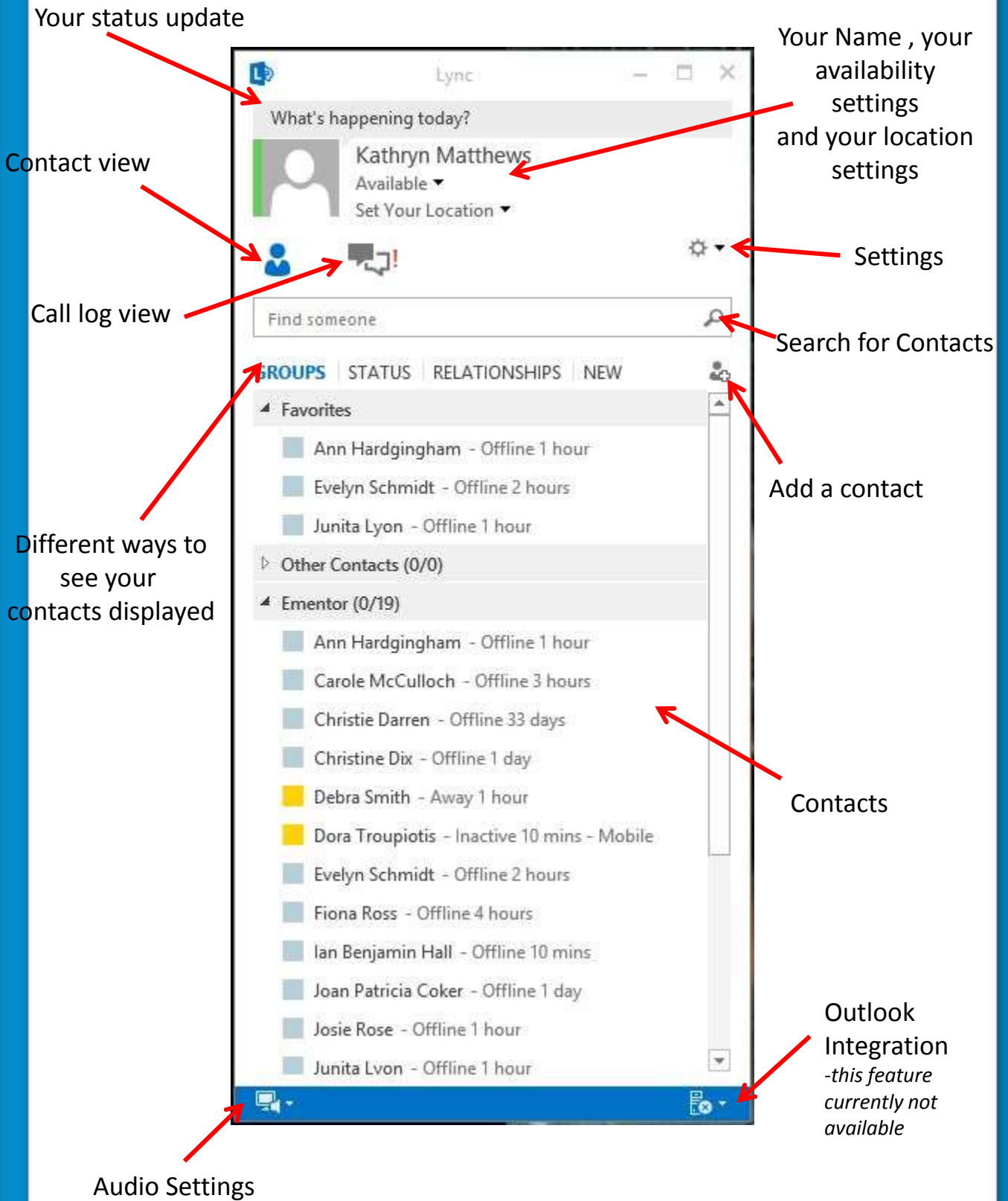
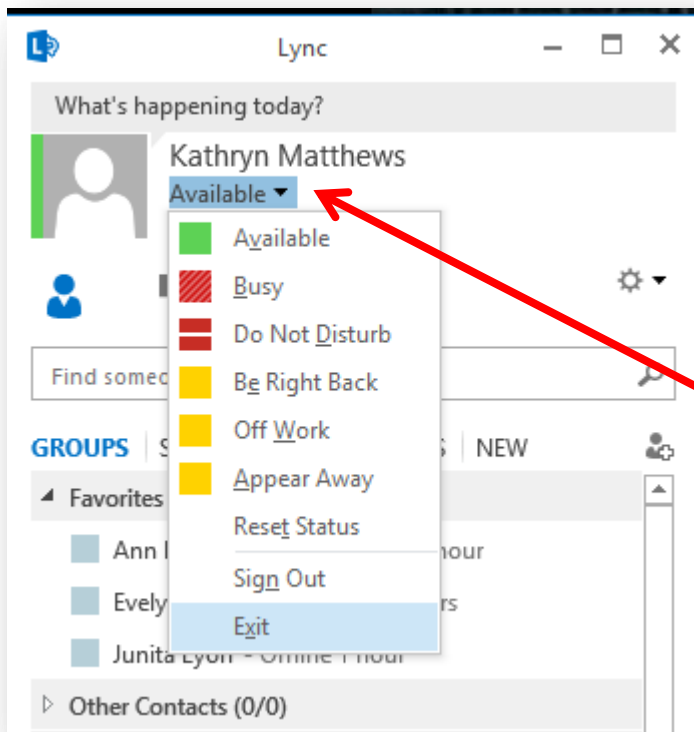


