



Downloading and Installing the Lync Client - Windows

Go to <https://asa.ames.net.au>
Select *Lync-Client-download* from
in Group (Dropdown menu)

Login

Please enter your username and password.

GROUP: AMES-VPN-Access
USERNAME: AMES-VPN-Access
PASSWORD: Lync-Client-download
Other

Login

Login

Please enter your username and password.

GROUP: AMES-VPN-Access
USERNAME: MatthewsK
PASSWORD: ●●●●●●

Login

Type your username and
password supplied to you
and click login

Click on **Lync Client** link

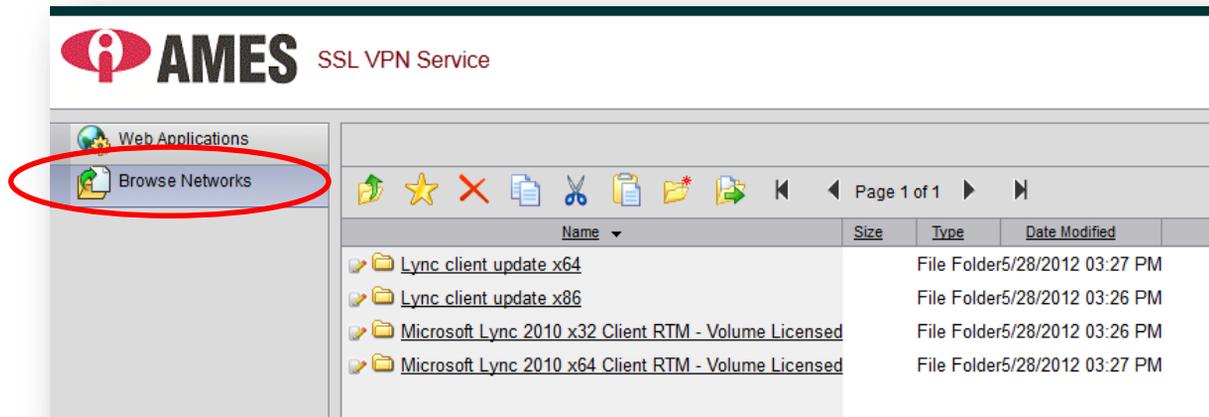
AMES SSL VPN Service

Web Applications
Browse Networks

Browse Networks

- [Lync Client](#)

Your screen should now appear as below – if not, make sure you click on the “Browse Networks” in the left hand navigation area: - You will download according to your operating system learn which one is right for you.



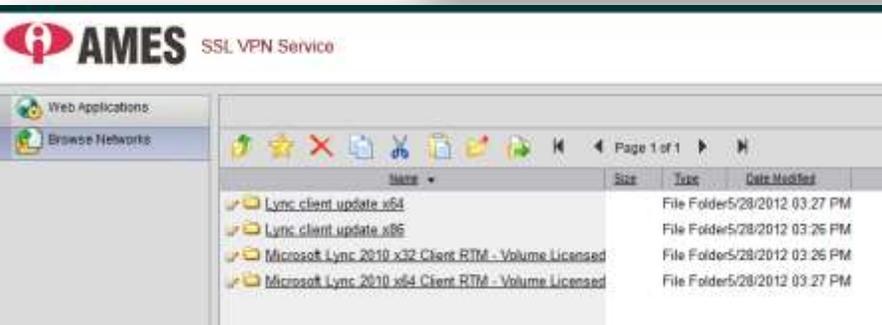
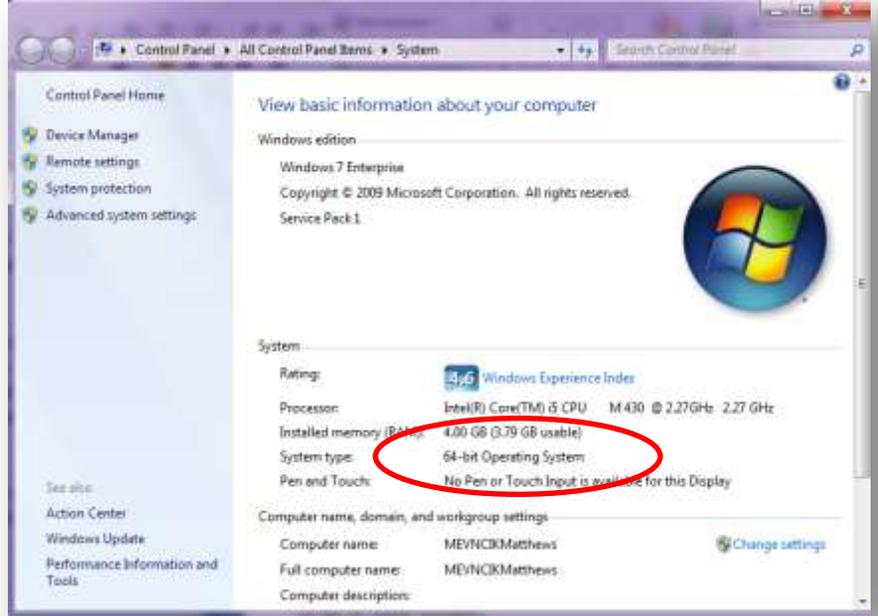
If you are running Windows XP you will need to download the 32bit version and the update x86.

