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**.	
2. Under **Available Software** put a checkmark by **Microsoft Lync 2013** and click on **Install Selected**.	

Task	Screen Shot
3. An installation progress window will appear. It will disappear when the installation is complete.	
4. To access Microsoft Lync 2013 click on **Start, All programs, Microsoft Office 2013, Lync 2013**.	
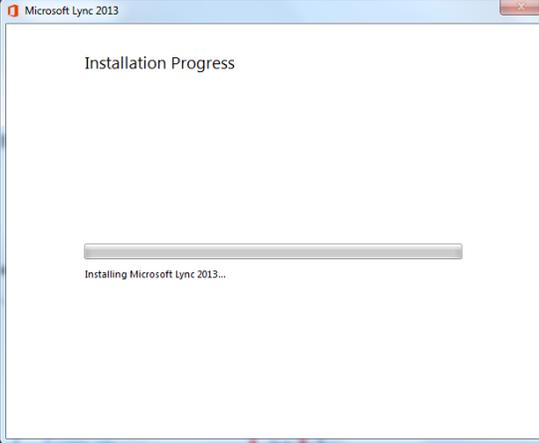
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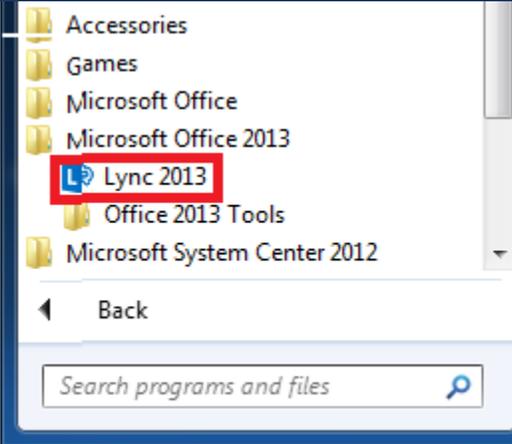
Disable Lync 2013 from Automatically Starting Up

Task	Screen Shot
1. With Microsoft Lync open, click the **Gears Icon** on the right-hand side. Click **Tools** then **Options**.	Lync — □ × Lync Sign in ☼ ▾ Sign-in address: username@domain.com Sign in as: ■ Available ▾ Sign In File ▸ Tools ▸ Always on Top Help ▸ Recording Manager Debug ▸ Audio Device Settings Show Menu Bar Video Device Settings Dial-in Conferencing Settings very annoyin Options talling it usin
2. Click **Personal** from the left-hand panel.	Lync - Options General Personal Contacts List Status My Picture Phones My account Sign-in address: Advanced... ☑ Automatically start Lync when I log on to Windows ☑ Show Lync in the foreground when it starts
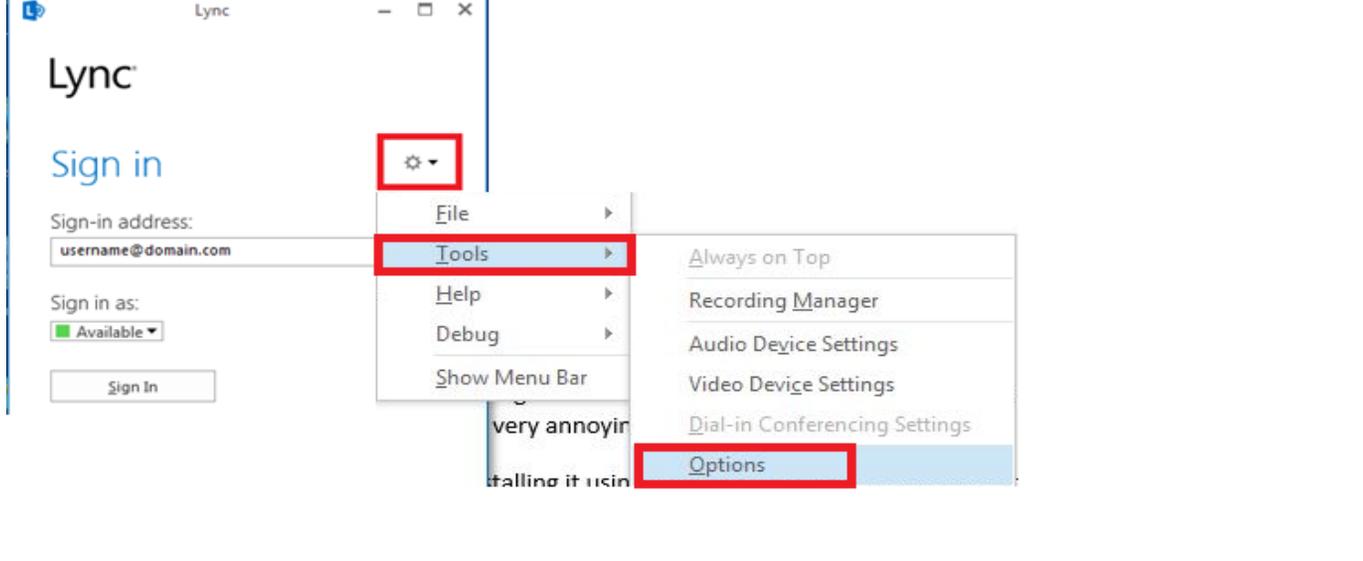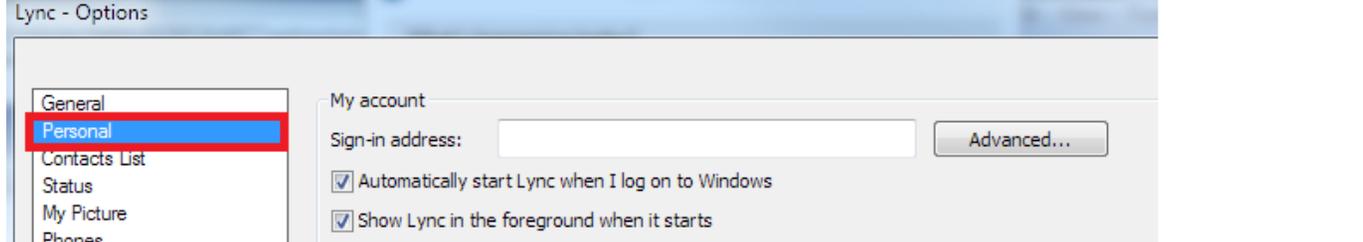
Task	Screen Shot
3. Uncheck **Automatically start Lync when I log on to Windows** under the My account section.	