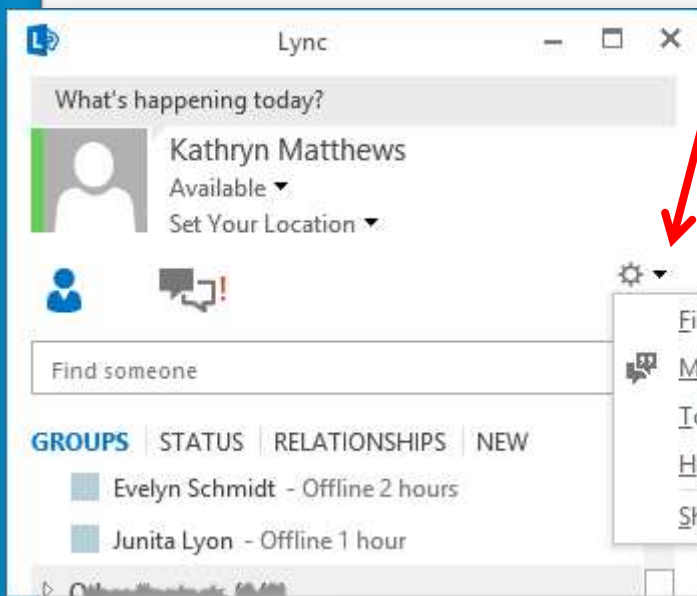
# *Lync 2013*

## Navigating the Lync 2013 Environment - part 1

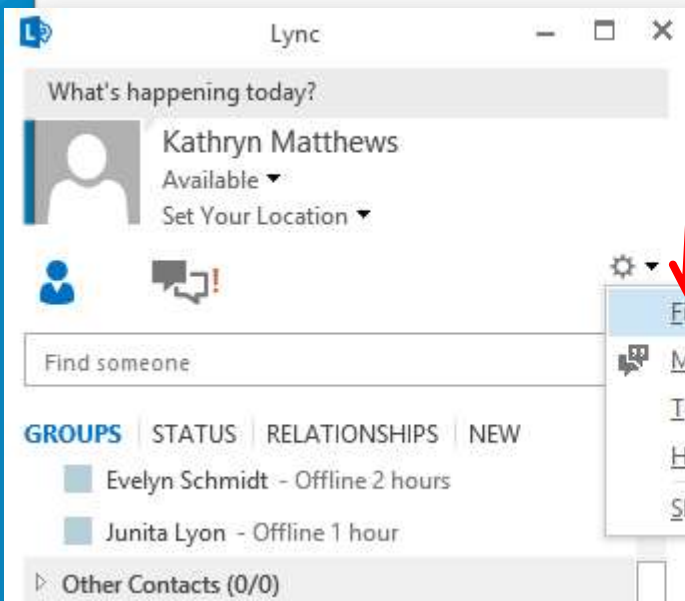




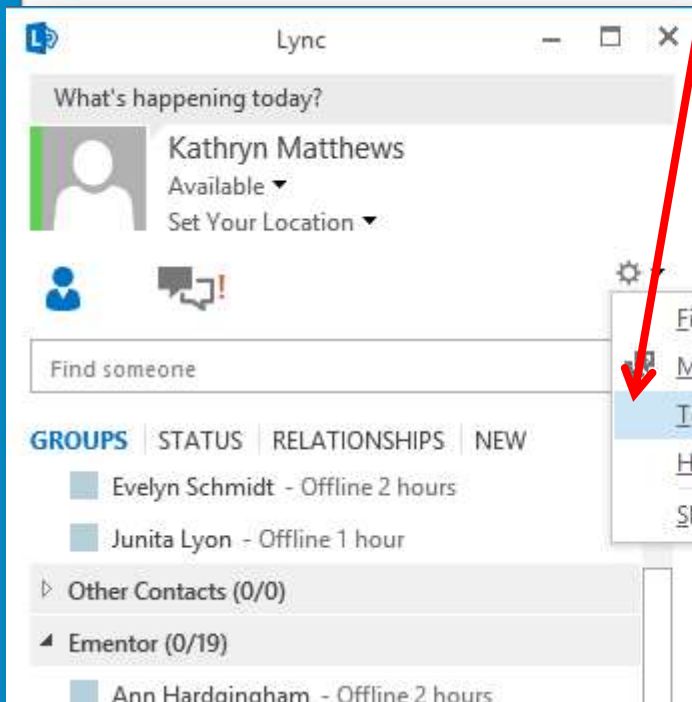
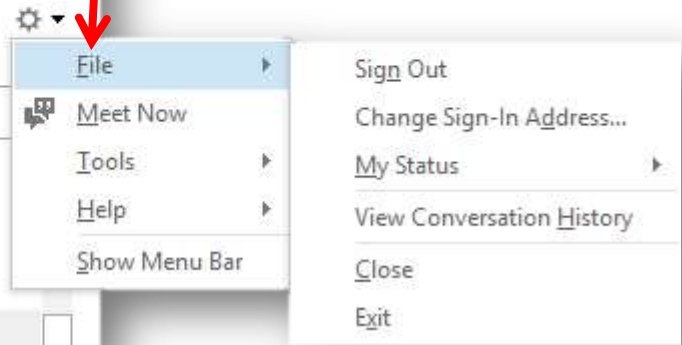
Let people know when you are available and when you are not by using the drop down arrow directly under your name



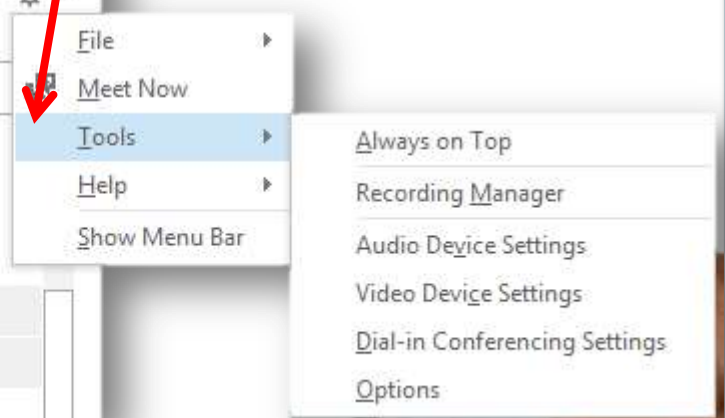
Access options and tools  
Check Audio settings  
Show menu bar permanently at top of main window option  
Lync Help



File Menu – to sign out, close or exit, change your status or view conversation history

