

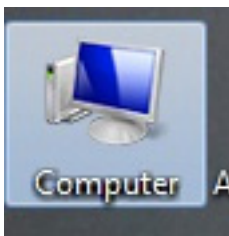
Install Microsoft Lync 2013 to your Windows Computer or Laptop

Microsoft Lync can be installed on any Windows computer or laptop as long as the minimum specifications are met. You can use it to instant message and share information with other students and staff at EIT.

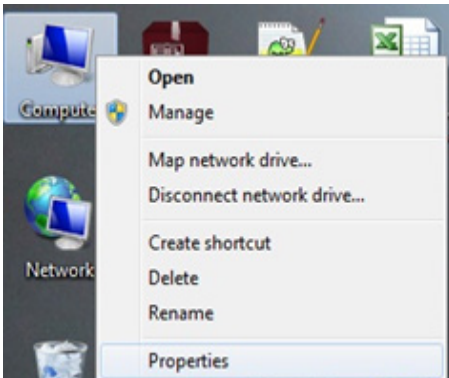
Lync Requirements	
System Component	Minimum Requirement
Computer/processor	Intel Pentium 4, AMD Athlon 64, or equivalent
Memory	2 gigabytes (GB) of RAM
Data and Voice	Minimum 1.6 gighertz (GHz) or faster processor. We recommend 2.0 gigahertz (32-bit or 64-bit)
Display Resolution	
Graphics Hardware	<ul style="list-style-type: none">• 1024 x 768 required.• Support for Microsoft DirectX9 application programming interface.• 128 megabytes (MB) of graphics memory (minimum). We recommend 256 MB of graphics memory.• Windows Display Driver Model driver• Pixel Shader 2.0 in hardware• 32 bits per pixel
Other Requirements	<ul style="list-style-type: none">• A broadband internet connection is needed

1. Firstly, you will need to choose the correct download. For Windows, there are two different installation files to choose from, 32-bit or 64-bit Lync. Below are instructions explaining how you find out which version will work on your computer or laptop.

- To find out what kind of operating system you are using, click **Computer** on your desktop.



- Right click and choose **Properties**.



- A screen will appear telling you information about your computer. Under the system heading, you will see what system-bit operating system you are using. Go back to the *'Install Lync to my computer or laptop'* web page.

View basic information about your computer

Windows edition

Windows 7 Enterprise

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Service Pack 1

System

Rating:	System rating is not available
Processor:	Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz 3.10 GHz
Installed memory (RAM):	4.00 GB (2.94 GB usable)
System type:	32-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

- Choose the appropriate download link from the top section of the Install Microsoft Lync page. If you see 32-bit Operating System, choose the 32-bit installation link. If you see 64-bit Operating System, choose the 64-bit link to start the installation.



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Computer Guides

Install Lync to my computer or laptop

Download Lync for FREE

If you already have office or want to install Microsoft Lync as a stand alone application you may download it as a current EIT student. Below are some instruction guides to explain how to install Lync to your computer and a list of the other Lync downloads.

Installation instructions:

- Lync 2013 Windows Installation Instructions
- Lync 2011 Mac Installation Instructions
- Lync for mobile and tablet Installation Instructions

Windows Lync 2013 downloads:

- Microsoft Lync 2013 Download (32-bit)
- Microsoft Lync 2013 Download (64-bit)

Mac Lync 2011 download:

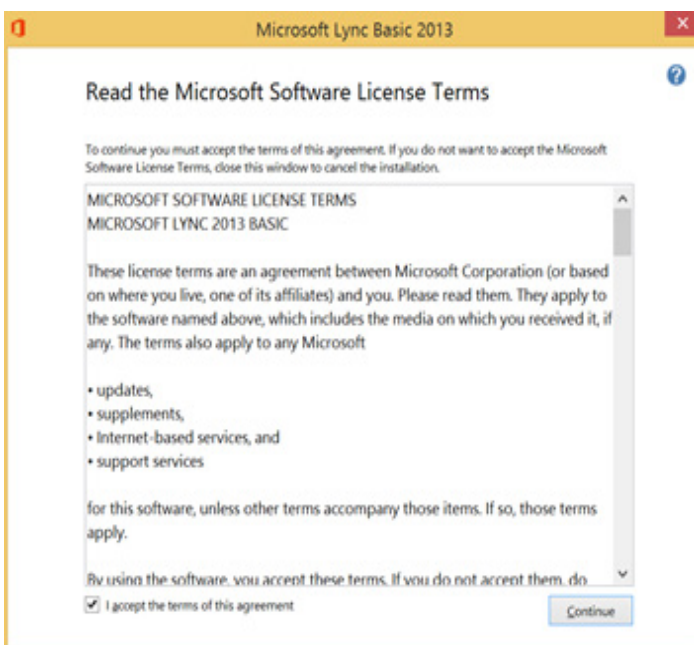
- Microsoft Lync 2011 Download (Mac)

