

Microsoft Lync 2011 - Mac Users

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.

Contents

Microsoft Lync 2011 - Mac Users	1
Who uses it at EIT?	1
How do I install it at home?	1
How do I login and send an instant message to my lecturer/tutor?	4
Once I have installed it, how do I find Lync again?	6
Can I share my desktop screen to another person using Lync? How can I do it?	7
Further Help:	8

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 Mac 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.

Choose the Mac download from the Install Lync web page.

To install Lync use the below instructions:

1. On the web page http://www2.eit.ac.nz/library/myeit_install_lync.html click the Microsoft Lync Mac Download option.

Computer guides

- Saving Your Document
- Saving to a USB Memory Stick
- Printing @ EIT
- Macrons
- Useful Windows Keyboard Shortcuts
- Health & Safety with Computers
- Wireless
- Change your Password
- Working with Microsoft Word - Full Version (pdf)
- Working with Microsoft Powerpoint - Full Version (pdf)

Word

Install Microsoft Lync

Download Lync

Click on one of the below links to download Lync to your home computer. If you are unsure of which one to use please read the next section below.

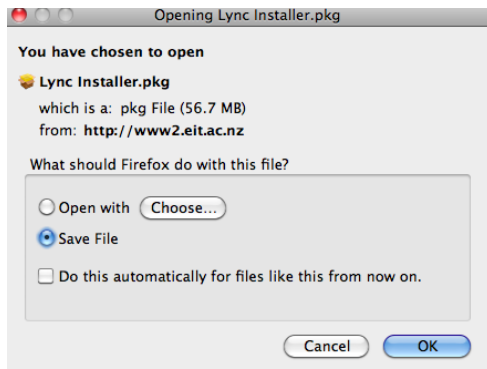
Windows:

- Microsoft Lync 2010 Download (32-bit)
- Microsoft Lync 2010 Download (64-bit)

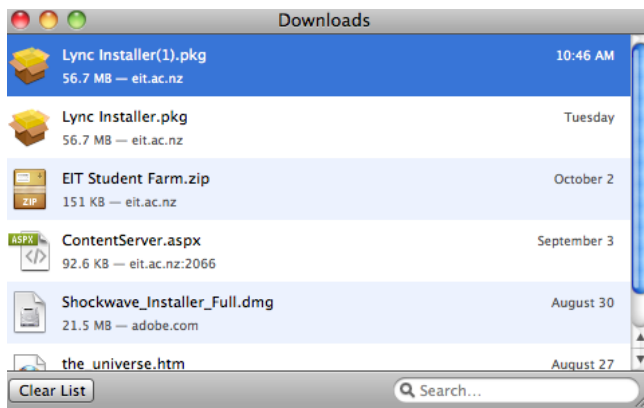
Mac:

- Microsoft Lync 2011 Download (Mac)

2. The below screen will appear, click OK to save the download.

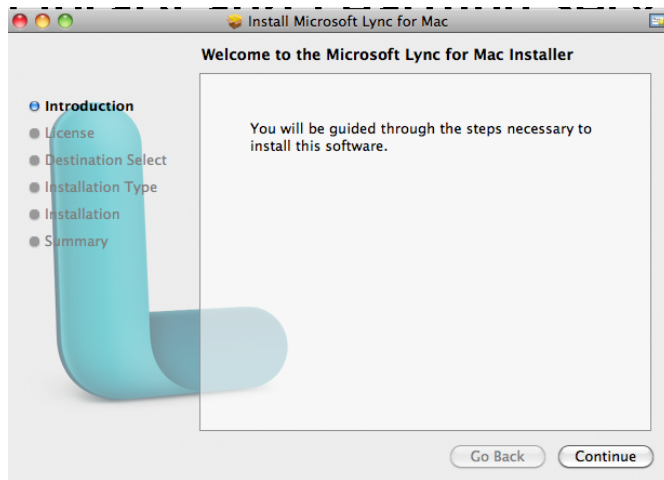


3. Once the download has finished, double left click to run the installation file.

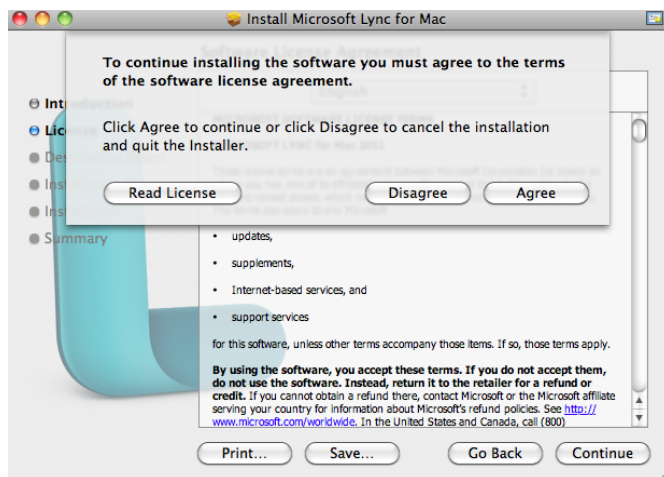


A series of prompts will appear to install it, read below and click on the following:

Click Continue.