If you are running windows 7 you will need to check if you are running the 32 bit or 64bit version.



To check what version of windows 7 you are running click on the start menu then right click on “Computer”

Locate which type you are Running.

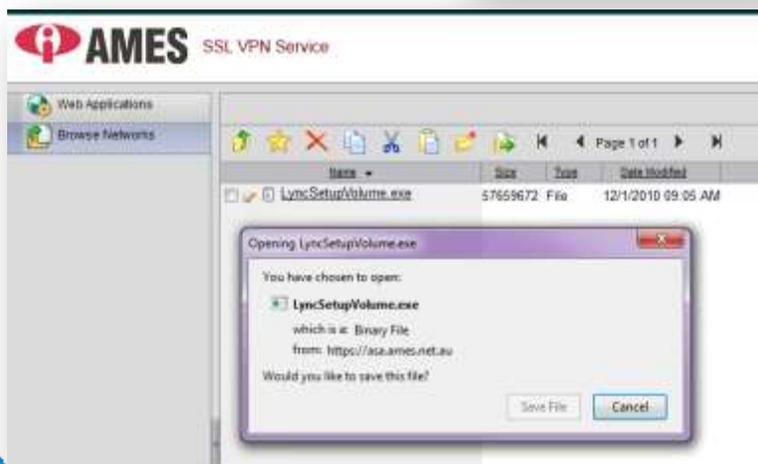


If 64bit then click On the 64bit version and if 32bit, the 32bit version.

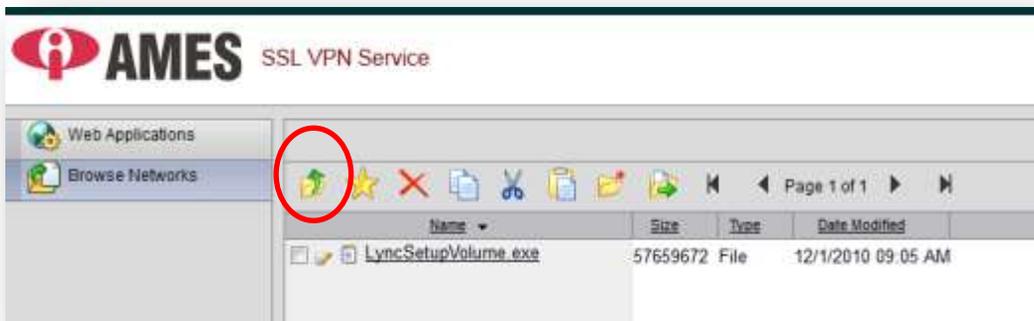
Click on the .exe file



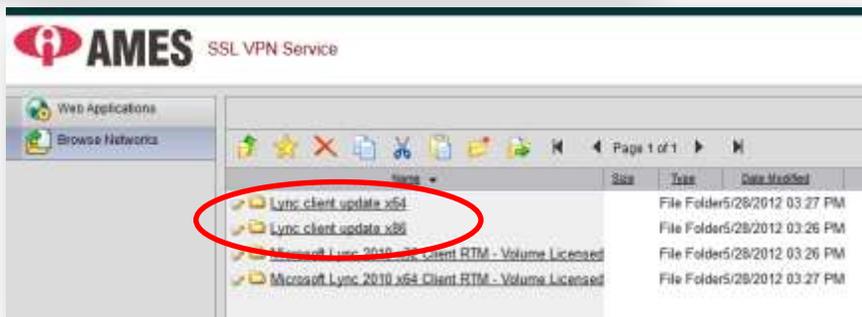
You will be asked to save the file The file will save by default in Windows 7 to the "downloads" Folder.



