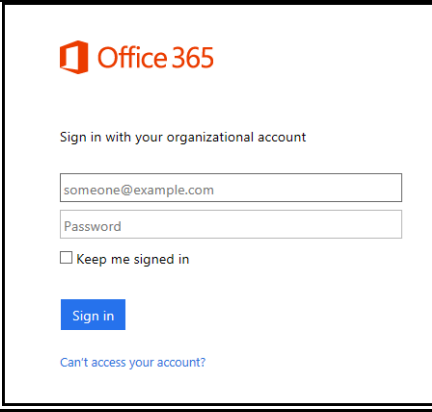
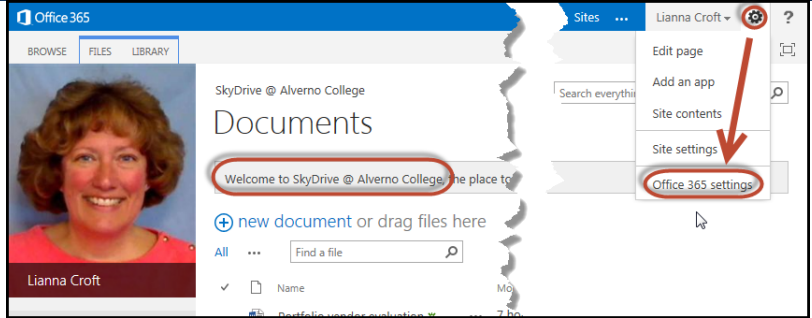
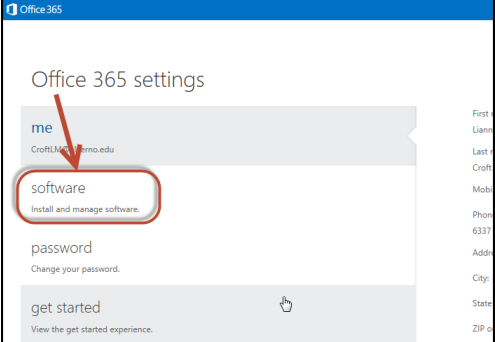
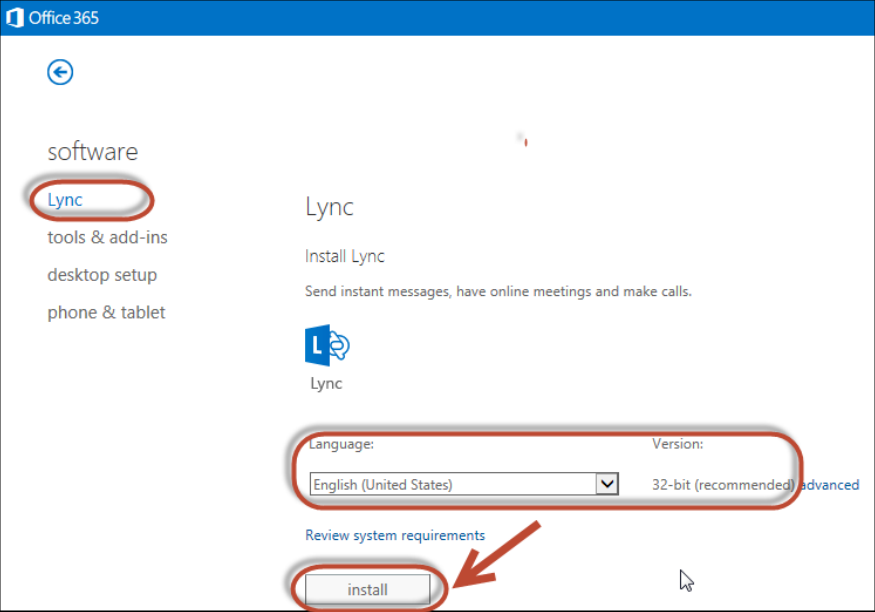

