

Setting Up Lync on Personal Computers for Students...

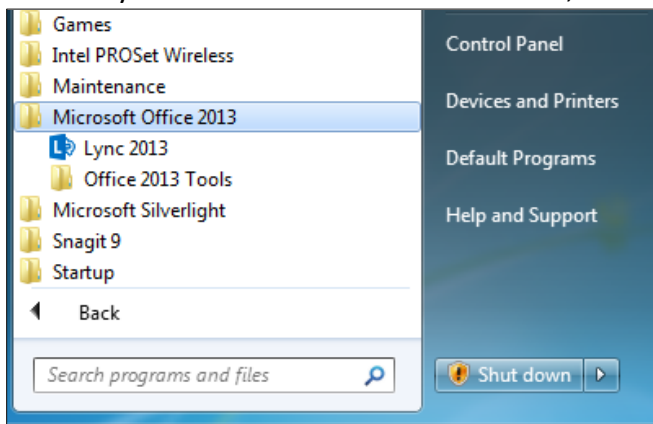
Revised: September 2, 2013

Personal Desktop or Laptop

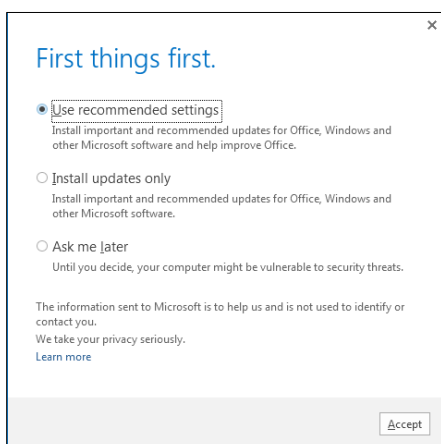
This will walk you through how to set up Microsoft Lync Basic 2013 on a personal Windows computer

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

- 1) Download and Install the Lync 2013 client application found [here](#). 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**

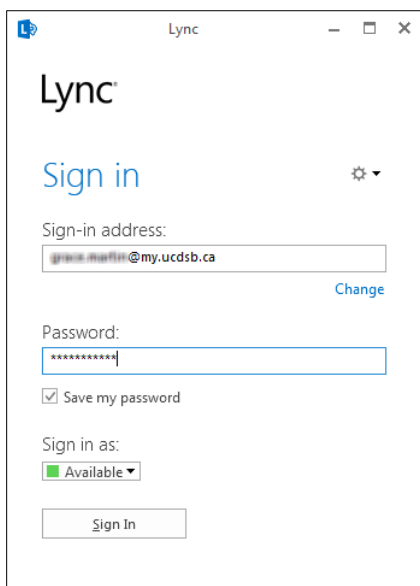


- 4) You may see the following window. If so, choose **Use recommended settings** and click the **Accept** button

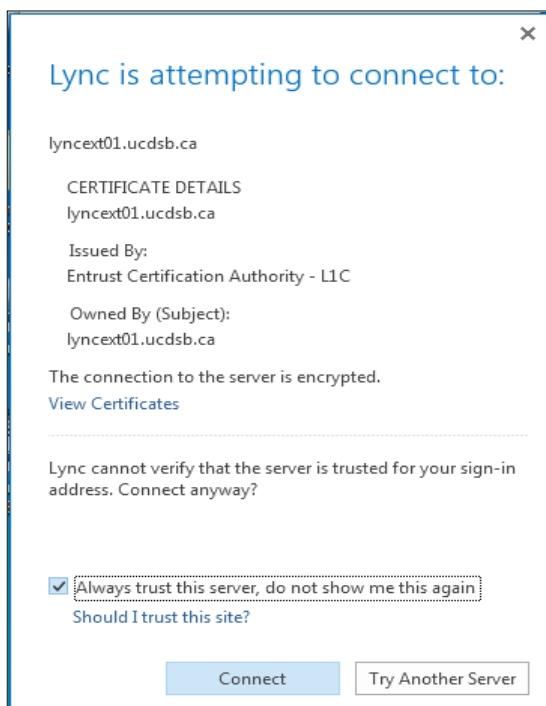


- 5) Enter your complete **my.ucdsb.ca** email address and password in the format shown below and click **Sign In**:

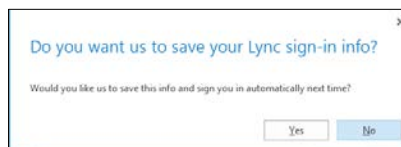
Note: Your password will be the same password you use to login to your computer at school.



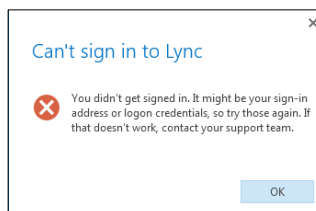
- 6) You may receive the following warning shown below. Simply click on **Always trust this server, do not show this again**. Click **Connect**.



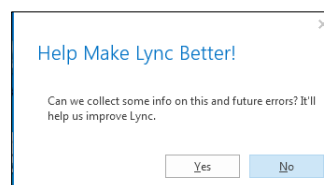
- 7) You may be prompted to save your password on your computer.



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



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

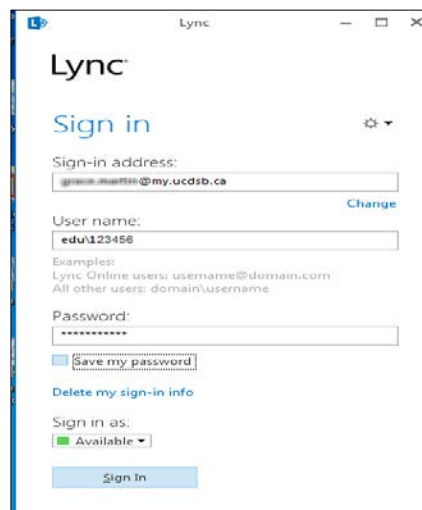


10) You will now be prompted to enter your student number and password.

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

edu\123456 (*you will enter your student number*)

- b. Click **Sign In**



The screenshot shows the Lync application window with the 'Sign in' dialog. The 'Sign-in address' field contains 'my.ucdsb.ca'. The 'User name' field contains 'edu\123456'. The 'Password' field is masked with asterisks. There is a 'Save my password' checkbox and a 'Delete my sign-in info' link. The 'Sign in as' dropdown is set to 'Available'. A 'Sign In' button is at the bottom.

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