

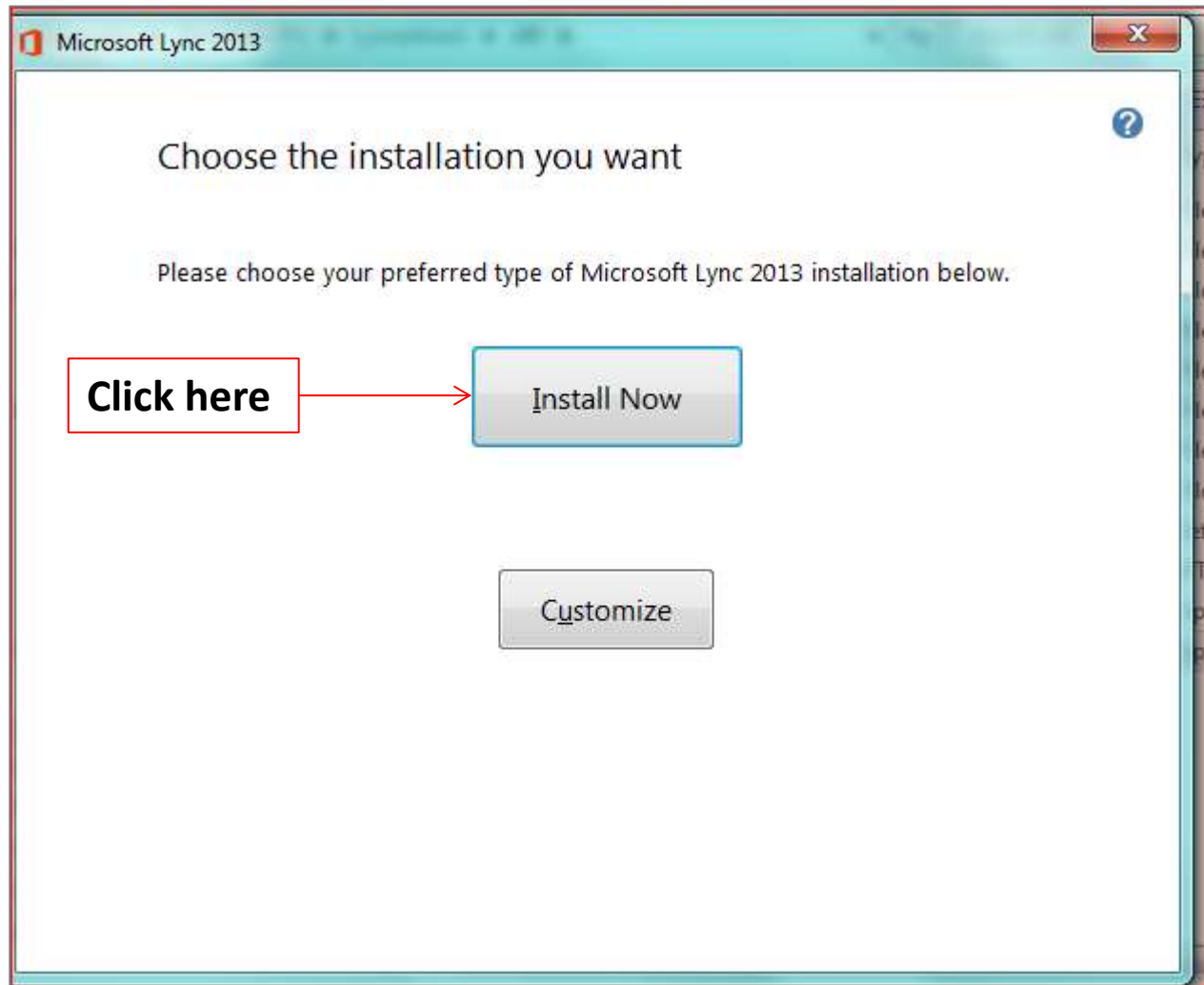
1. Access 2013 Lync software from
<https://asa.ames.net.au>