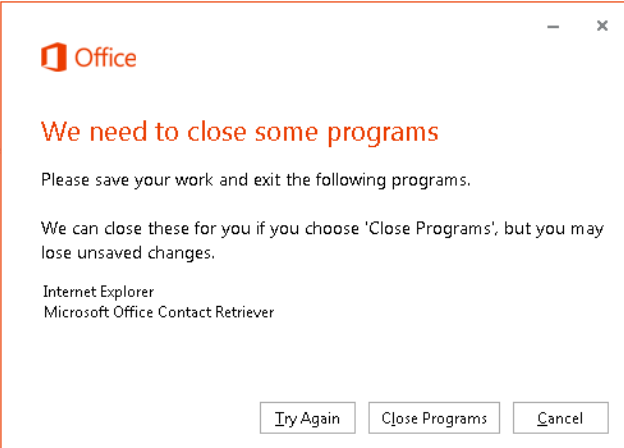
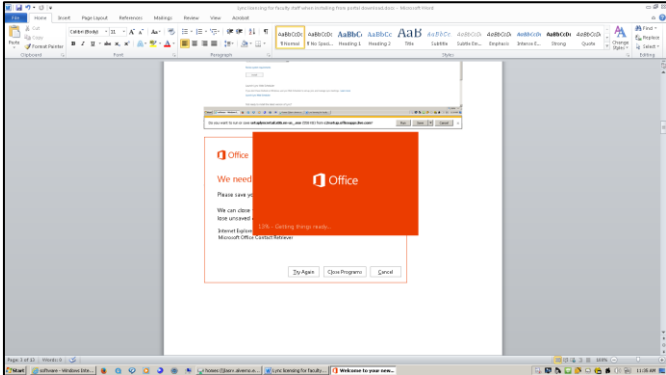
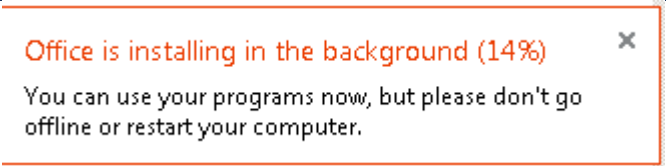


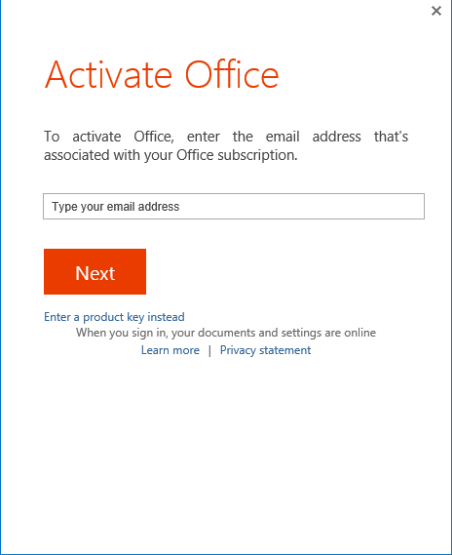
## Installing Microsoft Lync 2013

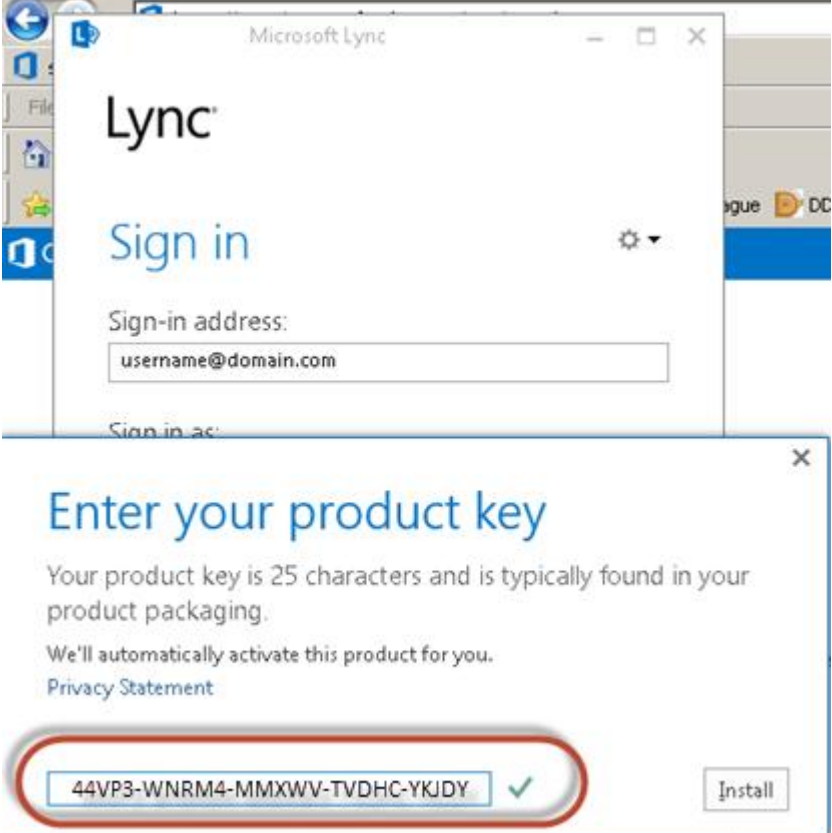
These instructions will explain how to download, install, and license Microsoft Lync 2013 (full client) **on your personally-owned computer**. Please note that these instructions and this license code are only valid for Alverno College faculty/staff.