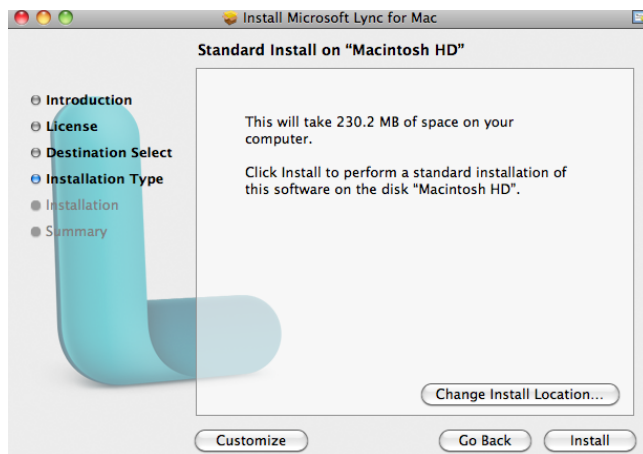
Click Agree.



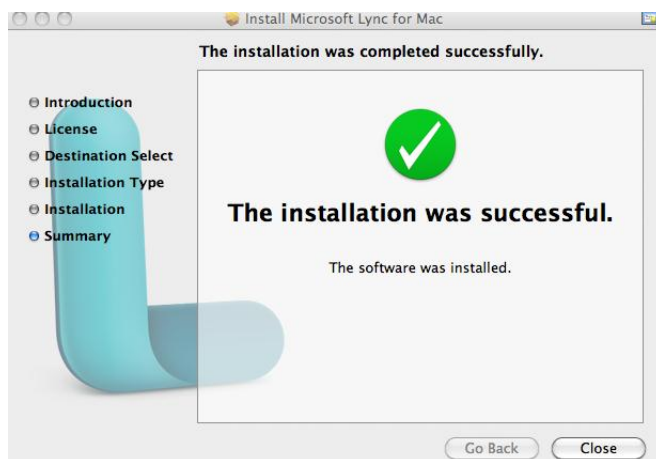
Click Continue.



Click Install to install the application. An administration login may appear, enter in these details.



Once it is complete, Lync will be successfully installed. Click Close to exit the installation.



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

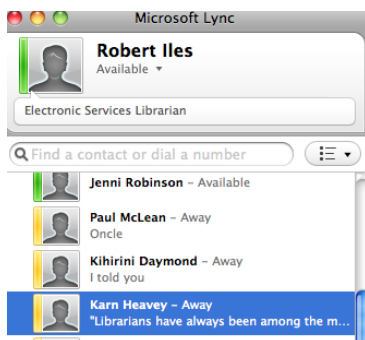
Type in your EIT student email address e.g. SmithJ12@student.eit.ac.nz and click Sign In. Enter your current EIT password and press Sign In again



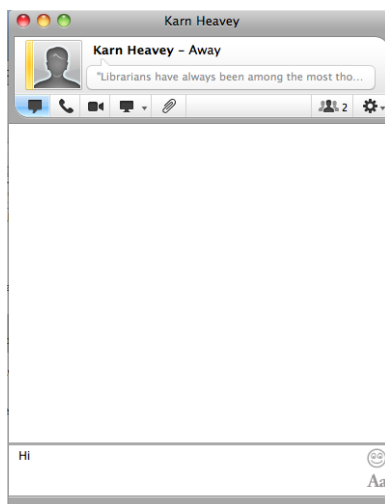
You will see the Lync application open below with your name at the top

Type in the EIT staff or students email address e.g. jsmith@eit.ac.nz for a staff email address or webstt1@student.eit.ac.nz for a student email address.








Once you have found the person, double click on their name



Once the message box opens, you can now start typing in your message.



When you have finished your message, click the red circle button.

	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?

Click on the Launchpad icon at the bottom of the Mac desktop.



Click on Microsoft Lync.