2. Select **Lync Client download** from
the drop down menu

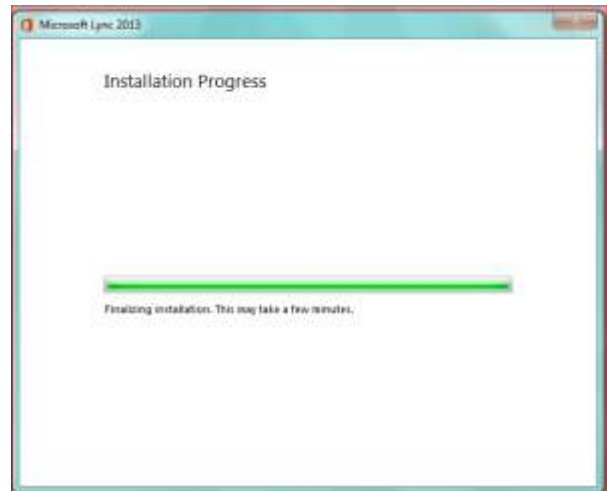
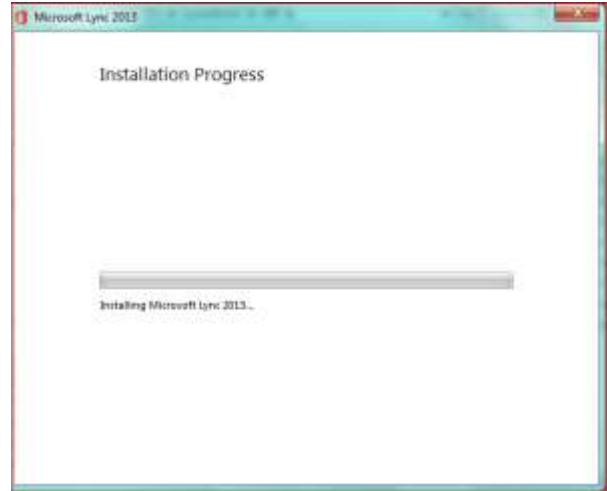
3. Select the download appropriate
to your computer set-up:

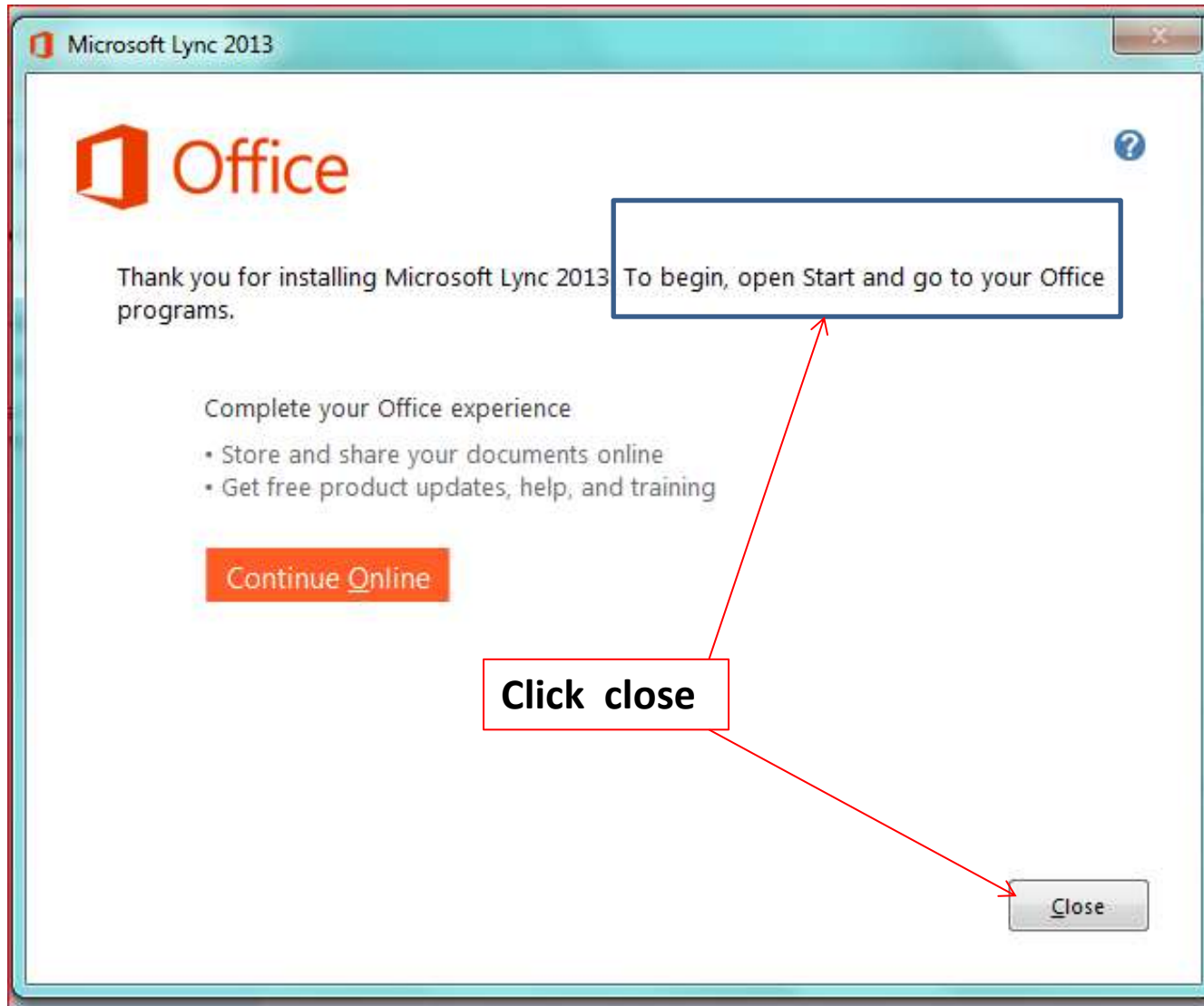
- Lync 32bit download
- Lync 64 bit download