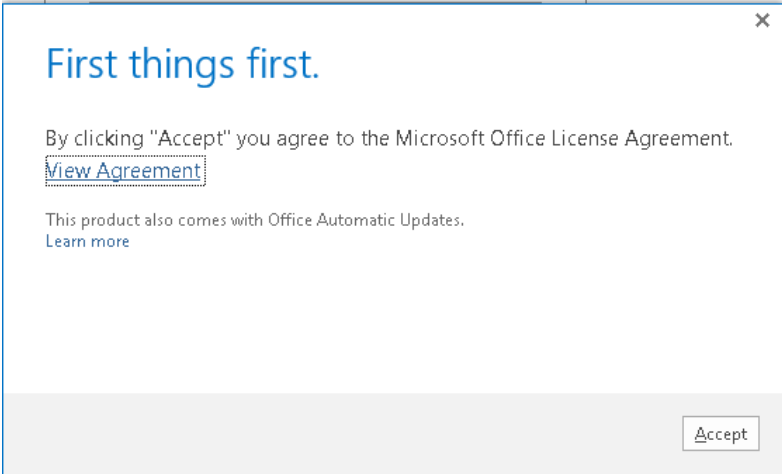
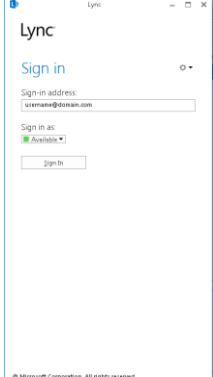
Task	Screen Shot
<ol style="list-style-type: none"><li>1. <b>Open your browser</b></li><li>2. <b>Go to <a href="http://portal.microsoftonline.com">http://portal.microsoftonline.com</a></b></li><li>3. <b>Log in</b> with your Alverno username in the following format: <a href="mailto:username@alverno.edu">username@alverno.edu</a>, e.g., <a href="mailto:croftlm@alverno.edu">croftlm@alverno.edu</a>. When you hit the Tab key to move to the password field, you'll be redirected to another login screen asking for your Alverno username and password</li><li>4. <b>Re-enter</b> your username in the <a href="mailto:username@alverno.edu">username@alverno.edu</a> format</li><li>5. <b>Enter</b> your Alverno network password.</li></ol>	
<p>Once successfully logged in, you'll land on the SkyDrive Pro home page. (SkyDrive Pro provides you with 25 GB of cloud storage. Please see <a href="http://www.alverno.edu/media/alvernocollege/technologyservices/pdfs/SkydriveProFaculty-staff.pdf">http://www.alverno.edu/media/alvernocollege/technologyservices/pdfs/SkydriveProFaculty-staff.pdf</a> for details).</p> <ol style="list-style-type: none"><li>6. Click the <b>gear icon</b> in the upper right-hand corner of your screen (right next to your name)</li><li>7. Choose <b>Office 365 settings</b></li></ol>	

