

Microsoft Lync 2010 - Windows XP/Vista/7/8

Microsoft Lync delivers an easy way to communicate to students and staff at EIT, on and off campus. Once you have installed it you can use it anytime on a computer with internet access. It uses a simplified, single interface to find and talk to an EIT user.

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Who uses it at EIT?

Every EIT student and staff member has access to the application.

How do I install it at home?

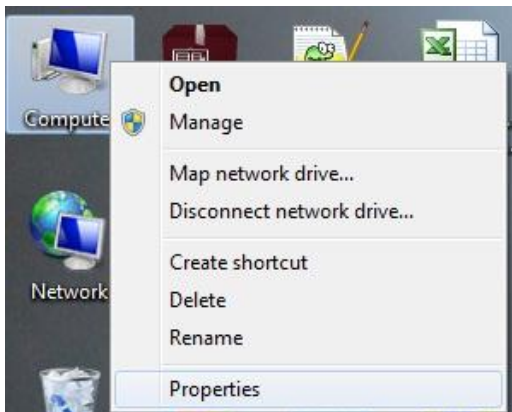
Microsoft Lync can be installed on any Windows computer. You only need to install it once and you can use it to instant message and share information with other students and staff at EIT. There are three different downloads for you to choose from. The one that you should use depends on what operating system you use.

To choose what download you should use:

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



Right click and select 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.

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 |

Go to http://www2.eit.ac.nz/library/myeit_install_lync.html and select the appropriate Windows download.

Once you have found the appropriate download to use, you will be prompted through a series of steps throughout the entire installation.

1. Choose the appropriate download link from the Install Lync web page



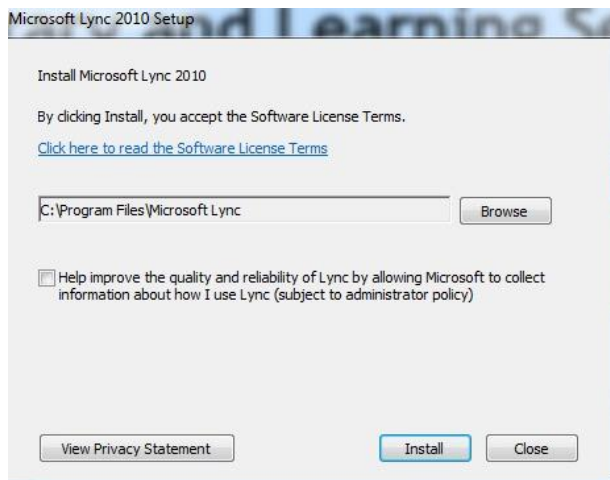
2. Click Run.



3. A security message will appear, click Run again. This application is safe to install.



4. Click Install to download Microsoft Lync to your computer.



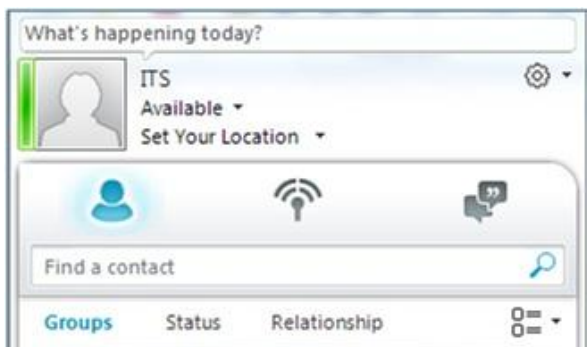
Once the install has finished, Lync will automatically open for you to sign in.

How do I login and send an instant message to my lecturer/tutor?

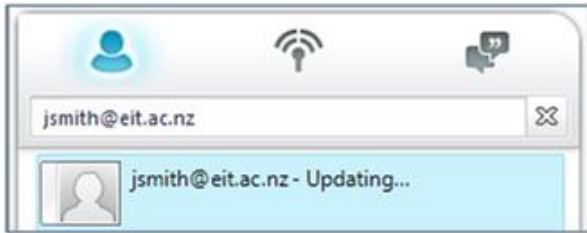
Type in your student EIT webmail address e.g. SmithJ12@student.eit.ac.nz and click Sign In. Enter your current EIT password and press Sign In again.



