

Lync 2013

Installing the Lync Client 2013 Using the DVD

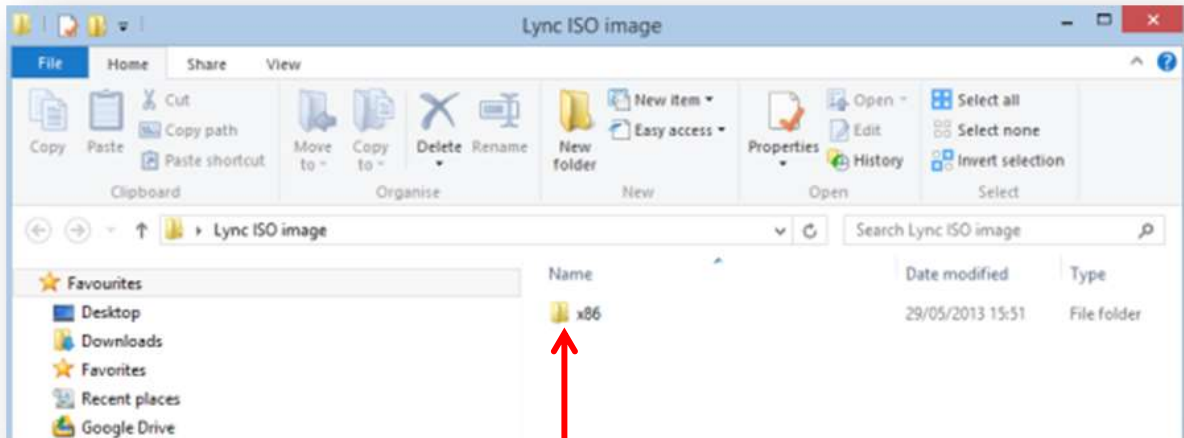
*****Important Information*****

**– Please read before downloading and installing the
Lync Client 2013**

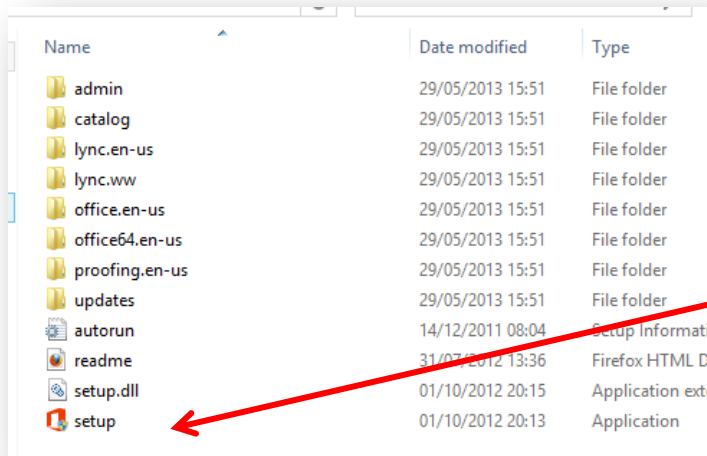
- 1.** Before you download and install the Lync Client 2013 is extremely important that you make sure you have applied the latest updates to both your operating system (Windows) and to your MS Office 2010 or 2013. Failure to do this will result in an unsuccessful attempt to install the Lync Client 2013.
- 2.** Please make note of the MS Office version you are running. If you are running the 32bit version of MS Office 2010 or 2013 you will need to download and install the 32bit version of the Lync Client 2013.
- 3.** As the downloadable files from the AMES site are .ISO images you will need to burn them to a disc with software/freeware that is freely available on the internet such as; ISO Opener - <http://www.isoopener.com/> There is a small tutorial on how to download and install ISO Opener on the Lync 2013 Wiki page
- 4.** We understand that the downloads for Lync Client are rather large in size and are therefore conscious that this may be an issue for many due to download limits and slower internet connections. We have burnt both versions of the Lync Client 2013 files to a disc which can then be sent to you at your request to make the process a more efficient and pleasant end user experience for you. If you would like a disc to be sent to you please contact Ann Hardingham email: Ann.Hardingham@cae.edu.au with your request . There is a small tutorial on how to use the DVD on the Lync 2013 Wiki page

