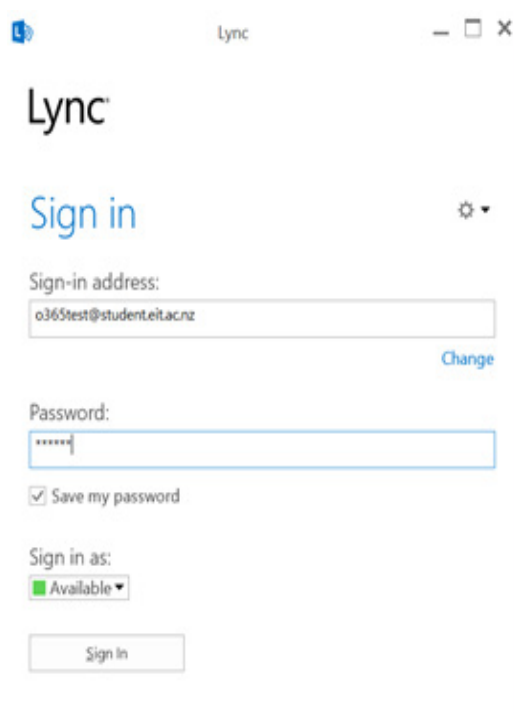


Microsoft Lync 2013 for Windows

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 or device with internet access. It uses a simplified, single interface to find and communicate to an EIT student or staff member.

How do I sign into Microsoft Lync?

1. Type in your EIT student webmail address **e.g. smithj1@student.eit.ac.nz** and EIT password and click **Sign In**.



Lync

Sign in

Sign-in address:
o365test@student.eit.ac.nz
Change

Password:

Save my password

Sign in as:
Available

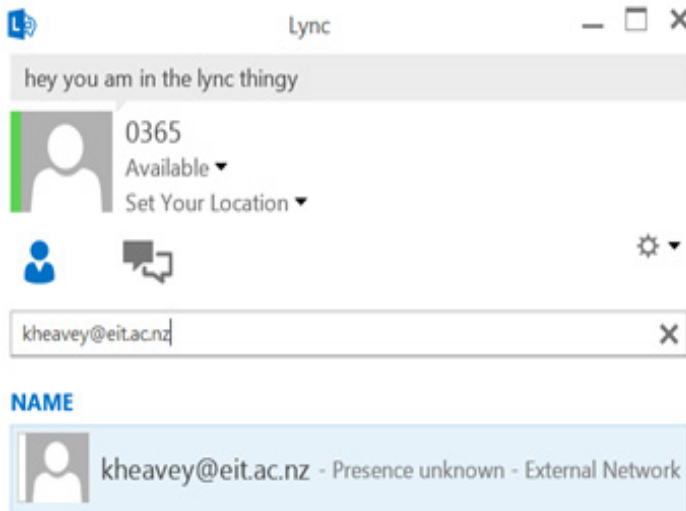
Sign In










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

How do I instant message a tutor or other EIT student or staff member?

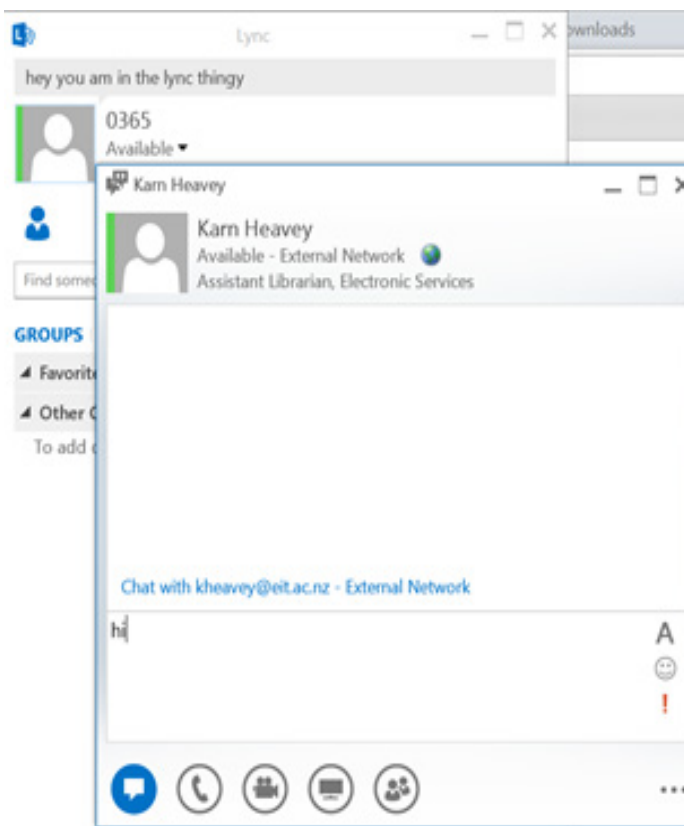
1. Once you have logged in, type in their email address. You must type in the whole address. For example, for a staff member, type in **jsmith@eit.ac.nz** or for a student type in **smithj1@student.eit.ac.nz**



2. Once their name has been found it will display whether they are available or not. Below are an explanation of what each status means:

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.








