Instant Messaging and Presence with Microsoft® Lync™
Quick Start Guide
Contents

Use Instant Messaging and Presence ................................................................. 1
  Sign In and Get Started .................................................................................... 1
  Personalize Your Contact Information.............................................................. 2
  Change Your Picture Settings ............................................................................ 3
  Build Your Contacts List .................................................................................... 4
  Get in Touch by IM ............................................................................................. 4
Use Instant Messaging and Presence

This Quick Start Guide describes the basics for communicating by using Microsoft® Lync™ 2010 communications software. It explains how to use Lync 2010 to easily interact and collaborate with the people at your workplace.

Sign In and Get Started

If you’re already logged on to your organization’s network, sign in by starting Lync.

1. On the Windows® taskbar, click Start, click All Programs, click Microsoft Lync, and then click Microsoft Lync 2010. When the Lync main window displays, if you see your name and your presence status, you’re signed in.

2. Click the availability menu under your name, and then either click your presence status, or click Reset Status to let Lync set it automatically, based on your activity and Microsoft® Outlook® Calendar.

The following table describes each of the presence status indicators.

<table>
<thead>
<tr>
<th>Presence Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>You are online and available to contact.</td>
</tr>
<tr>
<td>Busy</td>
<td>You are in a Lync call, or, according to your Outlook Calendar, you are in a meeting, and you don’t want to be interrupted.</td>
</tr>
<tr>
<td>Do not disturb</td>
<td>You don’t want to be disturbed and will see conversation notifications only if they are sent by someone in your Workgroup.</td>
</tr>
<tr>
<td>Be Right Back</td>
<td>You are stepping away from the computer for a few moments.</td>
</tr>
</tbody>
</table>
Using Microsoft Lync

Instant Messaging and Presence

- **Away**: Your computer has been idle for a period of time (15 minutes by default).
- **Off Work**: You are not working and are not available to contact.
- **Offline**: You are not signed in. You’ll appear Offline to individuals whom you have blocked from seeing your presence.
- **Unknown**: Your presence is not known. Your presence might appear unknown to others who are not using Lync as their instant messaging (IM) program.

**Personalize Your Contact Information**

You can personalize your location, phone numbers, and presence information. For example, you can add your mobile phone number and make it available only to close contacts.

1. To set a location to let people know where you are today, click the arrow next to **Set Your Location** or your current location, and then, in the location menu, click **Show Others My Location**.

   ![Set Location](image)

2. To add a phone number to your contact card, click the **Options** button, and then click **Phones**.
3. Click the button for the phone number that you want to add (such as **Work Phone** or **Mobile Phone**).
4. In the **Edit Phone Number** dialog box, type the number, and then click **[OK]**.
5. Select the **Include in my contact card** check box, and then click **[OK]**.
6. To change privacy relationships for the people you want to see your personal phone numbers, right-click the contact’s name in your **Contacts** list, click **Change Privacy Relationship**, and then click **Friends and Family**.
Change Your Picture Settings
You can decide whether you want to see your contacts' pictures. You can also change your own picture or choose not to show one.

Hide Your Contacts' Pictures
1. In the Lync main window, click the [Options] button.
2. In the Lync - Options dialog box, click Personal.
3. Under Display photo, clear the Show photos of contacts check box to hide other people's pictures, and then click [OK].

Hide or Change Your Picture
1. In the Lync main window, click the [Options] button.
2. In the Lync - Options dialog box, click My Picture.
3. Do one of the following:
   a. To hide your picture, click Do not show my picture.
   b. To change your picture, click Show a picture from a web address, type the address of a photo site (such as Windows Live® Skydrive or Facebook) including the file name, and then click the [Connect to Picture] button.
NOTE: The file must be less than 30 KB in size.

Build Your Contacts List
Add people to your Contacts list if you’ll be contacting them often or if you just want to keep track of them.

1. In the Lync main window, type the person’s name or email address in the search field.
2. In the search results, right-click the person.
3. (Optional) If you’ll be contacting the person often, click Pin to Frequent Contacts.
4. Add them to a group by clicking Add to Contacts List, and then clicking the group name; or if you haven’t created groups yet, click Add to New Group, and give the group a name. You can add more contacts to this group later.

Get in Touch by IM
There are several ways to start an IM conversation with people or groups in your Contacts list. From your Contacts list or from search results, do any of the following:

- Double-click the contact.
- Point to a person’s picture. When the contact card opens, click the [IM] button.
- Point to a group in your Contacts list, and, when the group contact card appears, click the [IM] button to send a message to the whole group.
To invite additional people into an IM conversation:

1. In the Lync main window, drag a contact name from the **Contacts** list, and drop it onto the conversation window. To add contacts outside of your organization (whom you can’t IM) to the conversation by e-mail, in the conversation window, click the **People Options** menu, and then click **Invite by Email**.

2. To join, just click a link in the e-mail (outside users can join the conversation regardless of whether they have Lync installed).