Installing the Lync 2013 Client:

Insert the DVD into your computer and open to see the files

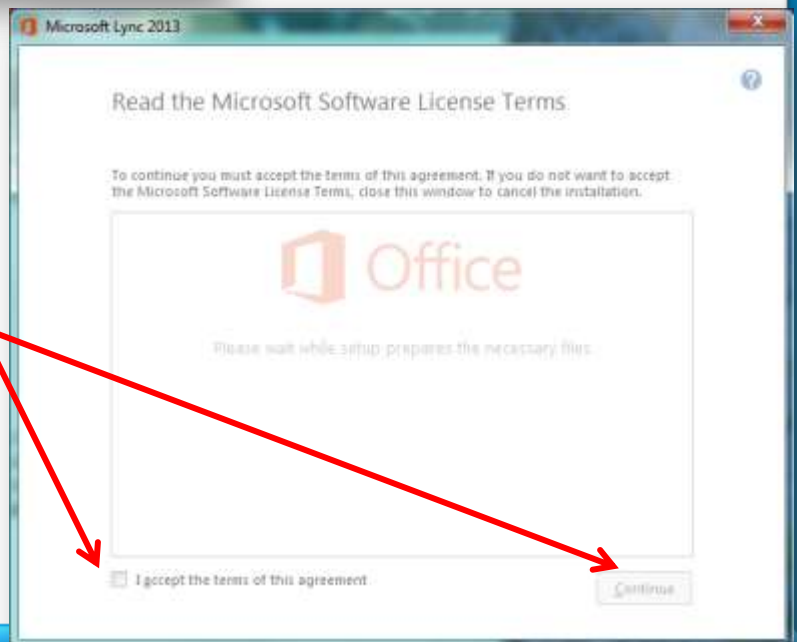


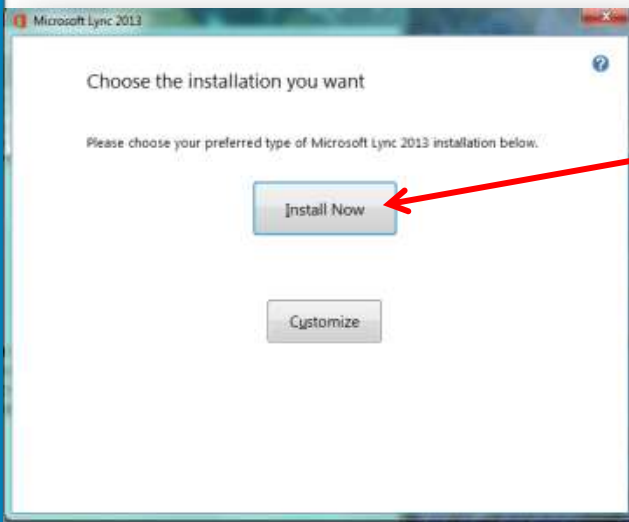
Double click the **x86** folder on the DVD to open it



You will see all of the above files – go right to the bottom and double click on **Setup** to install the Lync Client 2013