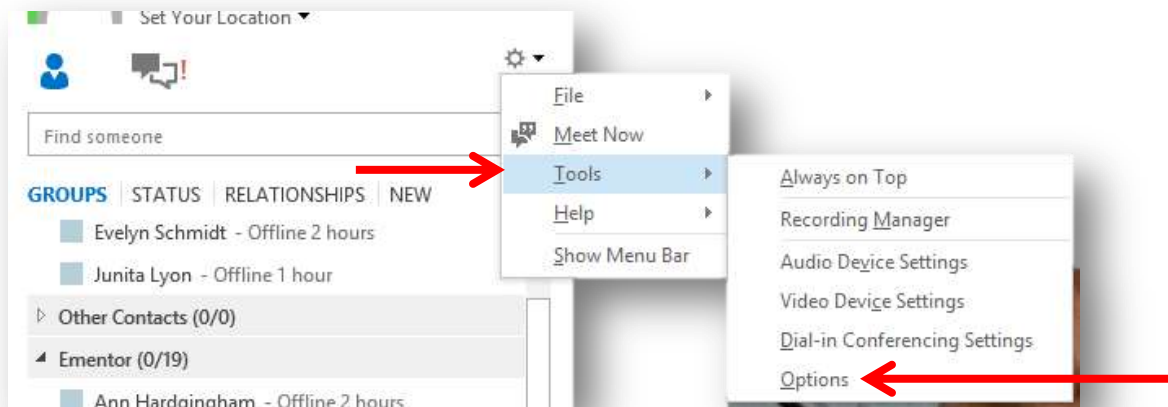


Tools Menu – Recording manager, Audio & Video device settings, and Options

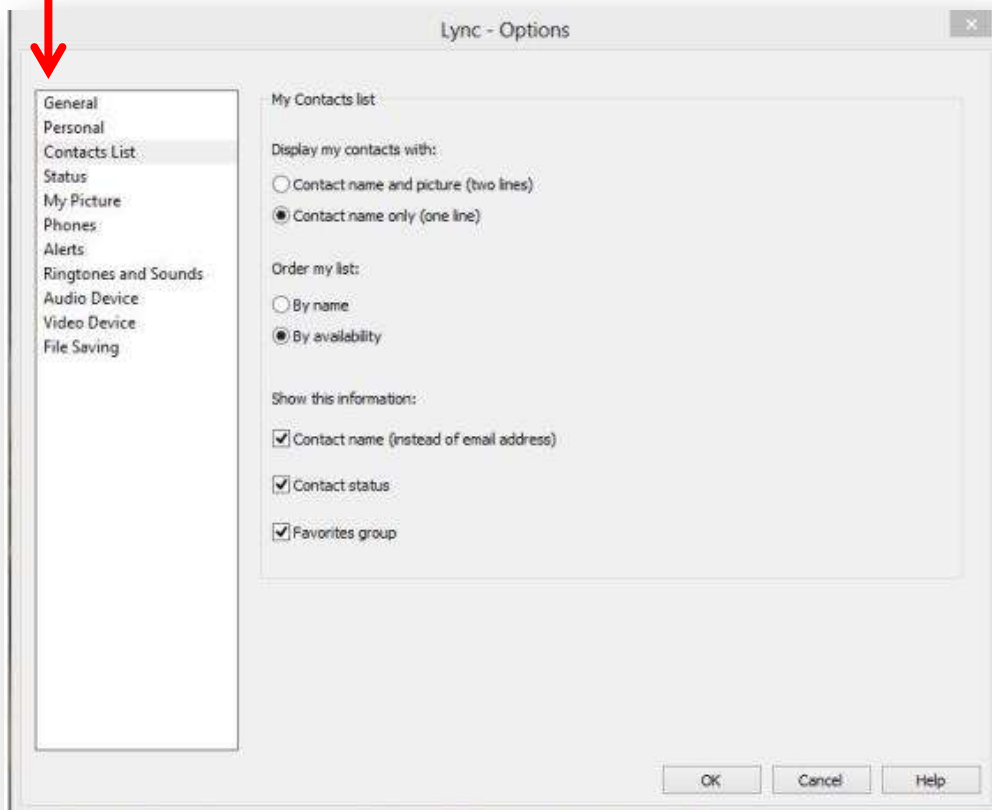


# Lets take a closer look at options

- Go to settings on your