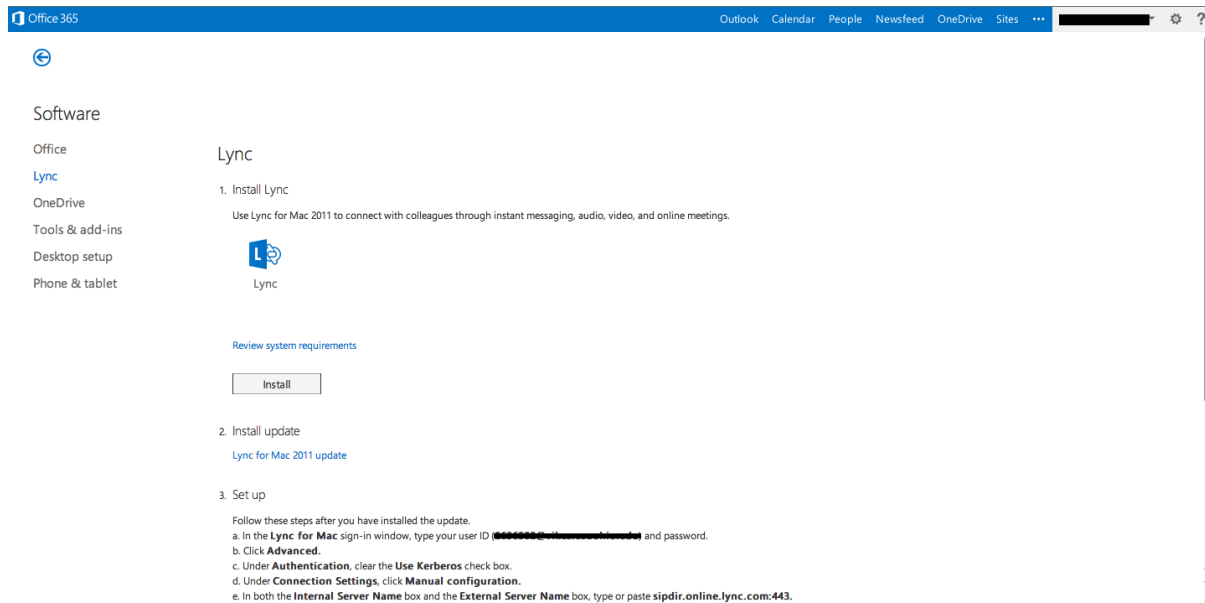


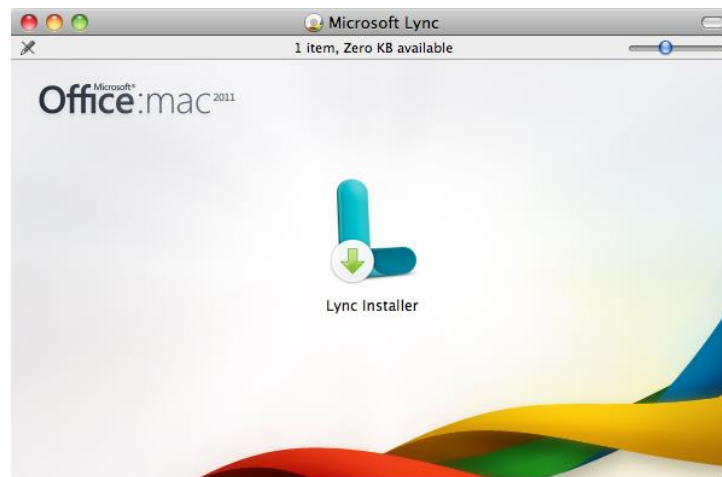


How to setup Lync 2011 on your Mac

1. To begin setting up Lync 2011, you must go to the software page of your Office 365 Settings within your Outlook Email, under Office 365 Settings you will see a **Software** tab, select this and you will be brought to another set of drop down tabs, now select **Lync** and you will see the following screen.