3. **Double left click** on their email address and an instant message box will appear.



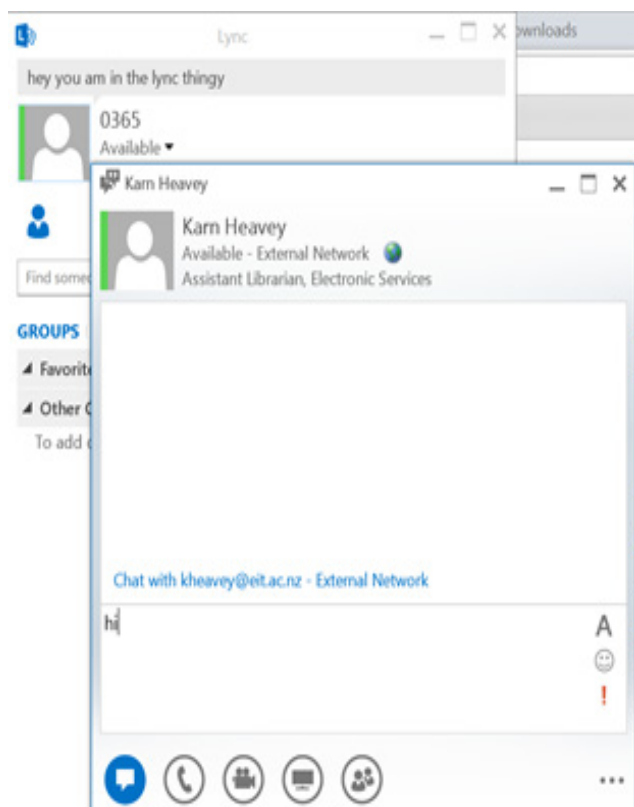
4. Type in your message and once this is done, press enter. It will be sent to the recipient. Once they have replied you will see that it will flash.
5. Once you have finished, close the Lync conversation and Microsoft Lync.

How do I share my screen to another EIT student or staff member?

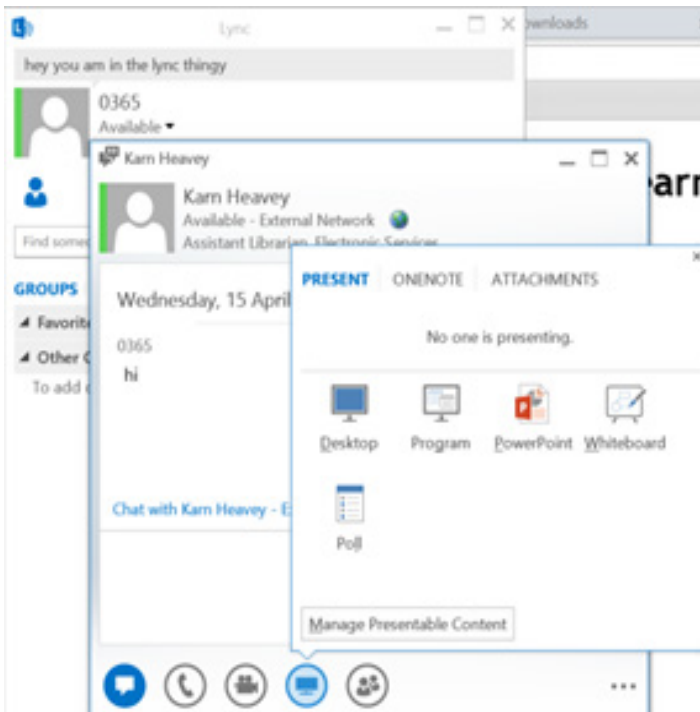
1. Once you have logged in, type in their email address. You must type in the whole address. For example, for a staff member, type in **jsmith@eit.ac.nz** or for a student type in **smithj1@student.eit.ac.nz**
2. Once their name has been found it will display whether they are available or not. Below are an explanation of what each status means:

