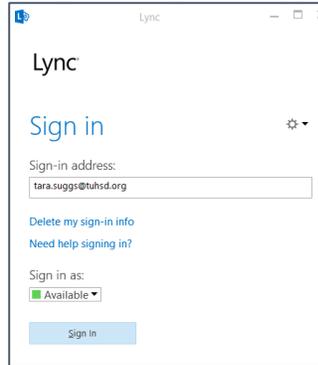


TUHSD Tech Quick Guide for Lync 2013: Understanding IM Features

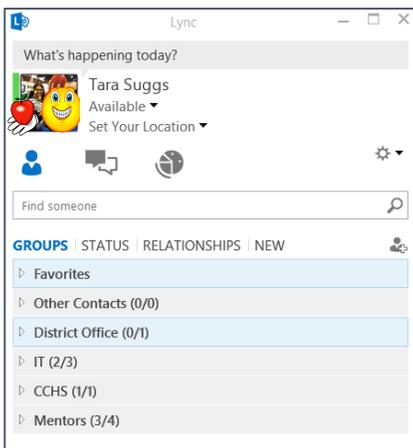
1. Click/tap on the Lync 2013 tile on the Start Screen.



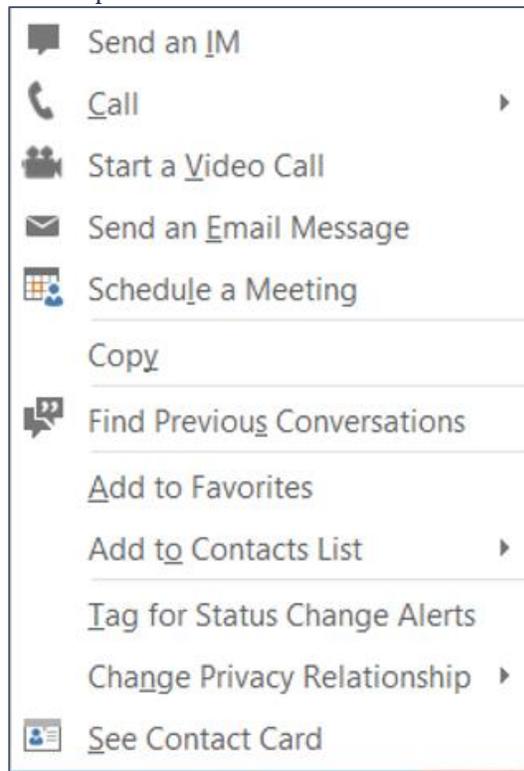
2. Sign onto Lync using your district email address.



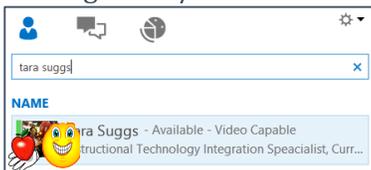
3. Set a status or location, find a contact within the district, begin an instant message, create a virtual meeting, and create groups within Lync—just to name a few!



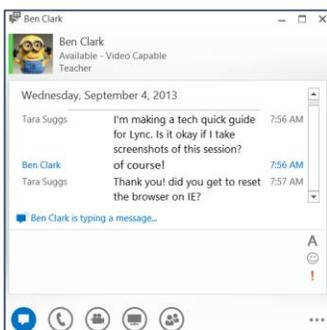
5. Or you may right-click on his/her name to view more options.



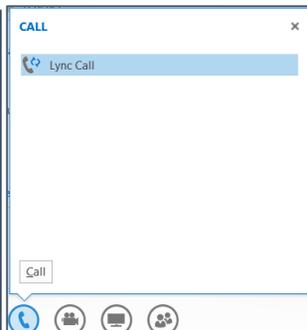
4. Search for a contact by selecting the person icon and typing the contact's name. If the person is online, you may send him/her an instant message by double clicking on his/her name.