Word

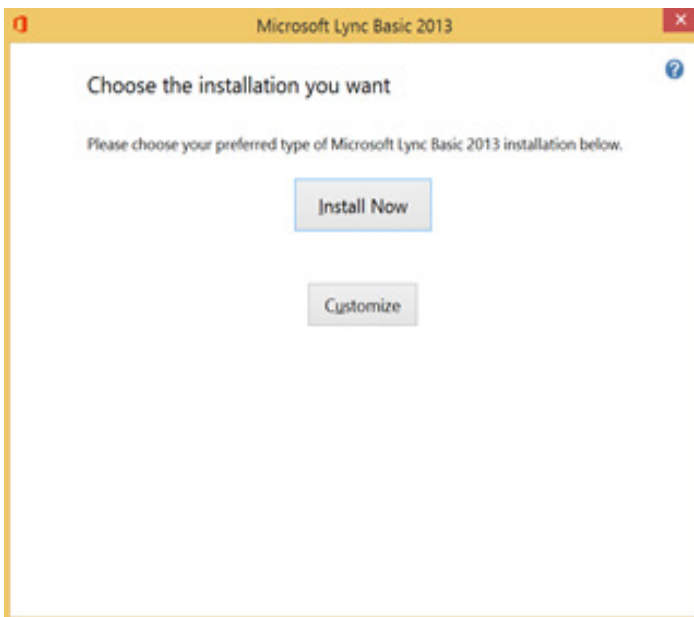
Formatting your Document

- Inserting Headers & Footers
- Inserting Page Numbers
- Line Spacing
- Margins and Page Orientation
- Page Breaks and Section Breaks

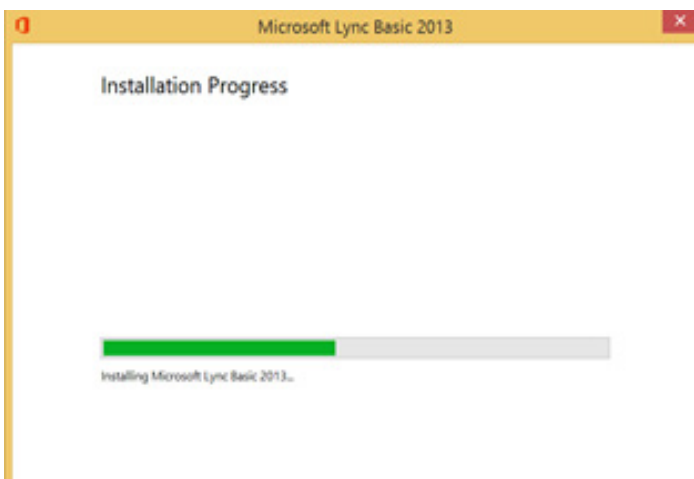
- Once the application has downloaded (this may take several minutes) **double left click** to run it.
- A Microsoft Software License Terms pop-up will appear. Once you have read it and would like to proceed, click the checkbox 'I accept the terms and agreement of this agreement' and click **Continue**.



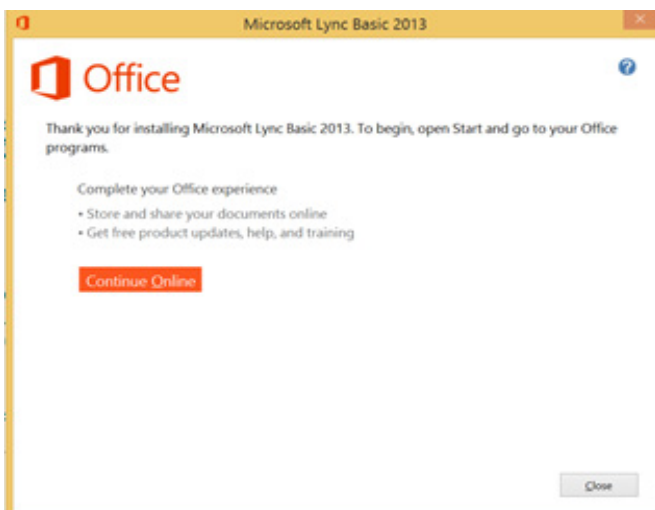
4. Click **Install Now** to start the installation.



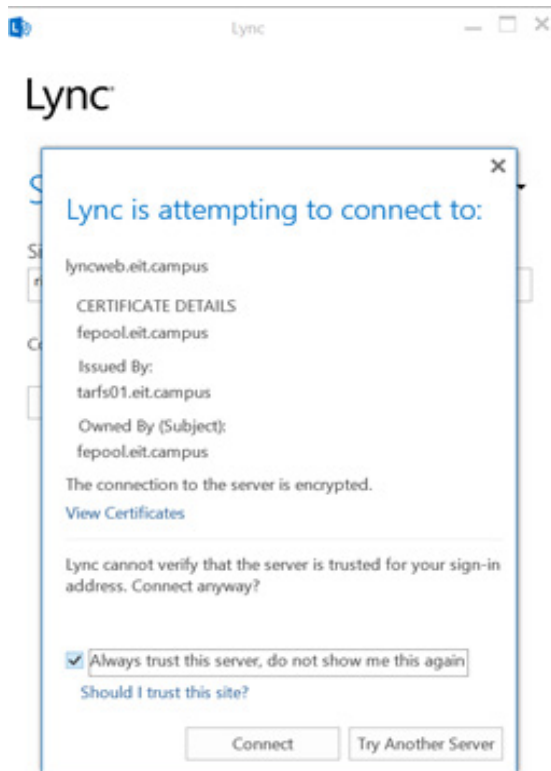
This may take several minutes for the install to complete.



5. Once Lync 2013 has been installed, click **Close**.



- Open Microsoft Lync 2013. It may open automatically or you may have to go to program files on your computer and choose Microsoft Lync 2013.
- Once it has opened, you may see the below screen. This screen is verifying that the Lync download is trustworthy to use. Click the checkbox '*Always trust this server, never show this message again*' and click **Connect**.



- A sign in screen will appear. Enter your EIT student webmail address e.g. **smithj1@student.eit.ac.nz** and enter your EIT password. Click **Sign in**.