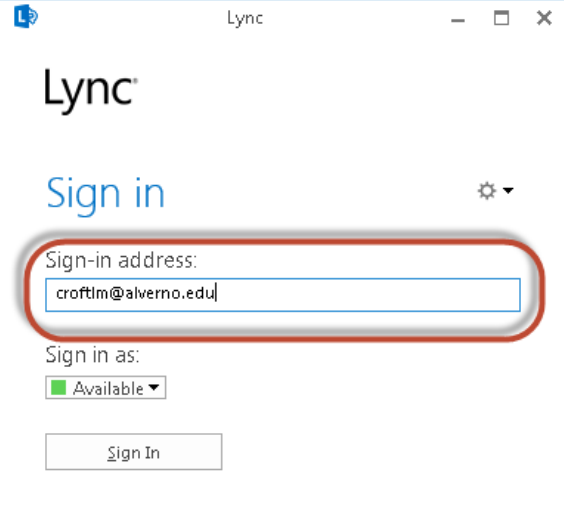
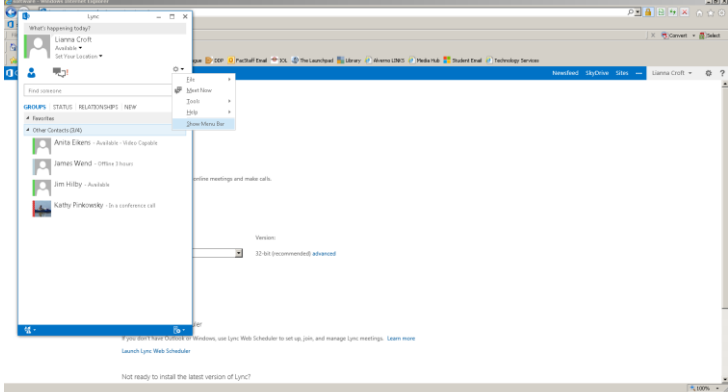
Task	Screen Shot
8. Click <b>Software</b> in the left column	
You'll see the the Lync installer. 9. Leave the dropdown box at the default ( <b>English-United States and 32-bit</b> ) 10. Click the <b>Install</b> button	
11. Click <b>Run</b>	

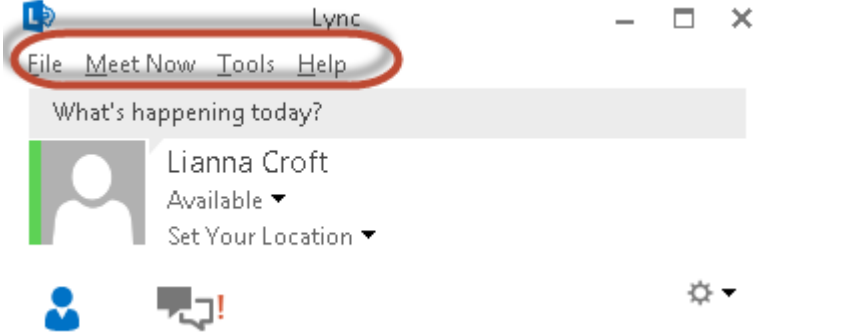
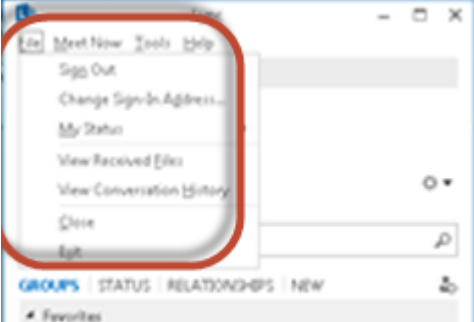
Task	Screen Shot
<p>If you're running any programs that conflict with the Lync installer, you'll see this screen.</p> <p>12. Save any open files 13. Click Close Programs</p>	
<p><b>You may see an orange Office window with the percentage complete</b></p>	
<p><b>Then, you may see a notification in your system tray (bottom right-hand of your screen), telling you that you may do other things while the installation program works.</b></p>	

Task	Screen Shot
<p><b>Once the installation has finished, you'll see the activation window. Don't bother entering your email address in the box. Instead, click Enter a product key instead</b></p>	