main Lync window – **Tools - Options**

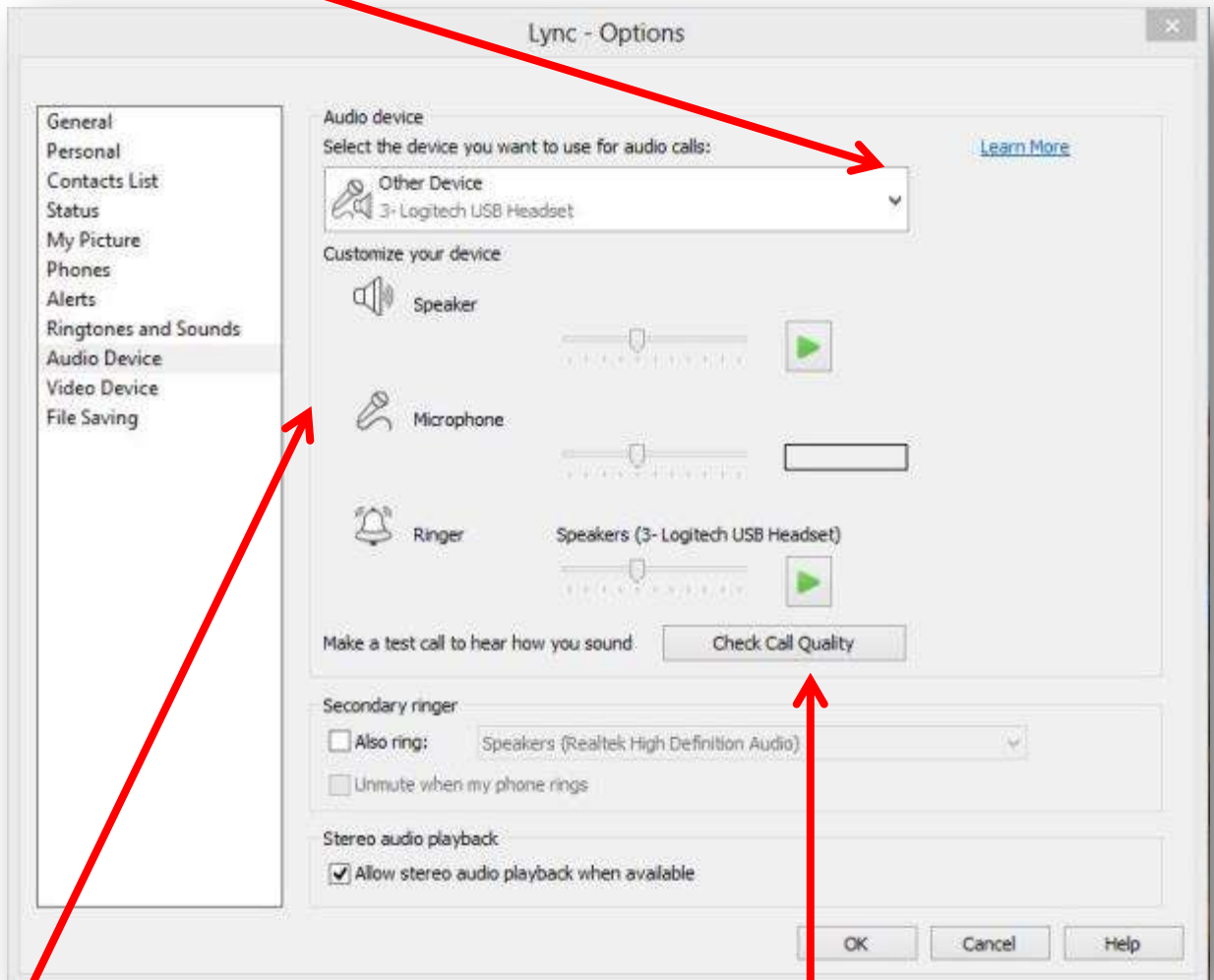


From this widow there are a number of settings & customisations you can make. The main ones you will access is your Audio Device Settings



