

Using Microsoft Lync 2011 for Mac

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.

Who uses it at EIT?

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

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

1. 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



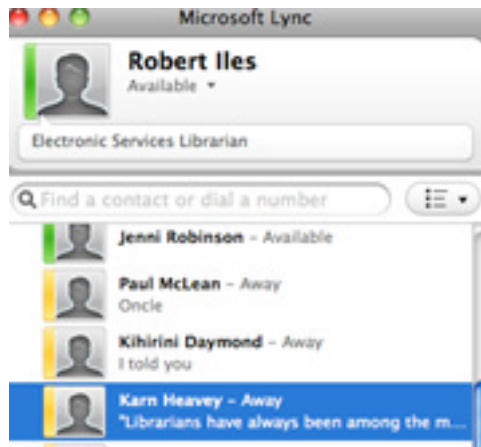
You will see the **Lync** application open below with your name at the top

2. 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.

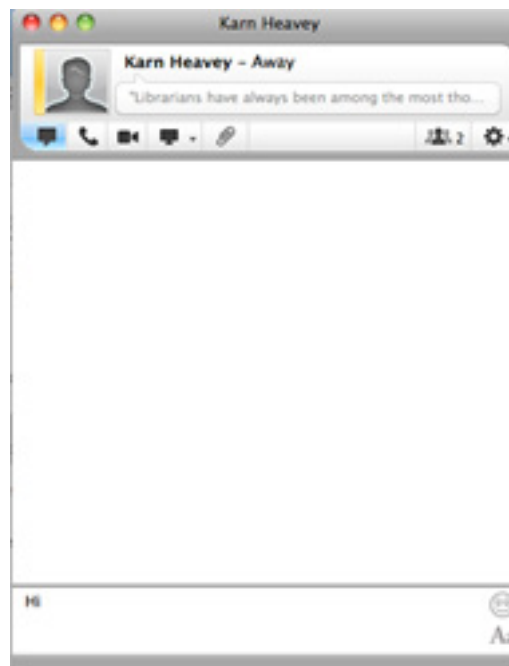


Want more information?
974 8000 ext 6045
twist@eit.ac.nz








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



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



5. When you have finished your message, click the red circle button to send it to your tutor / lecturer.

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?

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



2. Click on **Microsoft Lync**.



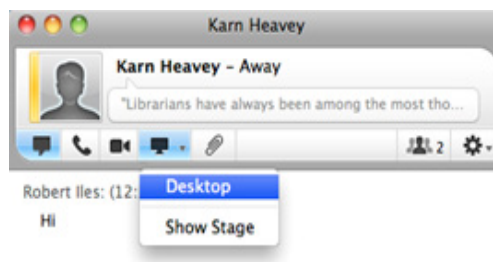
3. Microsoft Lync will open and ask you to enter your EIT student webmail address and EIT password. Click **Sign In**.



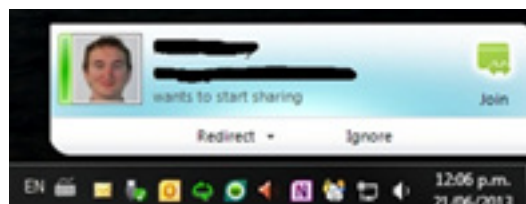
Can I share my desktop screen to another person using Lync? How can I do it?

