



Lync® 2013 Introduction

Signing In

1. Fill in the SIGN-IN ADDRESS, then PASSWORD if required. To auto-populate the password, [Click] SAVE MY PASSWORD.
2. To set your Presence status during sign-in, change  to .
3. [Click] SIGN IN.

Signing Out

[Click] the Presence drop-down arrow below your name, then select SIGN OUT or, to sign out and exit Lync, select EXIT.

Show/Hide the Menu Bar

[Click] the drop-down arrow  then SHOW MENU BAR.















Using Presence Status

The Presence status indicates a person's availability. Presence status appears below your name and as part of your photo.



Your presence is also indicated in the Windows Notification Area, and on some Lync phones by the color of the notification icon:     

Status Indicators

-  **AVAILABLE:** Online and can be contacted.
-  **BUSY:** Please do not interrupt.
-  **IN A CALL:** Please do not interrupt while on a phone call.
-  **IN A CONFERENCE CALL:** Please do not interrupt while in a conference conversation.
-  **IN A MEETING:** Please do not interrupt while in a meeting.
-  **DO NOT DISTURB:** Refuses conversation requests, except from Workgroup contacts.
-  **PRESENTING:** Refuses all conversation requests.
-  **BE RIGHT BACK:** Temporarily away, but will return soon.
-  **OFF WORK:** Not at work and not available for contact.
-  **OUT OF OFFICE:** Indicated by asterisk, set automatically by the Outlook calendar status.
-  **INACTIVE:** Away from workstation.
-  **APPEAR AWAY:** Away from workstation.
-  **OFFLINE:** Not signed in.
-  **PRESENCE UNKNOWN:** Presence status is not known.

Contacts see different amounts of Presence information dependent on your privacy relationship. See **Controlling Presence Privacy**.



Status is updated automatically as follows:

- According to your Microsoft Outlook Calendar and when using Outlook's Automatic Replies.
- **AVAILABLE** when active on your workstation unless manually set to **BUSY**, **DO NOT DISTURB**, **BE RIGHT BACK**, **OFF WORK** or **APPEAR AWAY**.
- **INACTIVE** when you haven't used your workstation for 5 minutes.
- **AWAY** when you haven't used your workstation for 10 minutes, your screen/saver engages, or you lock your workstation.
- **PRESENTING** when you share your screen or duplicate your display for projection.

To change how your status is automatically determined:

1. [Click] .
2. [Click] STATUS then change the settings. [Click] OK.

Changing Status Manually



- [Click] the Presence drop-down arrow below your name, then select a status.
- [Right Click] the Lync icon in the Windows Notification area, select MY STATUS  then select a status.
- Using Windows 7 or 8, [Hover] your mouse pointer over the Lync icon on the Windows Taskbar, then [Click] a status: .

Using Location Status

Lync automatically updates your location

when signing in from different networks and displays this information to your contacts as part of your Presence status.



- To create a location so that your contacts know where you are, [Click] SET YOUR LOCATION below your Presence status, type your location, then press <Enter>.
- To reset your location list, [Click]  then select REMOVE ALL CUSTOM LOCATIONS.
- To hide your location status, [Click]  then uncheck SHOW OTHERS MY LOCATION.



Adding a Note to Your Status

- To display a note as part of your Presence status, [Click] WHAT'S HAPPENING TODAY above your name, type your note, then press <Enter>.
- To update or clear your status note, [Click] then select the text, type your new note or press <Delete>, then press <Enter>.

Viewing Other Users' Notes

If a contact in your list has a status note, the note will be included with their Presence status and will be displayed below their name.

Adding Contacts

If necessary, [Click] CONTACTS  [Click]  then ADD A CONTACT IN MY ORGANIZATION or ADD A CONTACT NOT IN MY ORGANIZATION. Follow the subsequent steps.

To search and add a contact:

1. In the FIND SOMEONE... box, type a name, email address, distribution group, alias, or phone number.
 - To close the search results and return to your contact list, [Click] .

2. [Hover] over a contact's picture, [Click]  then select ADD TO FAVORITES or ADD TO CONTACTS LIST, then desired list.

Or, on a Lync phone:

1. Select CALL LOGS, then press OK.
2. Select a recent call, press <MENU>, select ADD TO <CONTACTS> then OK.
3. Select one of the CONTACT GROUPS, then ADD.

Deleting Contacts

Select a contact, then press <Delete>, then [Click] YES. Or, [Right Click] a contact, then select REMOVE FROM CONTACTS LIST. [Click] YES.

Emailing a Contact



[Right Click] a contact, then select SEND AN EMAIL MESSAGE. Compose and send the email as usual.

Using the Favorites Group

By default, the contacts you communicate with most are shown in the FAVORITES group at the top of your contact list. You can also manually add contacts to this list. To add a contact to the FAVORITES group, [Right Click] the person, choose ADD TO FAVORITES. To remove a contact, [Right Click] the person, then select REMOVE FROM FAVORITES.

Viewing Contact Cards

Contact cards provide quick access for connecting with your contacts and can display information about your contacts depending on your privacy relationship.

- To view a contact card for one of your contacts, [Hover] over the contact's status icon then [Click] . Or, [Right Click] the contact, then choose SEE CONTACT CARD.
- To keep a contact card visible [Click] .
- To move, [Drag] the card to a new position.

Monitoring a Contact's Status

To receive an alert whenever a contact's Presence status changes to AVAILABLE, [Right Click] a person from your contacts, then select TAG FOR STATUS-CHANGE ALERTS. An alert box will display in the Windows Notification Area when the tagged contact becomes available. [Click] the alert to begin a conversation.