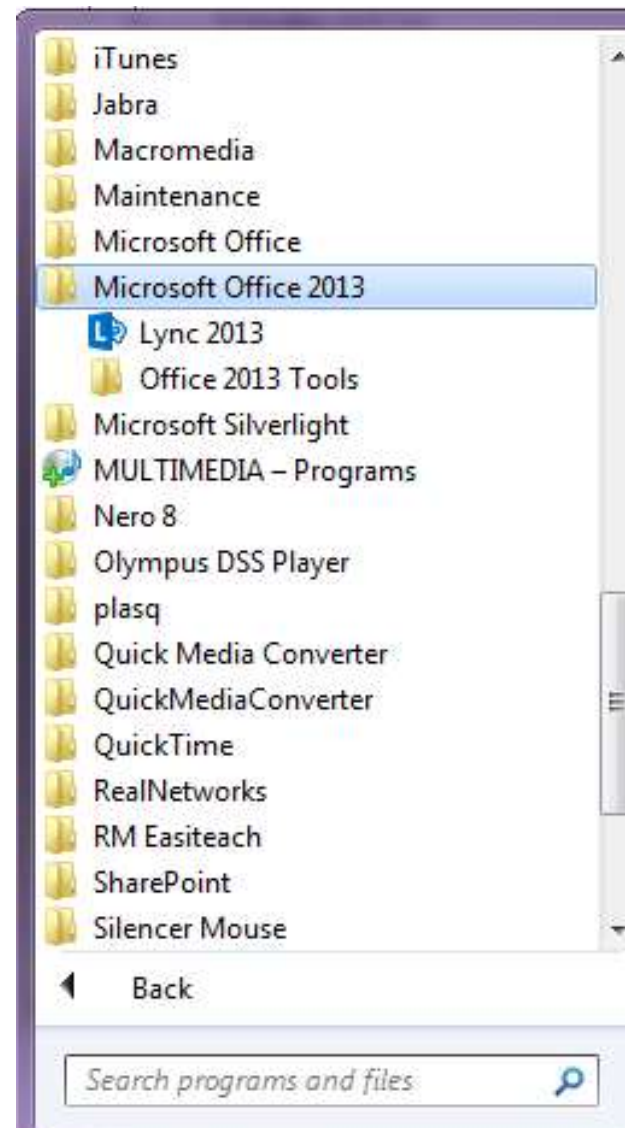


Can take up to 15 -20 minutes





Click **Start Button**
Go to **All Programs**
Find **Microsoft Office**
Click **Lync 2013** to start



Select **Use recommended settings**

First things first.