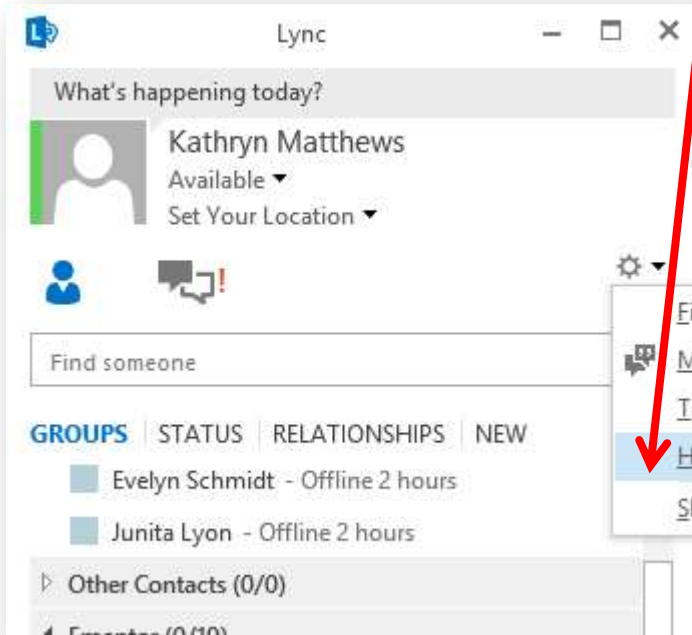
# The audio settings

If you are using a headset make sure it is listed as your default device for Lync - if it does not appear here use the drop down arrow to select

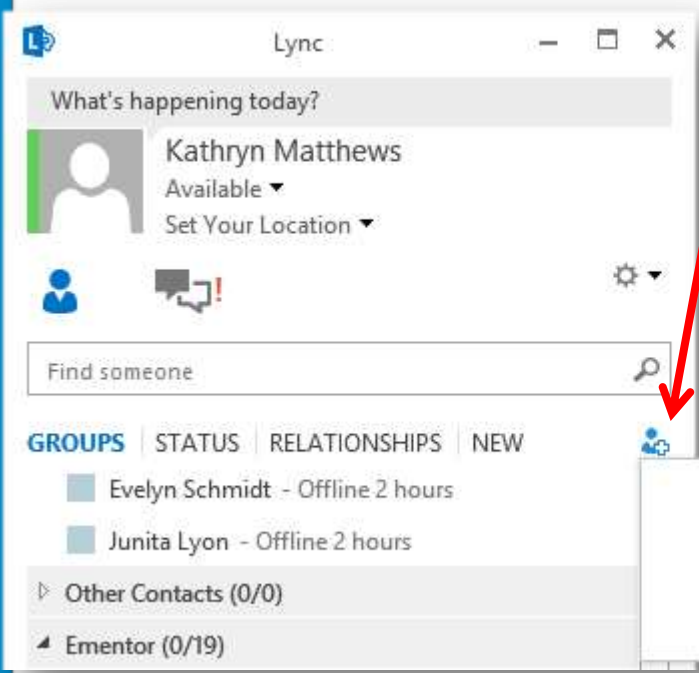
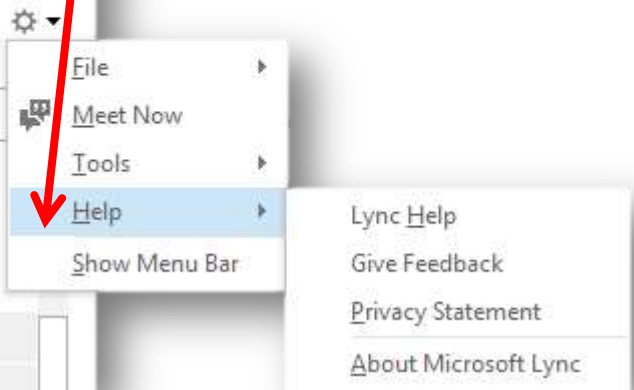


This section will indicate if your speakers, microphone and ringer are working correctly. Click on the green arrows to test your speaker and ringer and speak into your mic and you should notice the box fill with colour as you speak.

You can check your call quality here to make sure your headset is working. It is good practice to test your audio settings when you plug in your headset.



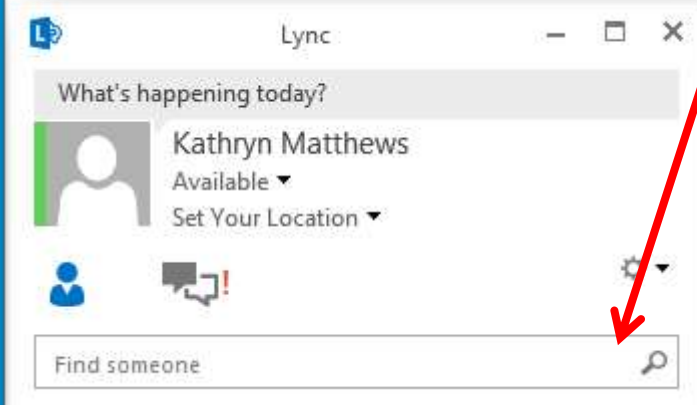
Help Menu – Lync Help and About Lync – shows current version