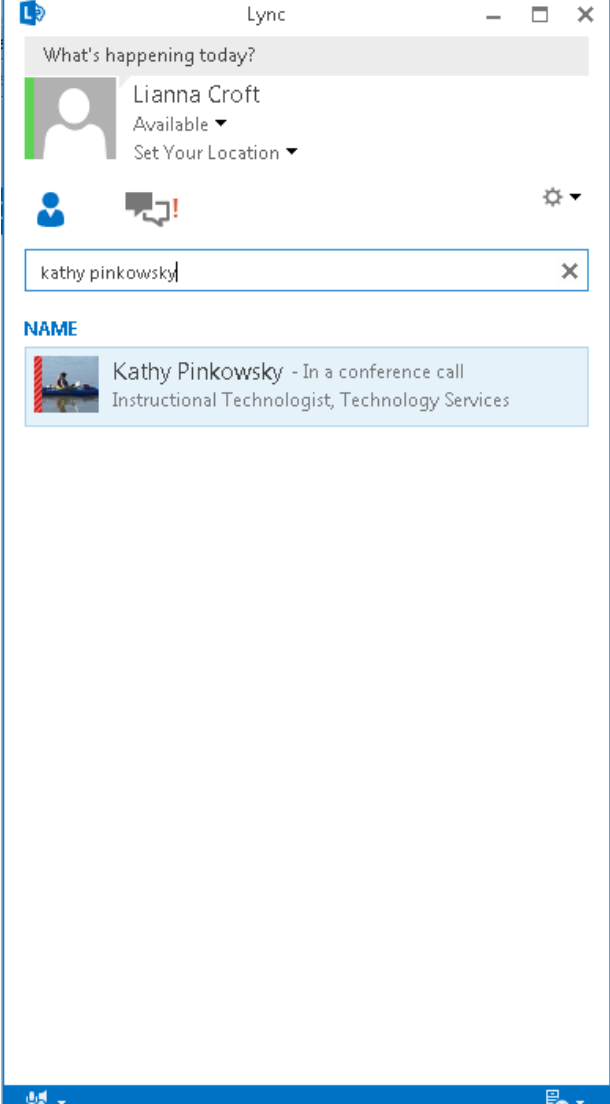
Task	Screen Shot
<p><b>Enter the following product key in the box provided (you may just copy/paste from here , if you like).</b></p> <p><b>44VP3-WNRM4-MMXWV-TVDHC-YKJDY</b></p> <p><b>When you finish entering the license key correctly, a green checkmark appears. Then, click Install</b></p>	

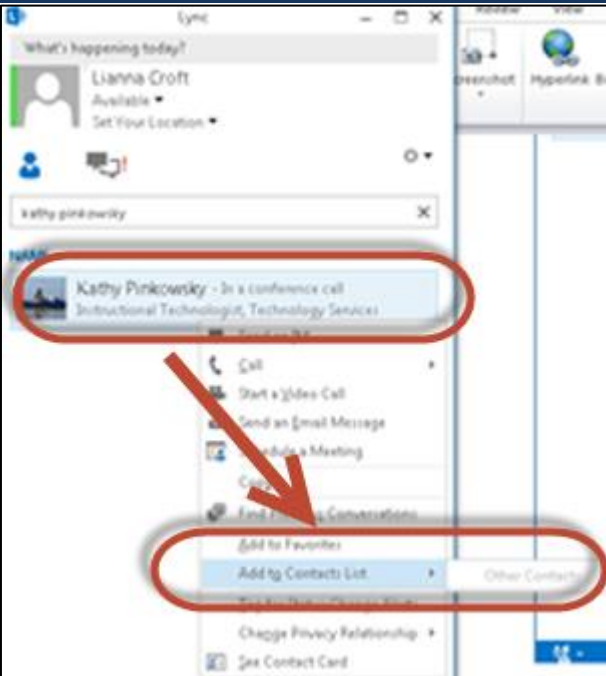
Task	Screen Shot
<p><b>Click the View Agreement link to read the Microsoft Office License Agreement. After viewing, click OK to close the window. Then, click Accept.</b></p>	
<p><b>You will then see the Lync sign-in screen.</b></p>	