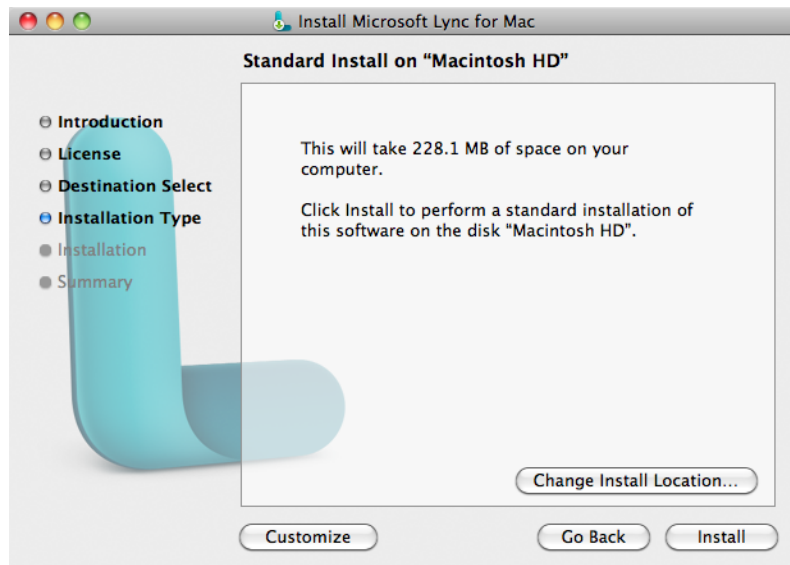


2. Select **Install** and allow the program to be downloaded, once downloaded run the **Lync Installer** as shown below.





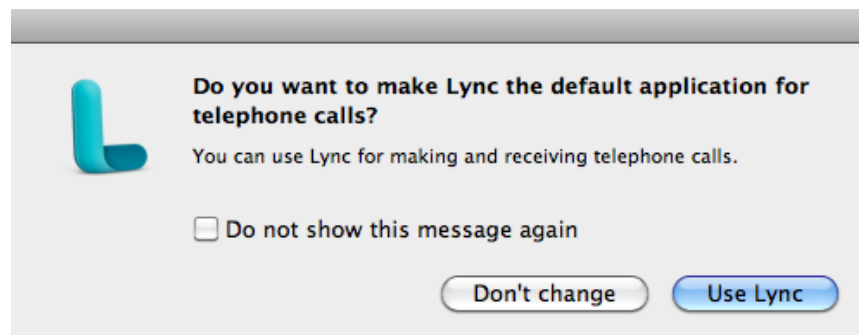
3. Select **Continue** all the way through and **Accept the License Agreement** until you reach the **Installation Type** page, select **Install** and the Lync 2011 Installer will begin installing the program on your Mac.



4. After the installation is finished you will be brought to a screen saying the installation was successful, click **Close** and you will now see a Microsoft Lync 2011 icon in your Mac's application dock such as the one below.



5. Upon opening Lync for the first time you will be asked if you would like to make Lync the default application for telephone calls and conferences, select whichever applies to you and select **Use Lync**.