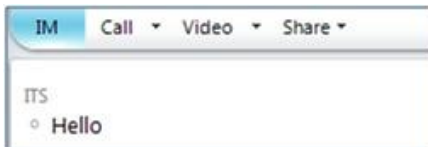
You will see the Lync application open below with your name at the top










To find your lecturer/tutor, type in their EIT staff email address e.g. jsmith@eit.ac.nz




Double click on the email address that appears and begin typing your message.



A summary of the contact status symbols and what they mean are below:

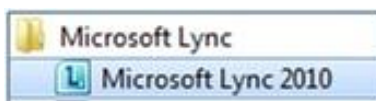
| | Meaning |
|---|---|
|  | Available - The contact is available and is at their computer ready to have a conversation. |
|  | Busy, In a call, In a Conference, In a Meeting - The contact is online but are busy engaged in another activity. |
|  | Do Not Disturb - The contact is online but does not wish to be interrupted. |
|  | Appear Away, Off Work, Be Right Back - Contact is online but not at their computer. This status can be changed manually by the contact or will automatically appear after 10 minutes. A message will appear but won't be seen until the contact is back at their computer. |
|  | Offline - The contact is not online because they have not signed into Lync. Your message won't be seen by them until they log into their computer. |
|  | Presence Unknown - The status cannot be found. |
|  | Blocked - The user has been blocked and appears to be offline. |

Once I have installed it, how do I find Lync again?

If the Lync window does not automatically appear, click on the start icon  and click on All Programs



Choose Microsoft Lync and then Microsoft Lync 2010



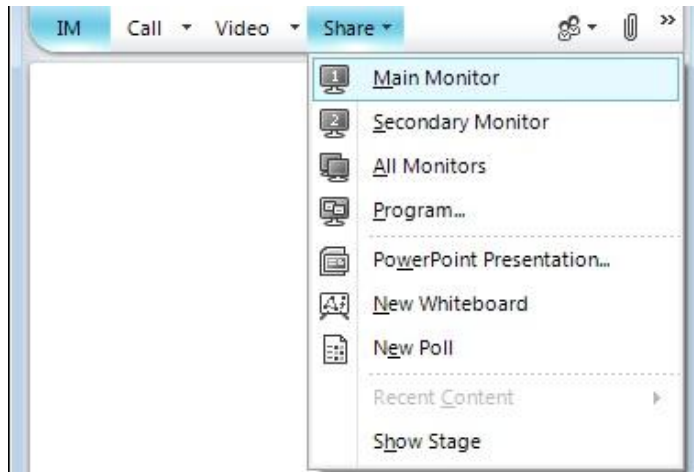
Microsoft Lync will open for you to sign in.



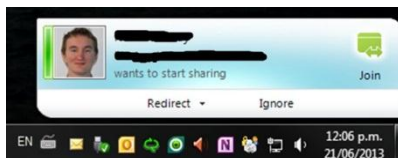
Can I share my desktop screen to another person using Lync? How can I do it?

If you have an application or issue you can share your desktop screen with another user. When you share your screen by default, you will have full control, but you can allow the other person to control your desktop if needed.

1. Type in and find the person you want to talk to. Double click to instant message them.
2. On the right hand side, click Share >> Main Monitor