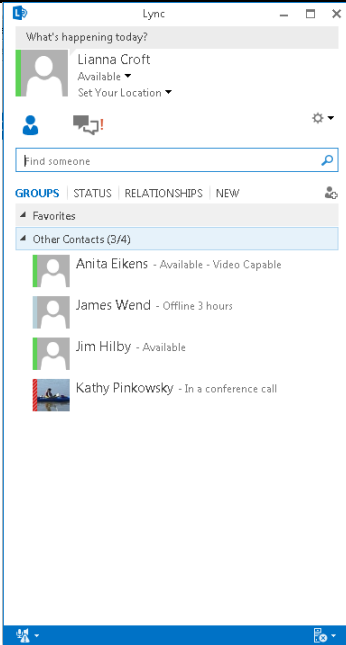
Task	Screen Shot
<p><b>Enter your Alverno username in the following format: <u><a href="#">username@alverno.edu</a></u>. Then, enter your Alverno network password when prompted, and click Sign In.</b></p>	
<p><b>You're in! Click on the down arrow to the right of the gear shift as shown below, and choose Show Menu Bar.</b></p>	

Task	Screen Shot
<p>The menu bar appears at the top of the Lync window</p>	 A screenshot of the Lync application window. The title bar shows 'Lync' with standard window controls. Below the title bar is a menu bar with 'File', 'Meet Now', 'Tools', and 'Help' items. A red oval highlights this menu bar. Below the menu bar is a search bar with the text 'What's happening today?'. Underneath is a profile card for 'Lianna Croft' with a status of 'Available' and a 'Set Your Location' dropdown. At the bottom are icons for a person, a chat bubble with an exclamation mark, and a settings gear.
<p>From the File menu, you can choose to Sign Out or Exit (Exit will sign you out and close the Lync application).</p>	 A screenshot of the Lync application window with the 'File' menu open. The menu items are: 'Sign Out', 'Change Sign-In Address...', 'My Status', 'View Received Files', 'View Conversation History', 'Close', and 'Exit'. A red oval highlights the entire open menu. The background shows the same profile card as the previous screenshot.



Task	Screen Shot
<p><b>Now, you can start typing any faculty, staff, or student name in the box. As you type, suggested contacts will appear.</b></p>	 <p>The screenshot shows the Lync application window. At the top, it says 'Lync' with window control buttons. Below that is a search bar with the text 'What's happening today?'. Underneath is a profile card for 'Lianna Croft' with status 'Available' and 'Set Your Location'. Below the profile card is a search input field containing 'kathy pinkowsky'. A dropdown menu is open below the search field, showing a list of suggestions under the heading 'NAME'. The first suggestion is 'Kathy Pinkowsky - In a conference call' with the subtext 'Instructional Technologist, Technology Services'. The Windows taskbar is visible at the bottom of the screenshot.</p>

Task	Screen Shot
<p><b>When you find the person you're looking for, you can right-click on the name and choose Add to Contacts List/Other Contacts to have this person appear in your Lync contacts all the time.</b></p>	 <p>The screenshot shows the Lync application window. At the top, it says 'What's happening today?'. Below that, there's a contact card for Lianna Croft, who is 'Available'. A search bar contains 'kathy.pinkowsky'. Below the search bar, a contact card for 'Kathy Pinkowsky - In a conference call' is shown, with her title 'Instructional Technologist, Technology Services'. A right-click context menu is open over this contact card. The menu items include: Call, Start a Video Call, Send an Email Message, Schedule a Meeting, Copy, End Conversation, Add to Favorites, Add to Contacts List (highlighted with a red oval and an arrow), and Set Contact Card. The 'Add to Contacts List' option has a sub-menu arrow pointing to 'Other Contact'.</p>

Task	Screen Shot
<p><b>See finished sample at right</b></p>	 <p>The screenshot shows the Microsoft Lync 2013 interface. At the top, it says "What's happening today?" and lists "Lianna Croft" with a status of "Available" and a "Set Your Location" dropdown. Below this is a search bar labeled "Find someone". Underneath the search bar are tabs for "GROUPS", "STATUS", "RELATIONSHIPS", and "NEW". The "GROUPS" tab is selected, showing a list of contacts under "Other Contacts (3/4)". The contacts listed are: Anita Eikens (Available - Video Capable), James Wend (Offline 3 hours), Jim Hilby (Available), and Kathy Pinkowsky (In a conference call). The Windows taskbar is visible at the bottom of the screenshot.</p>