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.
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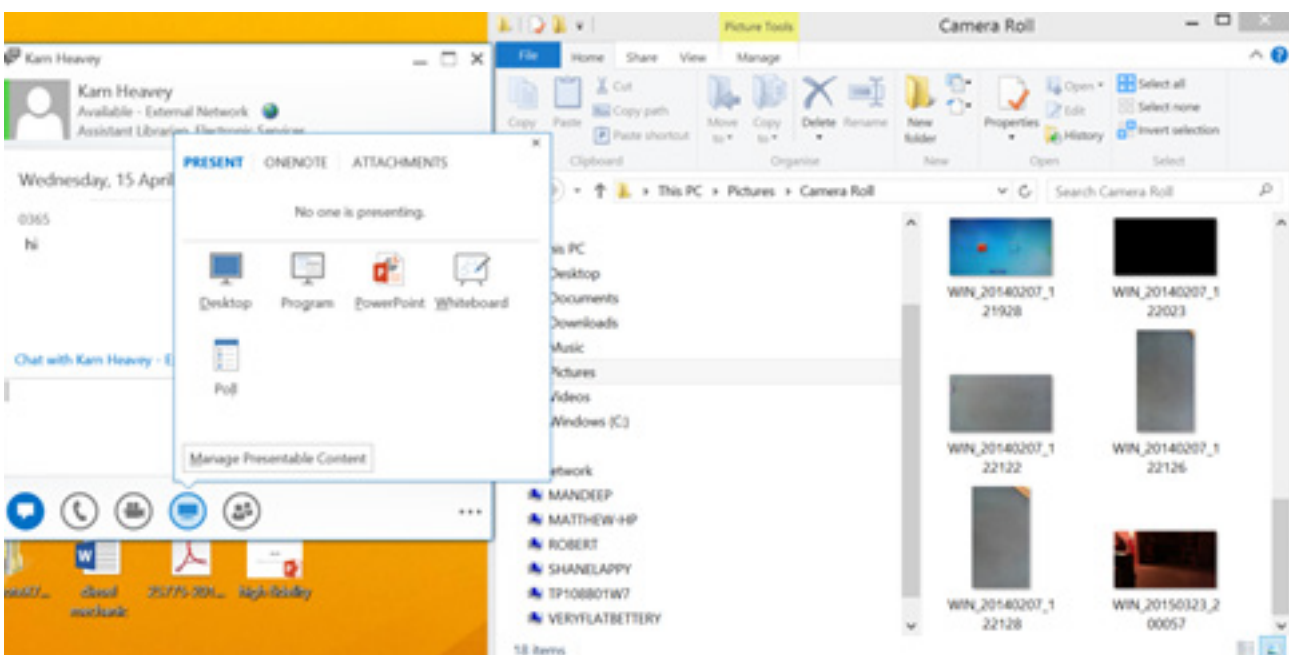
3. Double left click on their email address and an instant message box will appear.



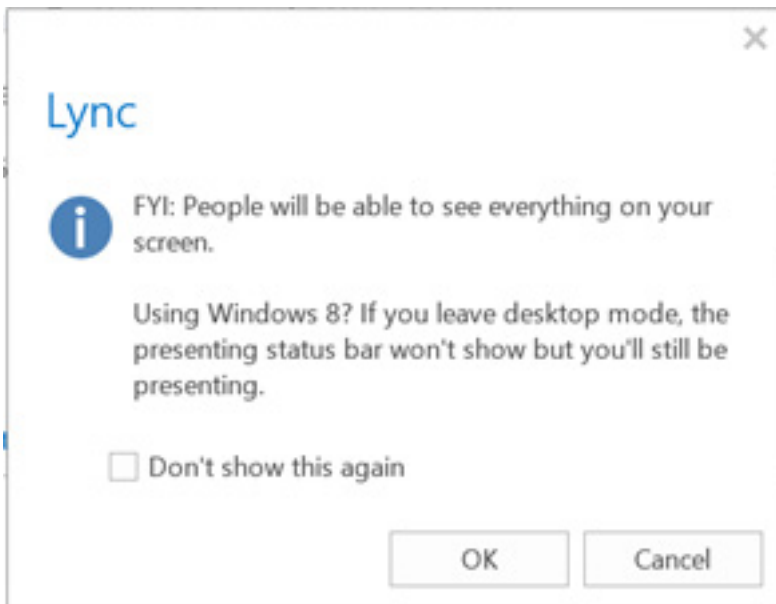
- Click on the icon that looks like a computer and several options will appear. To share your screen to the participant, click **Desktop**. If you have a PowerPoint you would like to share you can click on PowerPoint.



If you choose the PowerPoint option, browse and select your file. It will show to the participant.



- A message will appear informing you that People will be able to see everything on your screen. Click OK.