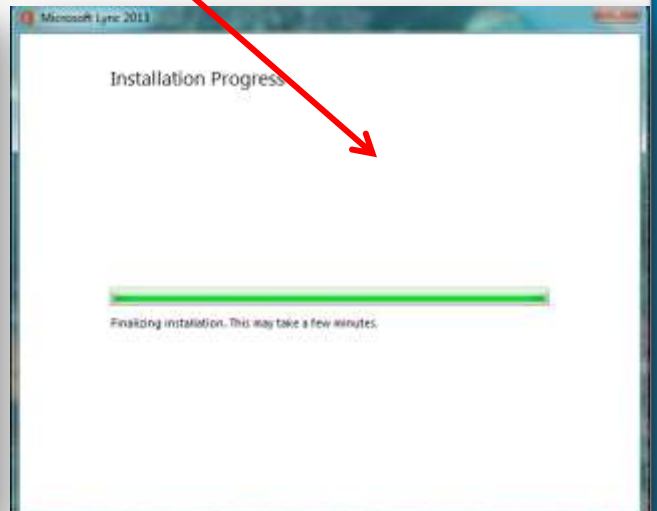
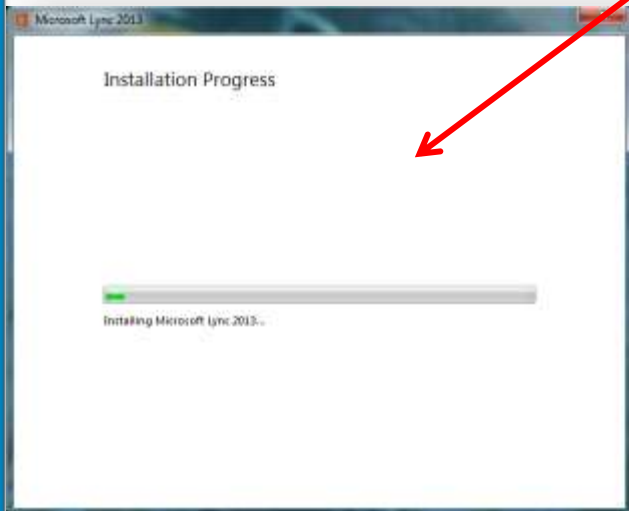
Click in the **Accept Terms** in this Agreement Box then click on **Continue**





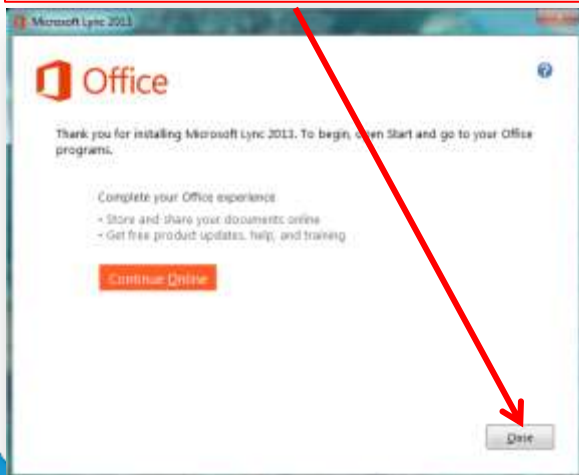
Click on **Install Now**

Installation may take a few minutes depending on your computer



When finished installing you will get this screen do not click on continue online click on close

Lync Client will now start



At this stage you may get the following screen just asking for your Sign-in address do not stress if you don't get this screen as you will definitely get the following screen


Enter your **Sign-in address**.