Add a Contact, create groups & arrange contacts, display contacts in different views

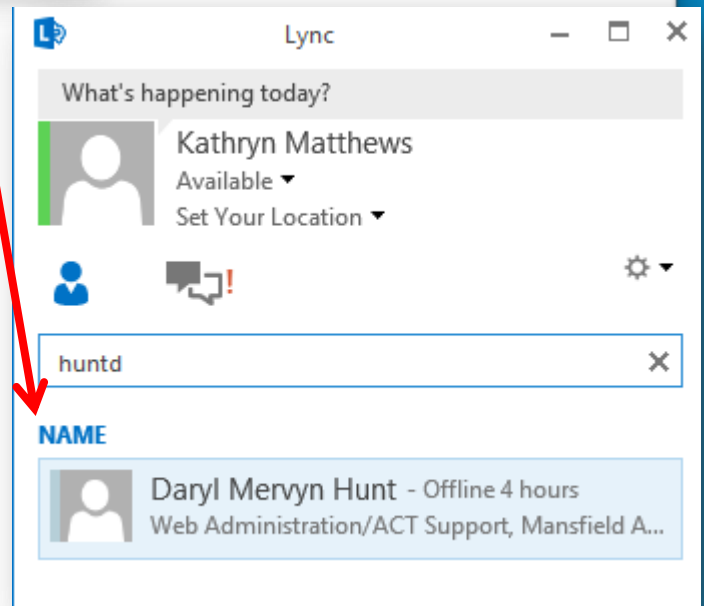




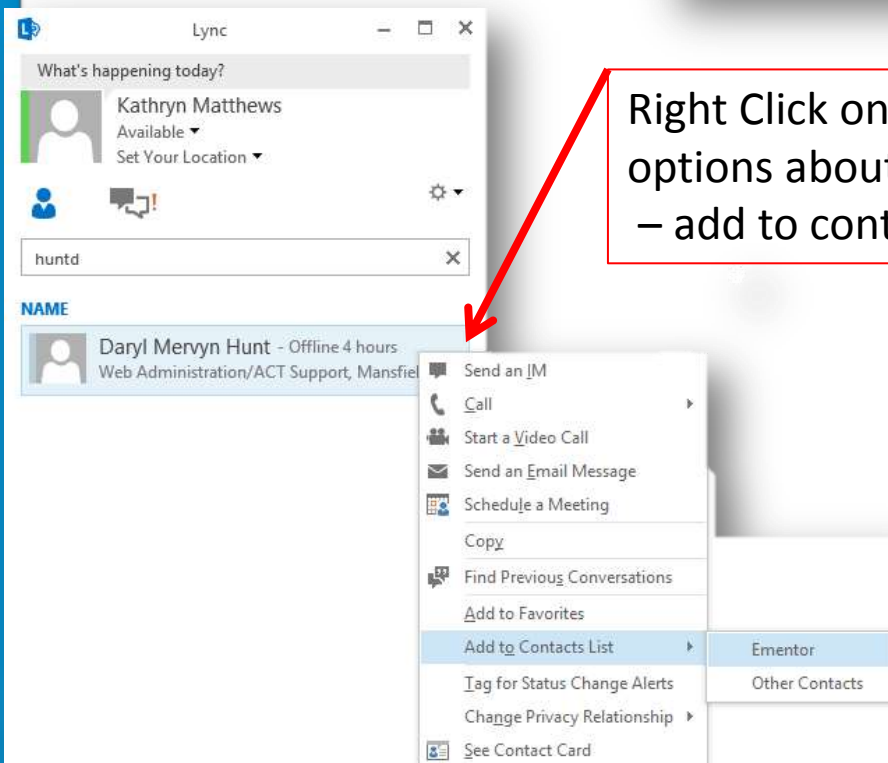


Find contacts to add – type a person's name or full username in here to search for & add to your contact list.  
Note – usernames are surname followed by initial of first name

As you type a name in the details appear below



Right Click on name to display options about what you can do – add to contact list or group





# The End

That's a brief overview of the Lync main screen and how to access settings. Move onto part 2 to find out all the great things you can do with Lync

