.), and audio and video conferencing with connections to Alverno users and off-campus users. For faculty and staff PC users on campus, Lync is available now! Please follow these instructions. Although you must have a Lync account to create meetings, anyone can join a Lync meeting using only a Web browser.

Task	Screen Shot
1. Click on Start, All Programs, Microsoft, System Center 2012, Configuration Manager, Software Center.	Microsoft System Center 2012 Configuration Manager Software Center QuickTime Roxio Roxio Roxio Creator NXT Back Search programs and files
 Under Available Software put a checkmark by Microsoft Lync 2013 and click on Install Selected. 	Software Center Alverno College Available Software Installation Status Installed Software Options SHQW All ShQw Optional software Fold difficult unified for the ballistic Status
	NAME TYPE PUBLISHER AVAILABLE STATUS *
	Microsoft Lync 2103 Application 2/5/2014 Available
	RealPlayer Application 4/10/1998 Available
	Microsoft Lync 2103
	OVERVIEW REQUIREMENTS DESCRIPTION
	Status: Available Restart required: Might be required Version Desched for the second
	Download size: 349 MB Date published: Not specified Estimated time: Not specified
	Help document: None Total components: 1
	INSTALL SELECTED



Task	Screen Shot
3. An installation progress window will appear. It will disappear when the installation is complete.	Microsoft Lync 2013 Installation Progress Installing Microsoft Lync 2013
 4. To access Microsoft Lync 2013 click on Start, All programs, Microsoft Office 2013, Lync 2013. 	Accessories Games Microsoft Office Microsoft Office 2013 Cync 2013 Office 2013 Tools Microsoft System Center 2012 Back Search programs and files



Disable Lync 2013 from Automatically Starting Up

Task	Screen Shot
 With Microsoft Lync open, click the Gears Icon on the right-hand side. Click Tools then Options. 	Lync × Lync: - Sign in * - Sign-in address: Eile username@domain.com Iools Sign in as: Help Available Debug Show Menu Bar Video Device Settings Very annoyir Dial-in Conferencing Settings talling it usin Options
2. Click Personal from the left-hand panel.	Lync - Options General Personal Contacts List Status My account Automatically start Lync when I log on to Windows My Picture Phones



Task	Screen Shot
3. Uncheck Automatically start Lync when I log on to Windows under the My account section.	Lync - Options General Personal Sign-in address: Contacts List Status My Automatically start Lync when I log on to Windows My Picture Phones