Which will be

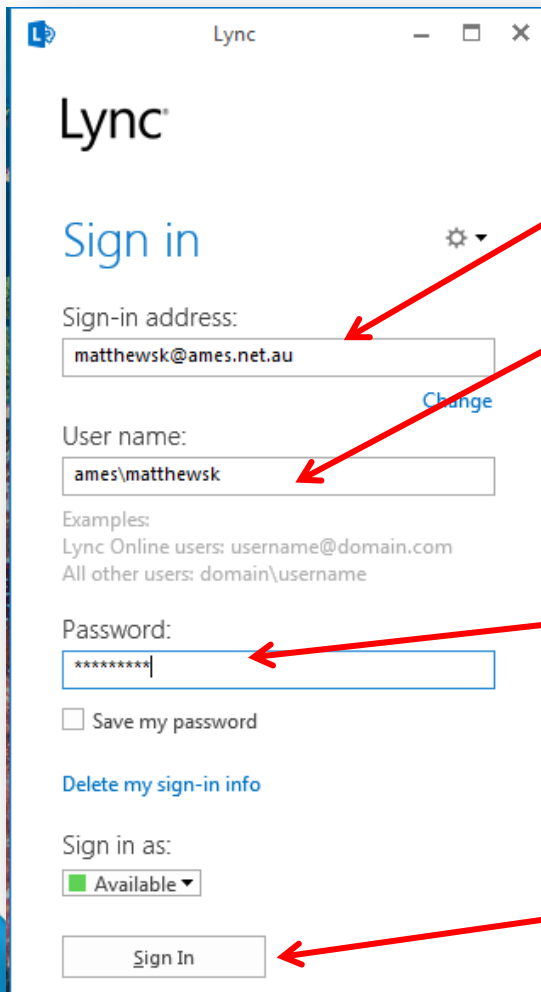
username@ames.net.au

ie matthewsk@ames.net.au

Then click on **Sign in**



You should then get the following screen. You may not get the screen above – we have noticed some people have to go through a two part sign in process while others just receive the screen below:



Enter your **Sign-in address**.

Which will be

username@ames.net.au

ie MatthewsK@ames.net.au

Enter your **username**

Which will be

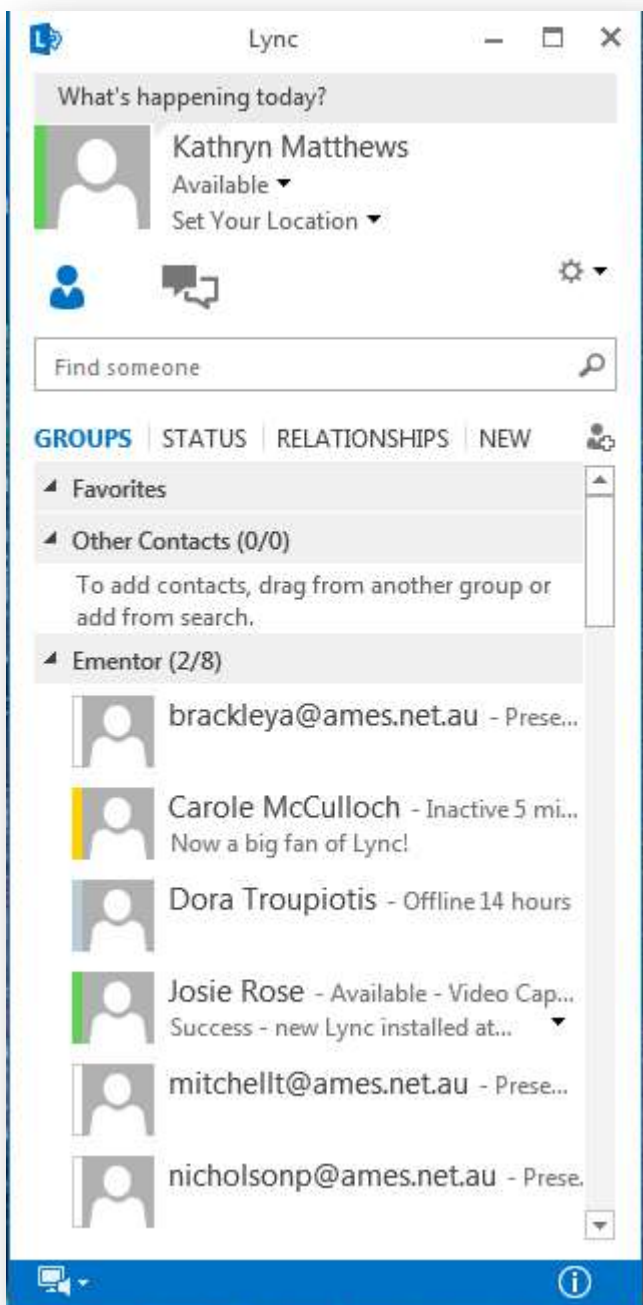
ames\Your surname and first name initial

ie: MatthewsK

Enter your **password**

This is case sensitive so be careful to enter it exactly as it has been sent to you or copy and paste it

Then click on **Sign in**



Once you are signed in you will see a screen like this one except you will not have any contacts yet so your contact area will be empty. You will now be able to start adding contacts and using Lync.

Refer to the part 1 and part 2 guides on the Lync 2013 wiki page to navigate the Lync environment learn how to add contacts, make calls and use the meeting functions of Lync