TUHSD Tech Quick Guide for Lync 2013: Understanding IM Features

1. Click/tap on the Lync 2013 tile on the Start Screen.



3. Set a status or location, find a contact within the district, begin an instant message, create a virtual meeting, and create groups within Lync—just to name a few!

9	Lync	-	
What's	happening today?		
	Tara Suggs Available ▼ Set Your Location ▼		
2	L ()		☆ •
Find som	eone		Q
GROUPS	STATUS RELATIONSHIPS NEW		
Favorites			
Other	Contacts (0/0)		
District Office (0/1)			
▷ IT (2/3)			
▷ CCHS (1/1)			
Ment	ors (3/4)		

4. Search for a contact by selecting the person icon and typing the contact's name. If the person is online, you may send him/her an instant message by double clicking on his/her name.



2. Sign onto Lync using your district email address.

L ®	Lync	- □ >
Lync		
Sign ii	n	☆ •
Sign-in add	ress:	
tara.suggs@tu	hsd.org	
Delete my sig	n-in info	
Need help sig	ining in?	
Sign in as:		
Available	•	
≦ign Ir	n	

5. Or you may right-click on his/her name to view more options.





In Screen Share, one may present a screen, share a OneNote page or attach items to the conversation.

PRESENT ONENOTE ATTACHMENTS	PRESENT ONENOTE ATTACHMENTS
No one is presenting.	No one is presenting.
Image: Presentable Content	Monitor Monitor

One may also give the other permission to control the screen or the presentation.



One may invite others to the conversation for a virtual meeting.

In <u>v</u> ite More People		
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