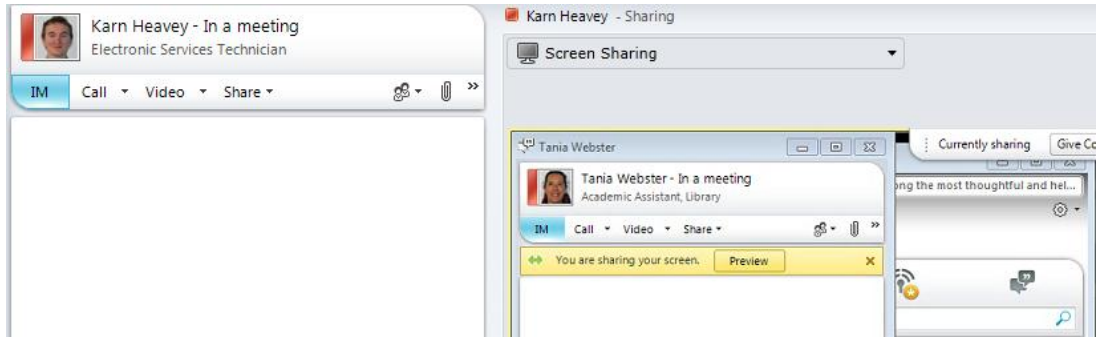
A bar will appear at the top of your screen. This means that you are sharing your specific monitor and the other person can see what you have open. Before the screen can be seen by both users the participant must join the invitation.



3. Once the invitation has been accepted, below is what each other will see from your computer:

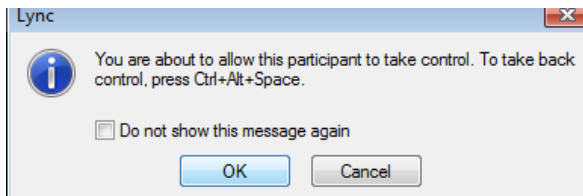


Bar person who is sharing

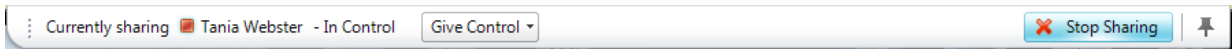


The participant viewing the other users screen

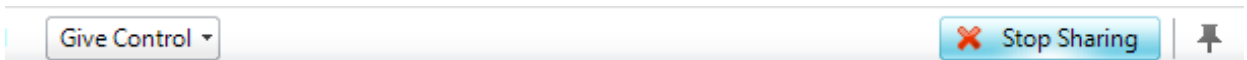
- Once it has been shared, you can also have the participant control your screen if you need to. The person sharing the screen should click Give Control. A warning message will appear confirming the participant is to take control. Click OK.



Both users will see what the status on the top bar will change and it will say the user is in control.

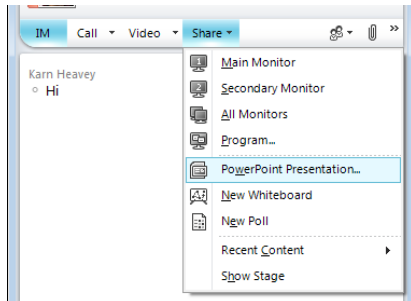


- You can also type in the message box on the left hand side to collaborate and share your thoughts about what's being shared.
- When you have finished, click Stop sharing and this will end the session with the other person.

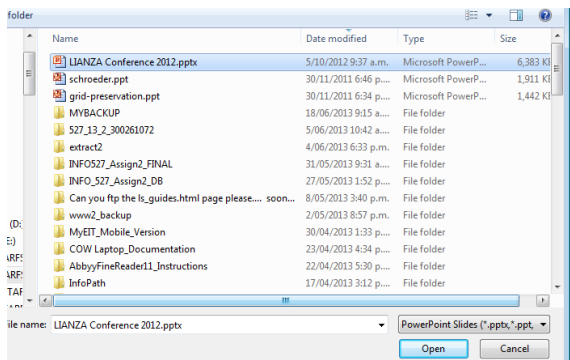


How do I share a PowerPoint presentation to my tutor or study group?

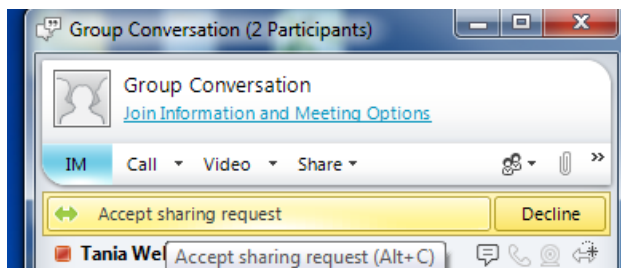
1. Double click on the people you want to invite into the conversation. To share a PowerPoint show click PowerPoint Presentation...