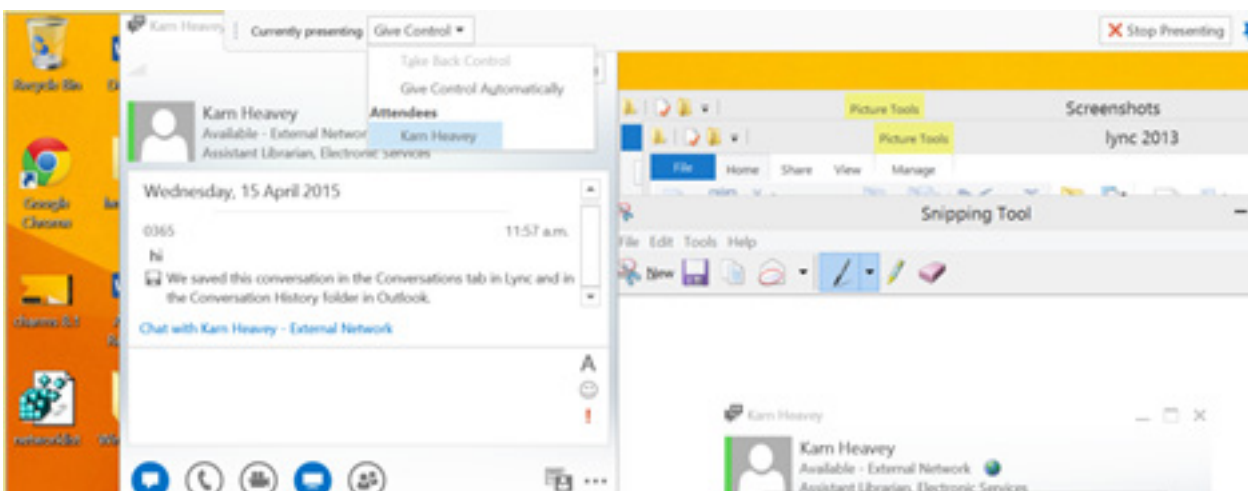


- The participant will be able to see your screen. You will also be able to chat and instant message the participant if you would like to chat.

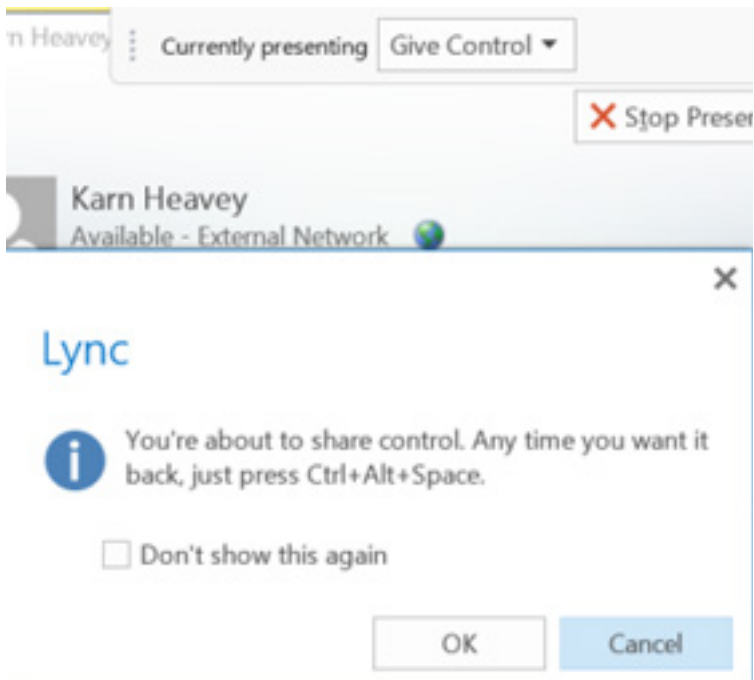
Giving control to the participant

You can also give control to the participant. This is useful if you are having trouble installing software such as EndNote or if you would like the participant to contribute to a particular file. To do this:

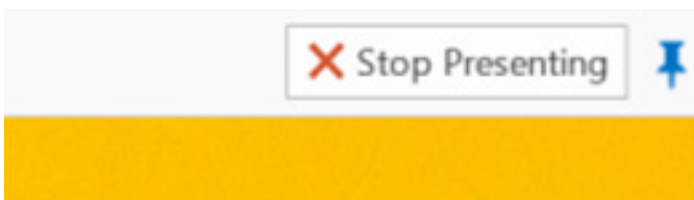
- Within the top bar there will be an arrow saying **Give Control**. Click the drop down and choose the participants name.



- A pop-up message will appear informing you that you are going to give control to the participant. Click **OK**. The participant will have access to your computer and/or file.



7. Once you have finished and want to stop sharing your screen, click the **Stop Presenting** button at the top and close Microsoft Lync.



Further Help:

If you need further help with using Lync or if you would like to know more about other features, please go to <http://lynchowto.eit.ac.nz>. Alternatively you can ring the IT helpdesk on (06) 974 8000 extension 4357 or EIT Libraries, Twist Library (06) 974 8000 ext 6045; Tairāwhiti Library (06) 869 0835.



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