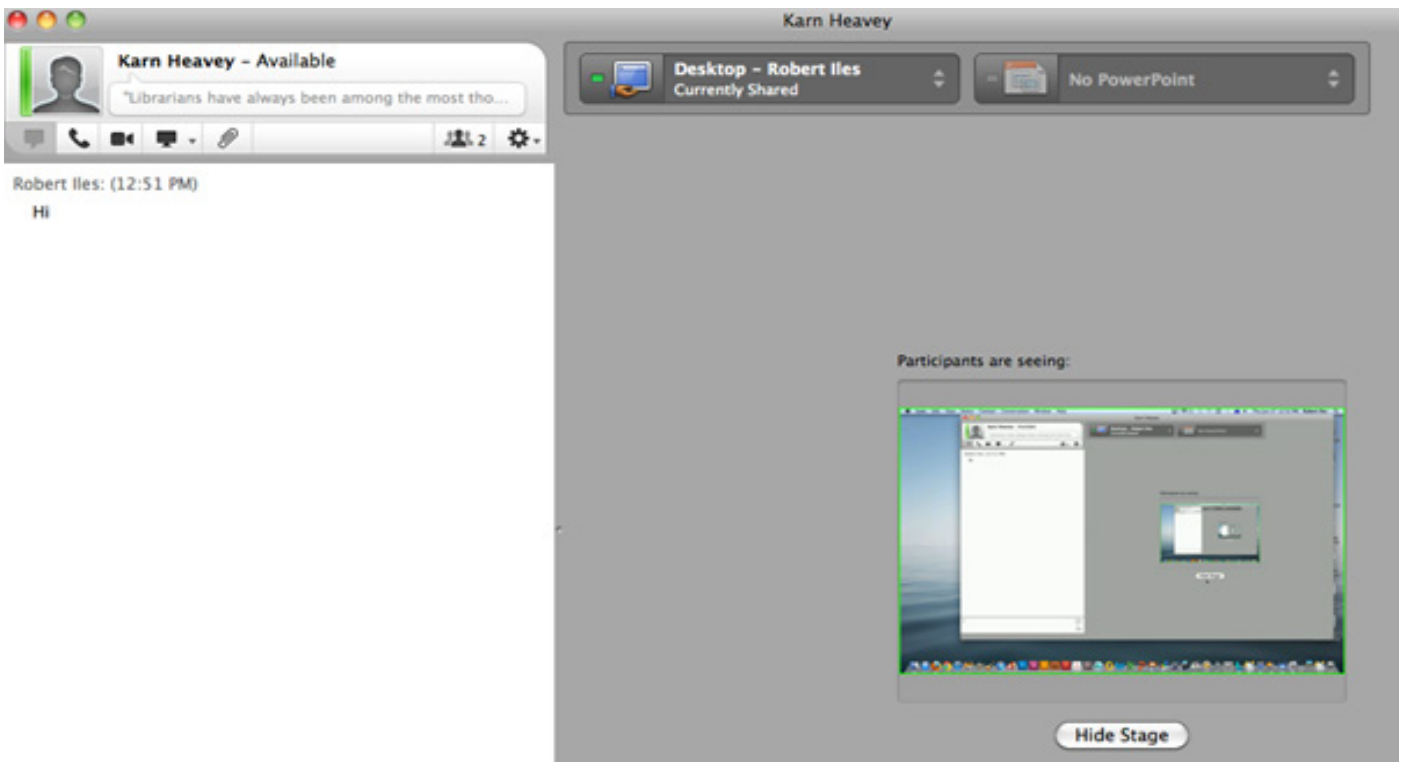
If you have an application or issue you can share your desktop screen with another user. When you share your screen by default, you will have full control, but you can allow the other person to control your desktop if needed.

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.

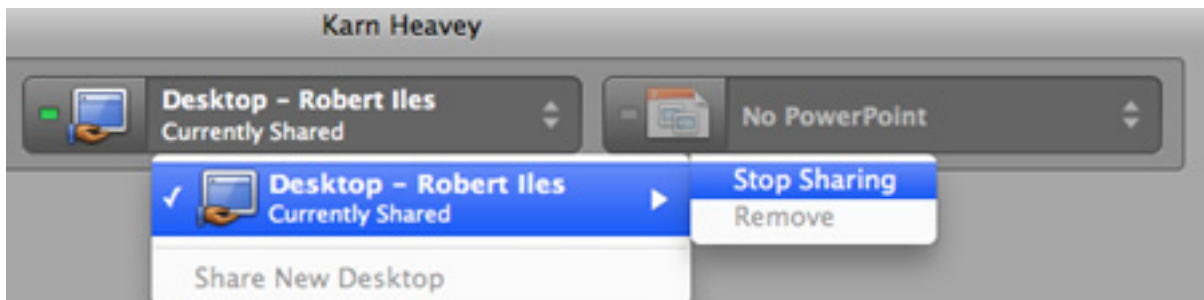


3. The other user will be asked to accept the invitation. Once they click **Join**, they will be able to see your screen.





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



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