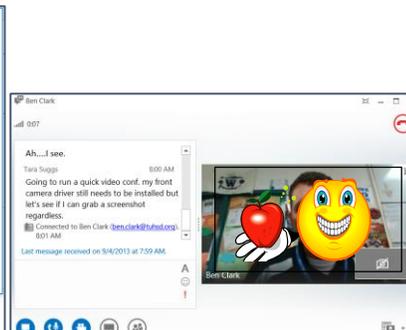
Instant Message (IM)



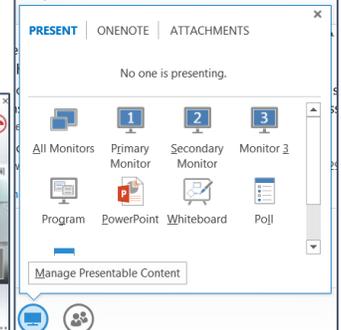
Voice Call



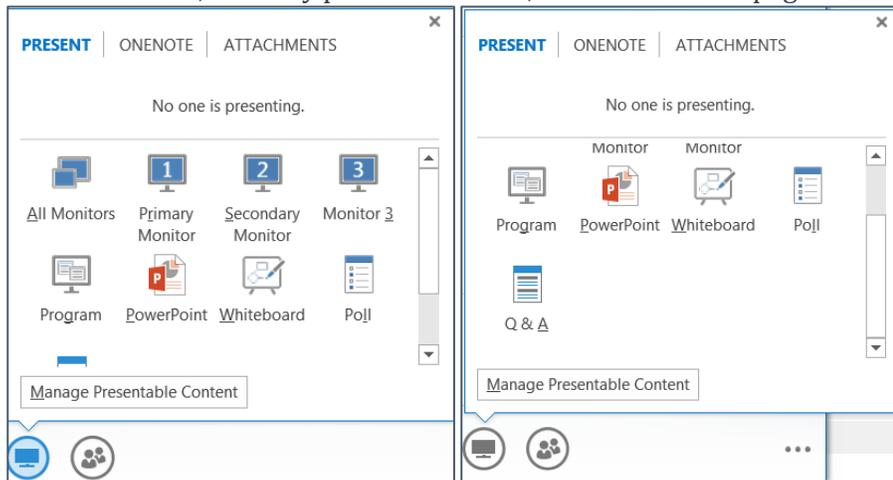
Video Call



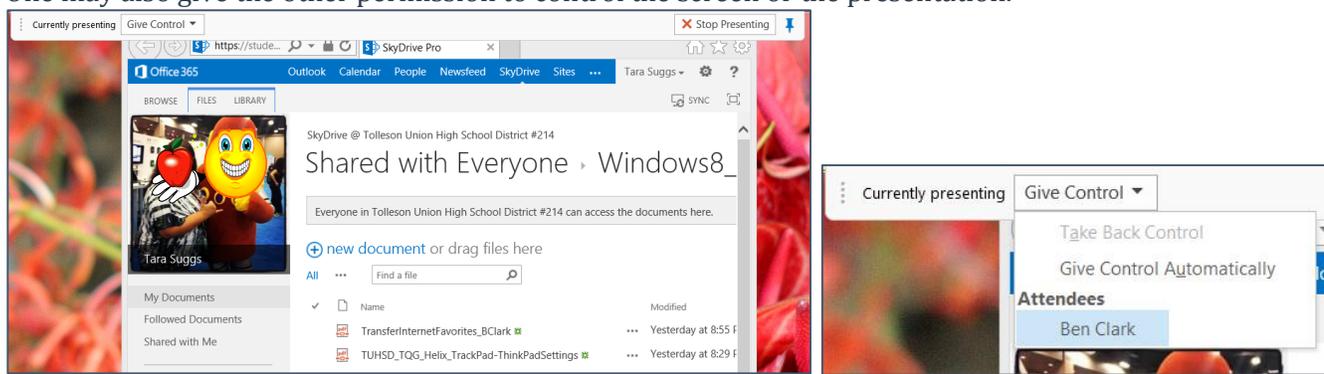
Screen Sharing



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



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.

