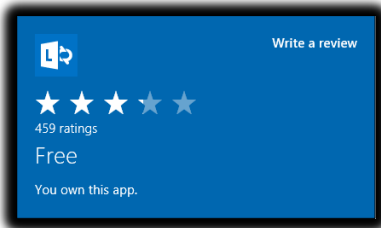


## Setting up Lync on Windows 8 Devices for Students....

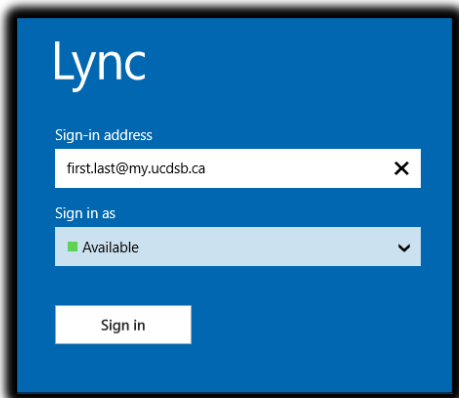
Revised: September 2, 2013

This will walk you through how to set up the Lync App on Windows 8.

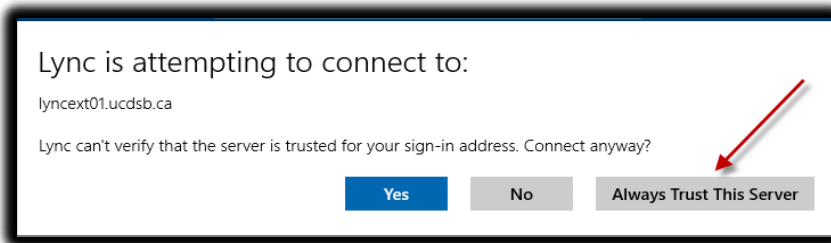
- 1) Go to the Windows Store and do a search for “**Microsoft Lync**”. This is a free app provided by Microsoft



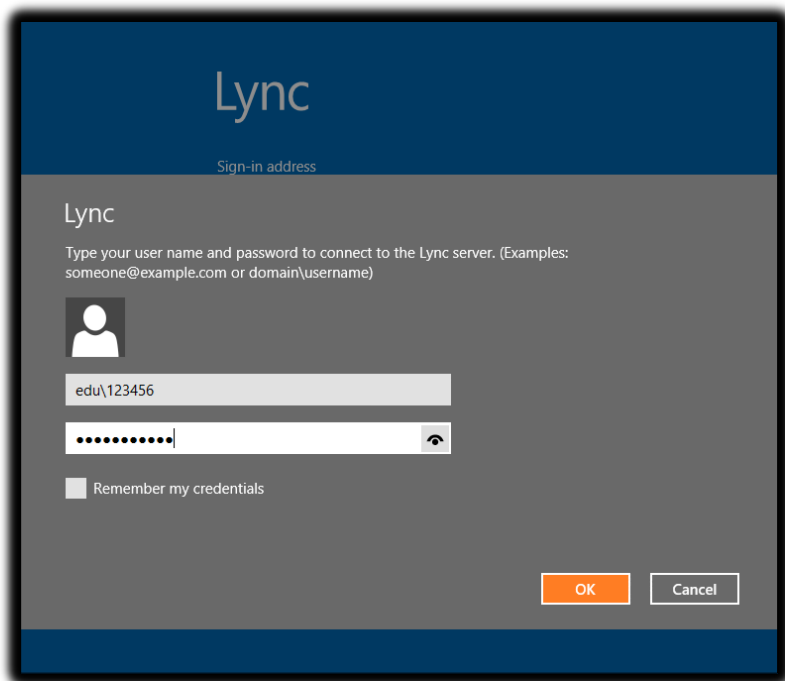
- 2) Click **Install**
- 3) Once the App is installed you can locate it on your Start Screen and click to launch it.
- 4) Enter your **my.ucdsb.ca** email address in the following format: [first.last@my.ucdsb.ca](mailto:first.last@my.ucdsb.ca) and click **Sign in**



- 5) You may receive the following warning shown below. Simply click on **Always Trust This Server**.



- 6) You will now be prompted to enter your **user name** and **password**. Use the following format shown below:



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

- 7) Click **Remember my password**  
8) Check **Remember my credentials**  
9) Click **OK**

**Note:** The feature set included in the Windows 8 App are limited in comparison to the full desktop version of Lync 2013.