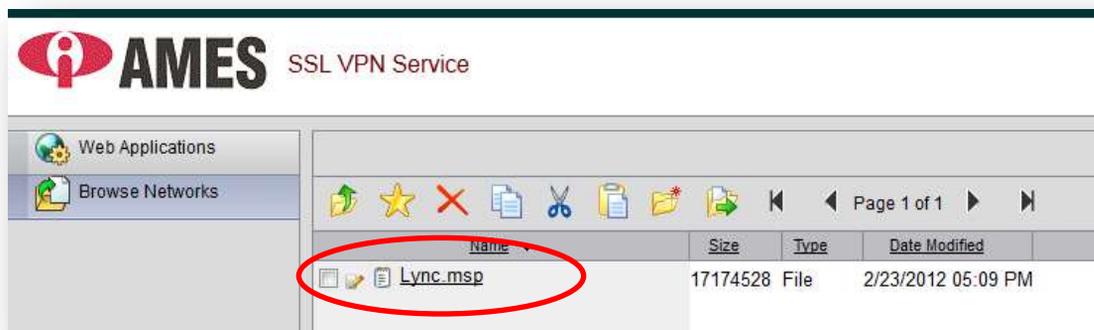
When finished downloading click on the folder with the little green arrow on it to go back one level.



Now click on the relevant "update"

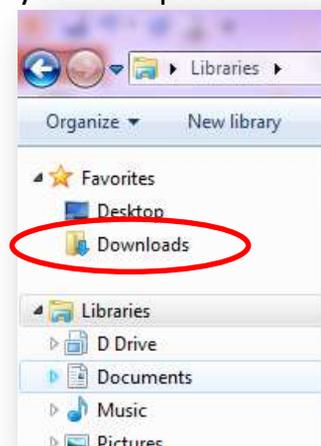


Click on the .mps file and save the file as before

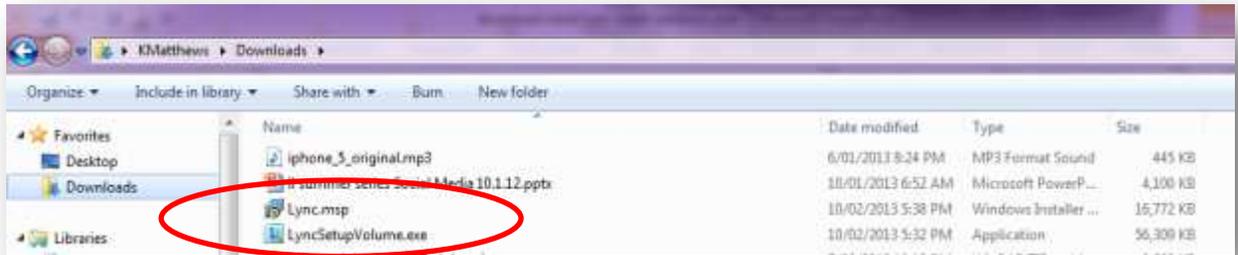


Now you have both files needed to install the Lync Client on your computer.

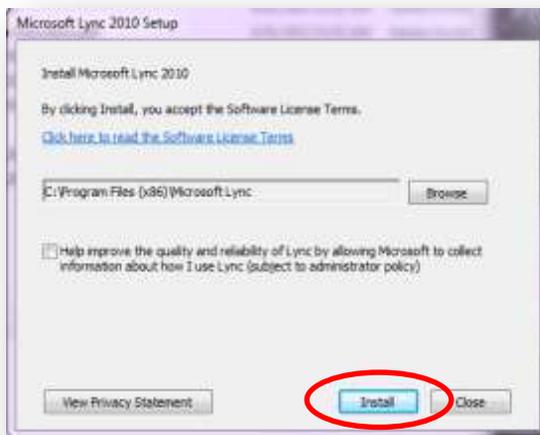
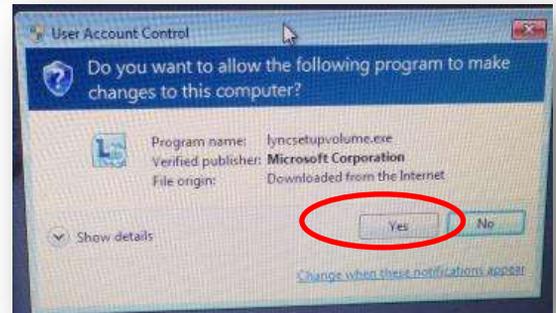
Navigate to your "Downloads" folder on your computer. You will find your "Downloads" folder clicking on your "Libraries" folder by your start button in windows 7 to show the windows explorer view



To install the Lync Client on your computer, navigate to the .exe and .msp files downloaded



When the user account control Pop up window appears click on “Yes”