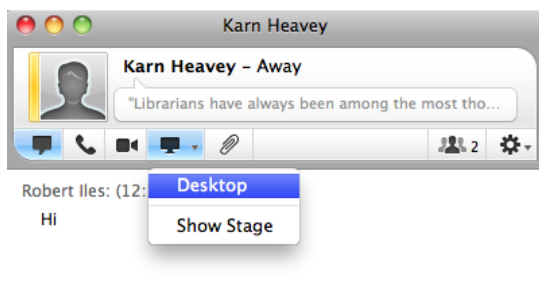
Microsoft Lync will open for you to sign in.



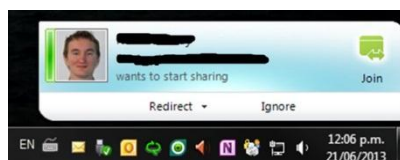
Can I share my desktop screen to another person using Lync? How can I do it?

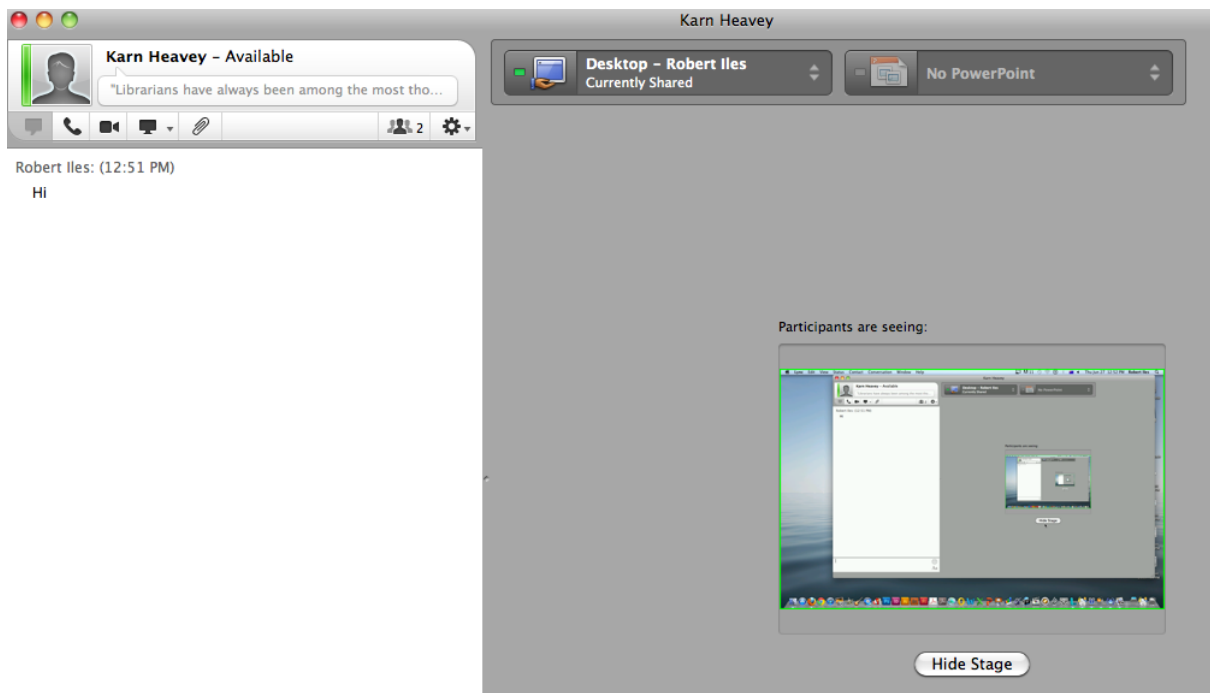
If you have an application or issue you can share your desktop screen with another user. When you share your screen by default, you will have full control, but you can allow the other person to control your desktop if needed.

1. Type in and find the person you want to talk to. Double click to instant message them.
2. Click the drop down arrow next to the paperclip and click Desktop.

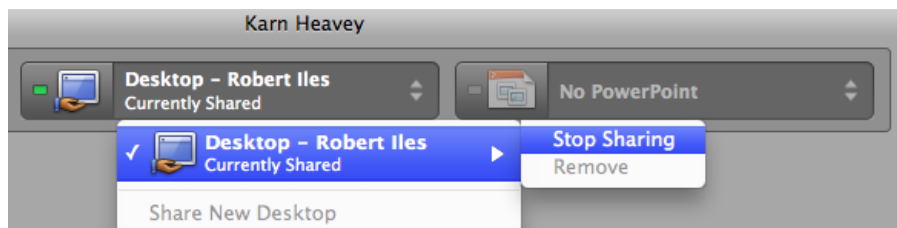


3. The other user will be asked to accept the invitation. Once they click Join, they will be able to see your screen.





4. You will be able to still use the message box to chat.
5. Once you have finished sharing your screen, click the double arrows and click Stop Sharing. You will also need to click the red circle to close the message box.



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