- Use recommended settings**
Install important and recommended updates for Office, Windows and other Microsoft software and help improve Office.
- Install updates only**
Install important and recommended updates for Office, Windows and other Microsoft software.
- Ask me later**
Until you decide, your computer might be vulnerable to security threats.

The information sent to Microsoft is to help us and is not used to identify or contact you.
We take your privacy seriously.
[Learn more](#)

Click **Accept**

Lync is attempting to connect to:

hqolssev01.ames.local

CERTIFICATE DETAILS
hqolssev01.ames.local

Issued By:
AMES Enterprise Root CA

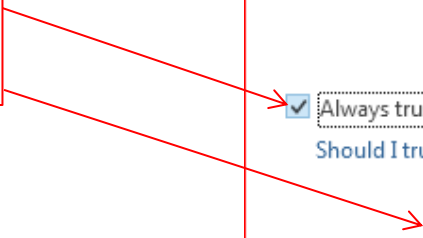
Owned By (Subject):
hqolssev01.ames.local

The connection to the server is encrypted.
[View Certificates](#)

Lync cannot verify that the server is trusted for your sign-in address. Connect anyway?

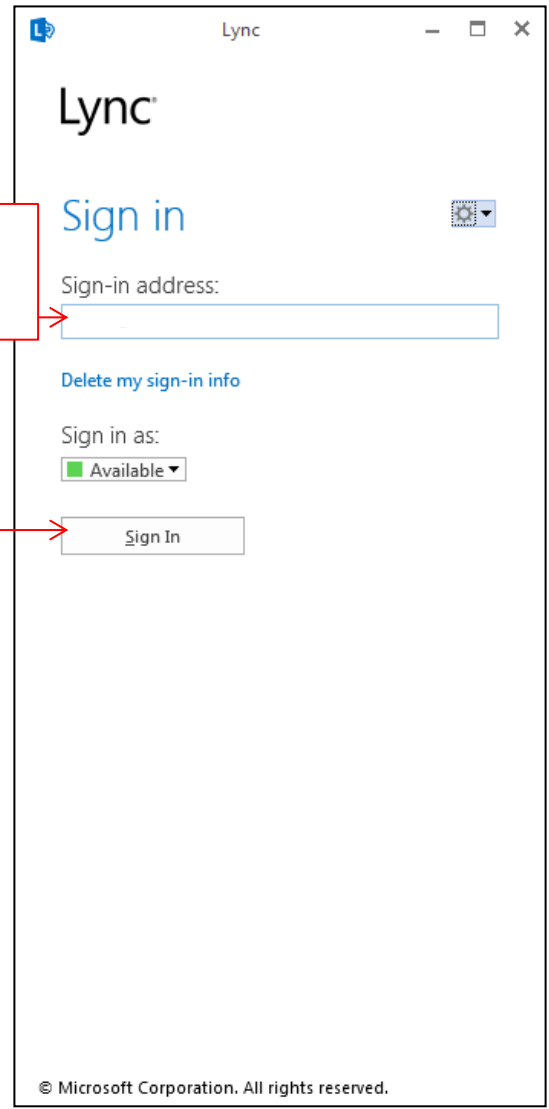
Always trust this server, do not show me this again
Should I trust this site?

**Tick
and then
click Connect**



Use the Sign-in address eg:
smithj@ames.net.au

Click Sign In



The screenshot shows the Lync application window with the following elements:

- Window title: Lync
- Header: Lync
- Section: Sign in
- Field: Sign-in address: (with an empty text box)
- Link: Delete my sign-in info
- Field: Sign in as: Available (with a dropdown arrow)
- Button: Sign In
- Footer: © Microsoft Corporation. All rights reserved.