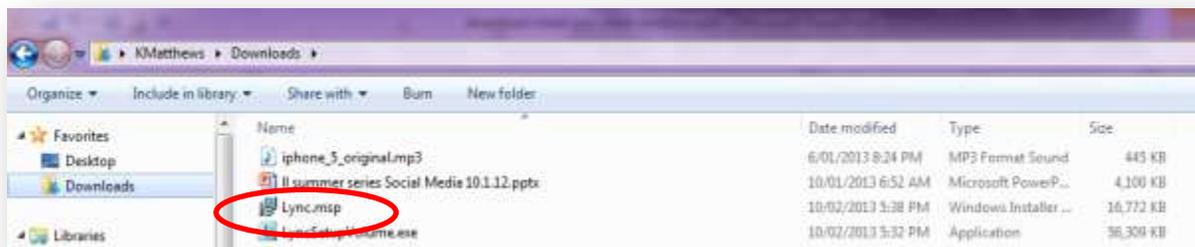


Next the set up window will appear Click on “install”

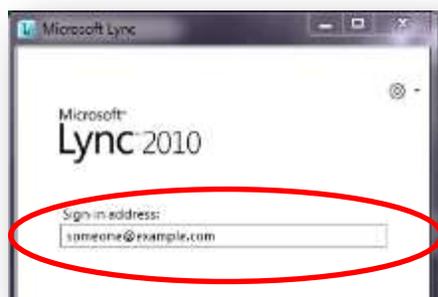
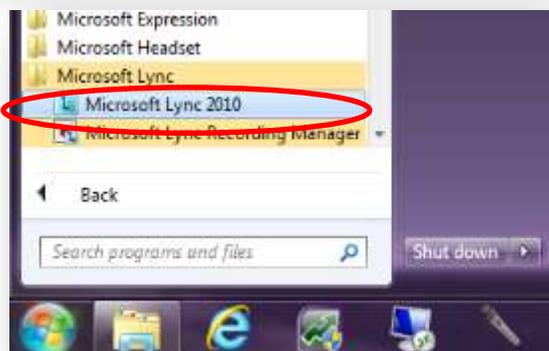
When Lync is finished installing the .exe file you will get a confirmation Window appear. You will notice that “Start Lync” has a tick in it. When you click on close lync will open However you still have to apply the update before using for the first time. Remove the tick and click close



Navigate back to your download folder and now click on the .msp file (the update)
And install – if a user control window pops up make sure you allow just as you did
Before when installing the Lync Set Up .exe file.



Lync is now installed on your computer.
You now need to open Lync and sign in.
Go to start and all programs and navigate
to the Microsoft Lync folder. Click on the
Lync folder then click on Microsoft Lync
2010.



The first time you sign in you will be asked for :

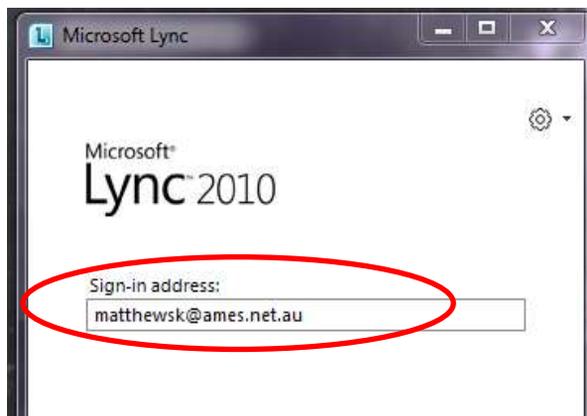
1. **Your Sign in address**
2. **Your username**
3. **Your Password**

Your sign in address will be:

(your username)@ames.net.au

Eg; your name = the username supplied to you
Followed by @ames.net.au - no spaces.

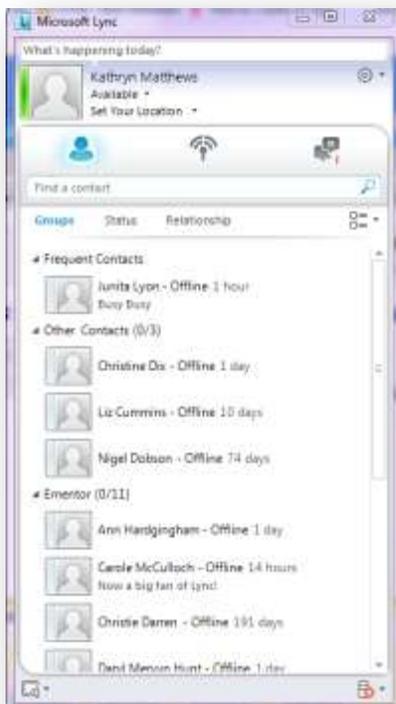
So should look like the pic below:





Next it will ask you for a username. Make sure you type your username Exactly as it has been sent to you or copy And paste into the text field. Your username must be prefaced by: **ames** eg; ames\
(your username)

Lastly you will be asked for a password. Make sure you type your password Exactly as it has been sent to you or copy And paste into the text field. Then click on sign in.



Once logged in you will be able to start finding and adding contacts.

Move onto our second tutorial : “Navigating your way around the Lync interface” to discover all the fantastic ways you can interact with Lync.