

Setting Up Lync on Personal Computers for Students...

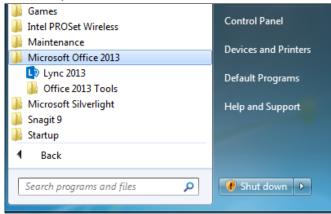
Revised: September 2, 2013

Personal Desktop or Laptop

This will walk you through how to set up Microsoft Lync Basic 2013 on a personal Windows computer

Note: Lync 2013 Client is only supported on Windows 7 and Windows 8 PC's

- Download and Install the Lync 2013 client application found <u>here</u>. Click on Lync2013Client_32bit_Win7-8 and select Run when prompted.
- 2) Follow the prompts during the Lync installation.
- 3) Launch Lync 2013 found on the Start Menu, All Programs, Microsoft Office 2013



4) You may see the following window. If so, choose **Use recommended settings** and click the **Accept** button



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The informatior contact you.	sent to Microsoft is	to help us ar	d is not used to ic	ientify or
We take your pr	vacy seriously.			
Learn more				

5) Enter your complete **my.ucdsb.ca** email address and password in the format shown below and click **Sign In**:

Note: Your password will be the same password you use to login to your computer at school.

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Password		
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Sign in a		
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6) You may receive the following warning shown below. Simply click on **Always trust this server, do not show this again**. Click **Connect**.

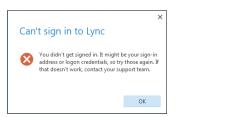


×						
Lync is attempting to connect to:						
lyncext01.ucdsb.ca						
CERTIFICATE DETAILS lyncext01.ucdsb.ca						
Issued By: Entrust Certification Authority - L1C						
Owned By (Subject): lyncext01.ucdsb.ca						
The connection to the server is encrypted. View Certificates						
Lync cannot verify that the server is trusted for your sign-in address. Connect anyway?						
Always trust this server, do not show me this again Should I trust this site?						
Connect Try Another Server						

7) You may be prompted to save your password on your computer.



8) You may also receive the following error. Click **OK**



9) You may also be asked to help Microsoft collect information.

		×					
Help Make Lync Better!							
Can we collect some info on this and future errors? It'll help us improve Lync.							
	Yes	No					



10) You will now be prompted to enter your student number and password.

a. In the User name field, use the following format:

edu\123456 (you will enter your
student number)

b. Click Sign In



11) Congratulations! You are now successfully logged into Lync.