To stop receiving alerts, [Right Click] the contact, then deselect TAG FOR STATUS-CHANGE ALERTS.

Controlling Presence Privacy

When you add a contact, their default Presence Privacy relationship is Colleagues.

To change the privacy relationship assigned to one of your contacts, [Right Click] the contact and select CHANGE PRIVACY RELATIONSHIP, then select a privacy relationship.

- **FRIENDS AND FAMILY** see all published contact information except meeting details.
- **WORKGROUP** contacts see all published contact information except home and other phone numbers. Contact can interrupt DO NOT DISTURB status.
- **COLLEAGUES** see all published contact information except home, other and mobile phone numbers and meeting details.
- **EXTERNAL CONTACTS** see only name, title, e-mail address, company and picture.
- **BLOCKED CONTACTS** see only name and e-mail address. The contact cannot make contact with you via Lync.

Keyboard Shortcuts

Global

Open main Lync window	 Y
Accept invitation	 A
Decline invitation	 Esc

Main Window

Go to Contacts list tab	Ctrl-1
Go to Persistent Chat tab	Ctrl-2
Go to Conversation list tab	Ctrl-3
Go to Phone tab	Ctrl-4
Open File menu	Alt-F
Open Tools menu	Alt-T
Open Help menu	Alt-H

Conversation window

Close conversation window	Alt-F4
Save As box for received file	Alt-S
Show/Hide IM area	Ctrl-W
Show/Hide participant list	Ctrl-R
Change to compact view	Ctrl-Shift-P

Call controls

End call	Alt-Q
Put call on hold	Ctrl-Shift-H

IM (Conversation window)

Save IM conversation	F12
Open a received file	Alt-P
Decline a sent file	Alt-D

Conversation or meeting stage

View conversation meeting in full screen	F5
Take back control when screen sharing	Ctrl-Alt-Spacebar
Stop sharing	Alt-T or Ctrl-Shift-S
Show/Hide sharing stage	Ctrl-Shift-Y
Change to speaker view	Ctrl-Shift-J
Change to gallery view	Ctrl-Shift-I

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Katrin Zwirglmaier

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welcome speech for award ceremony school academic sports - May 31 2022

web 4 prize giving ceremony principals speech 2022 01 10 munication skills dramatically it will be instrumental to improve

their english pro nunciation and acquire the correct pat

principal s report graduation prize giving 2022 wycherley - Dec 06 2022

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web here briefly describe on sample welcome speech format for prize distribution day by principal you can follow this sample speech in english for prize distribution day or

principal s address at final prize giving 2018 aquinas college - Oct 04 2022

web to those of you who received honours awards and distinctions i say well done and to the c students i say you too can be president of the united states

college head s 2020 prizegiving speech kingswood college - Feb 25 2022

web march 25 2018 by study mentor leave a comment a very good evening to my friends and fellow students esteemed dignitaries and teachers present here today we are going to

principals addresses - May 11 2023

web feb 22 2022 by stuart white vice principal at the british international school shanghai puxi we understand the importance of a prize giving ceremony i ve been

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web pause today your academic as well as your sport and cultural achievements are being honoured at this ceremony a wonderful way for the school to recognise and celebrate

annual prize giving ceremony speech essay typing - Sep 03 2022

web feb 20 2022 headmaster mr deon scheepers good evening members of the academic staff members of the school governing body parents of our students guests and

principal s speech prizegiving 2019 sedbergh school - Jun 12 2023

web sep 14 2017 annual awards ceremony september 2017 principal s address our guest of honour mr paul davis senior colleagues faculty parents students and of

principal s address to the annual award ceremony 15 09 2017 - Apr 10 2023

web 23 july principal s report graduation prize giving 2022 principal s message leave a comment dear wycherley family it is after a lapse of 2 years that we are having the

principal s address presented - Mar 09 2023

web sample speech for prize giving day very good morning to you all and please be seated i know this day contains a special

sort of exciting buzz for all the students and teachers

the importance of a prize giving ceremony biss puxi - Jan 07 2023

web 38 annual prize giving ceremony speech published by james taylor mr kay mr chairman board of directors board of management distinguished guests colleagues

prize giving speech for school or college semioffice com - Nov 05 2022

web prize giving ceremony principals speech 3 3 best to find his true family rather than endure the torture of being the unwanted child he realised that his quest for recognition

welcome speech for prize distribution day semioffice com - Nov 24 2021

welcome speech format for prize distribution day by principal - Oct 24 2021

principal s prizegiving speech 2020 christine o neill - Aug 14 2023

web nov 26 2020 to our board it has been a challenging year thank you for supporting the education we are developing and being an open and visionary board you provide sound and strong governance to the school in particular julian thank you for your support as

award ceremony speech 11 examples format sample - Aug 02 2022

web nov 5 2020 i greet all my fellow kingswoodians and say welcome to our 2020 prize giving ceremony an unusual one and a first of its kind whoever thought our prize

speech on prize distribution ceremony study today - Sep 22 2021

headmaster s speech at academic prize giving - Feb 08 2023

web 18 december 2018 aquinas school community e ngā mana e ngā reo e ngā iwi tēnā koutou katoa ki te atua tēnā koe ki te whare e tu nei ki te papa e takoto nei tēnā

prize giving headmaster s address special awards prize - Apr 29 2022

web speech for prize giving ceremony in school welcome speech for school prize giving day event in school college or university speech for prize distribution day