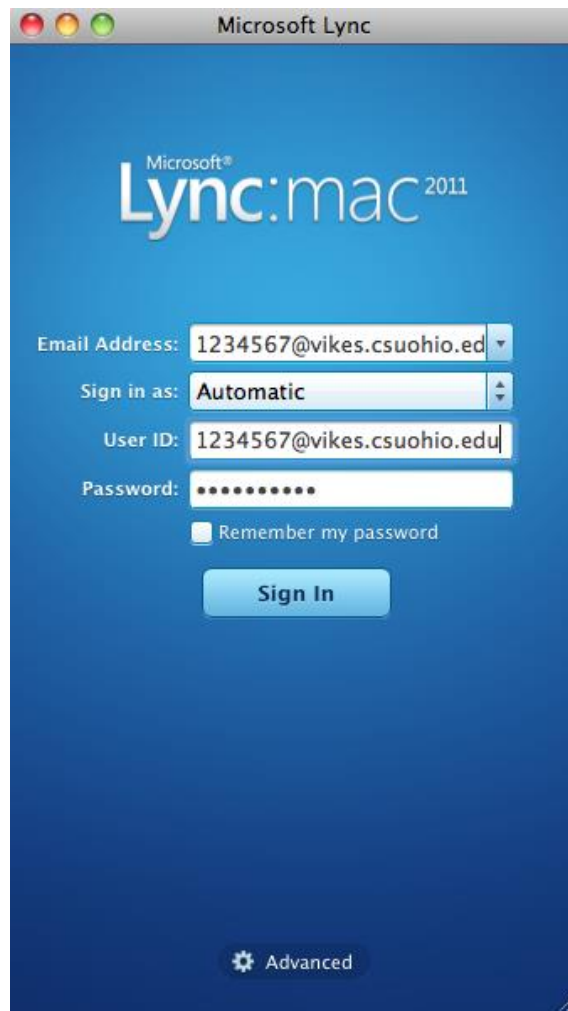


- Lync will now be opened and will ask you to sign in, just as every other Office365 product you will not use your regular email address where prompted, instead for students you must use your CSU ID @vikes.csuohio.edu, whereas for staff you must use your CSU ID @csuohio.edu, for example:

Students will use 1234567@vikes.csuohio.edu

Staff will use 2345678@csuohio.edu

Where you are prompted to input your User ID and Password just below email, use the same email you used for the email address prompt as the User ID and your normal password used to sign into things such as CampusNet and your CSU email account. Once finished DO NOT CLICK SIGN IN!!! Click **Advanced** at the bottom of Microsoft Lync.

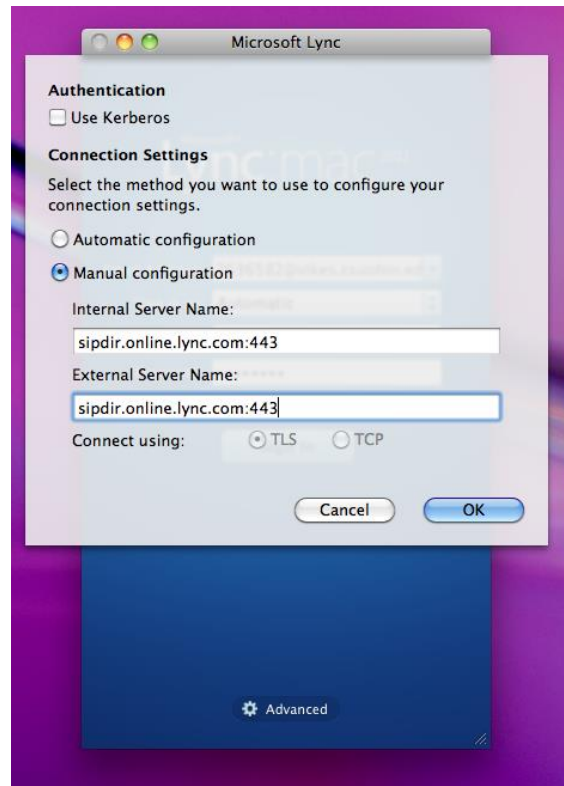




- When you select **Advanced** from the sign in page, an advanced settings page will drop down, make sure **“Use Kerberos”** is not selected, and under connection settings, select **Manual Configuration**. Under both internal and external server name input:

“sipdir.online.lync.com:443”

You may now click **OK** and then click **Sign In**. You now have access to Microsoft Lync 2011 and all of its’ features.





8. If you wish to sign out of Microsoft Lync you may simply click the **Available** button below your name which will bring down a drop down menu, click **Sign Out** and you will then be signed out of Lync.