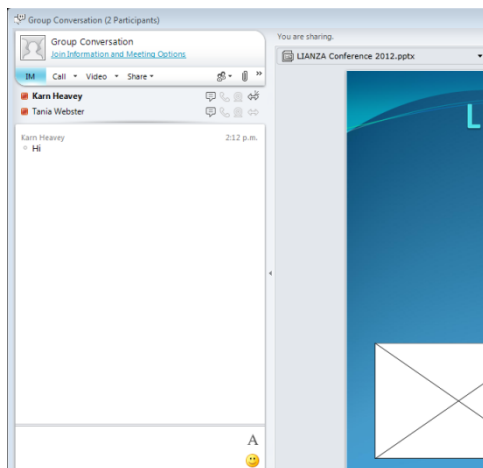
2. Browse to where the Presentation is. Click Open.



3. A message will appear for the other participants to accept it. They must accept to see the presentation content.



4. The PowerPoint presentation will appear on the right hand side.

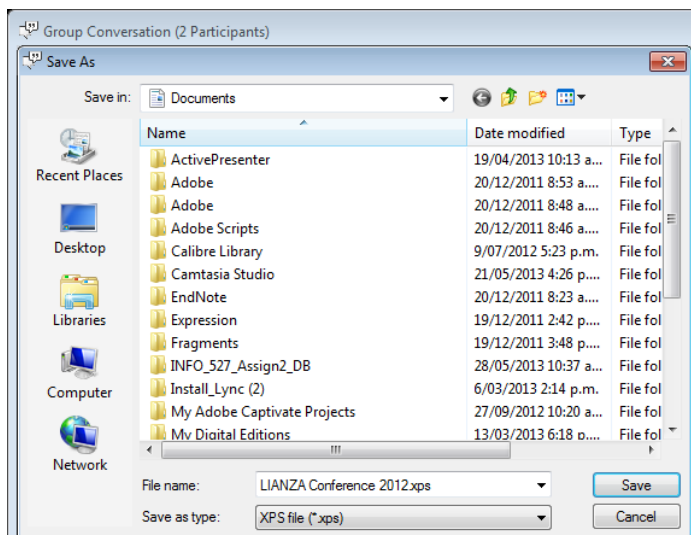


5. You can talk to each participant using the chat on the left hand side and you can navigate through the slides using the tool bar beneath the presentation show. Additionally, if you press the text icon you can enter text on the specific slide.

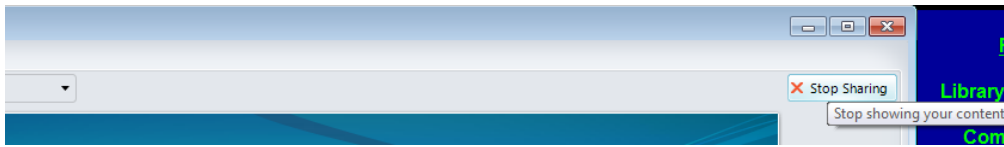


6. Once you have finished your changes click on the save icon and save it to a specific location. Your changes made will save with this file.

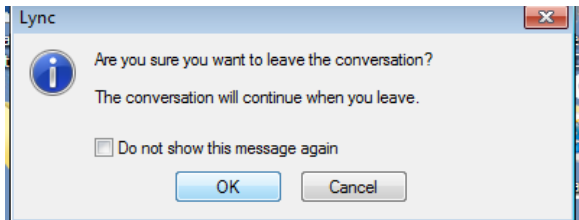
7. Save the PowerPoint with changes:



8. When you have finished saving, stop sharing your PowerPoint presentation.



9. A warning message will appear, click OK to finish the conversation.



Further Help:

If you need further help with using Lync or you would like to know more about other features please go to <http://lynchowto.eit.ac.nz/> to find out more. Alternatively you can ring the IT helpdesk on ext 4357.