

Lync 2010 to Office 365 for business

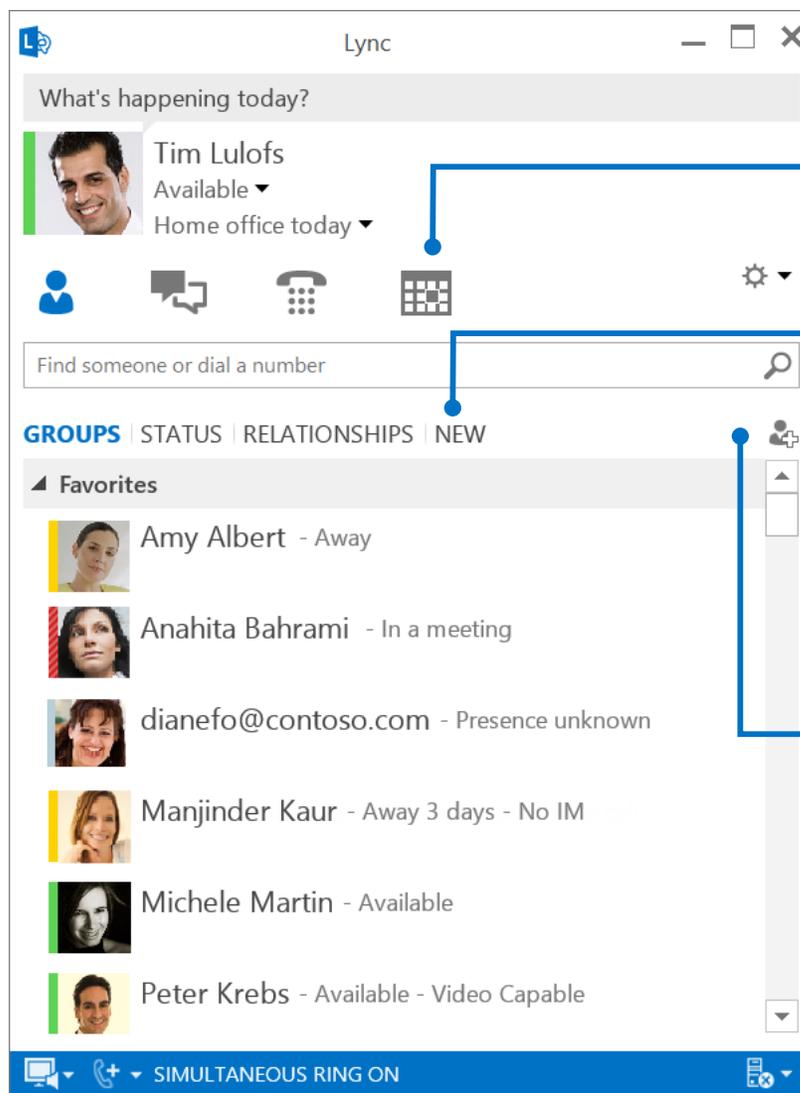


Make the switch

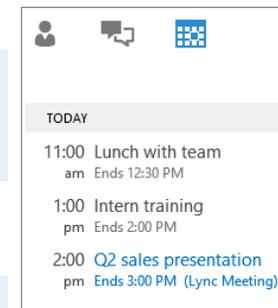
Microsoft Lync 2013 for the desktop may look slightly different from Lync 2010, but you'll quickly find that it does what you're already familiar with—even more easily and efficiently.

Here are just a few of the new, time-saving features of Lync 2013. Read on for helpful tips and how-to steps.

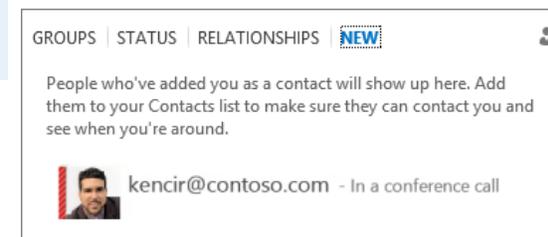
The **Favorites** group name replaces **Frequent Contacts**.



The **Meetings** button displays today's meetings.



The **New** tab lets you know when someone adds you as a contact.



The **Add a Contact** button lets you add, update, and customize your contacts.



What is Office 365 for business?

Just as Office 2010 was a suite of desktop apps – including Lync 2010, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Lync. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I use Lync in Office 365?

You can use the Lync 2013 desktop app, Lync Online, or device-specific Lync apps. So how do you decide which to use? If you're using a computer, Lync 2013 has the most features. On a device, the Lync mobile app has the most features. However, for many tasks, the web-based Lync Online may meet your needs.

	Lync 2013*	Lync Online	Lync mobile apps
Use it if	<ul style="list-style-type: none"> • Your Office 365 plan includes it. • You want offline access. 	You need a quick way to read and make simple edits.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Browse from OneDrive or Sites	Windows Phone iPad iPhone Android phone and tablet

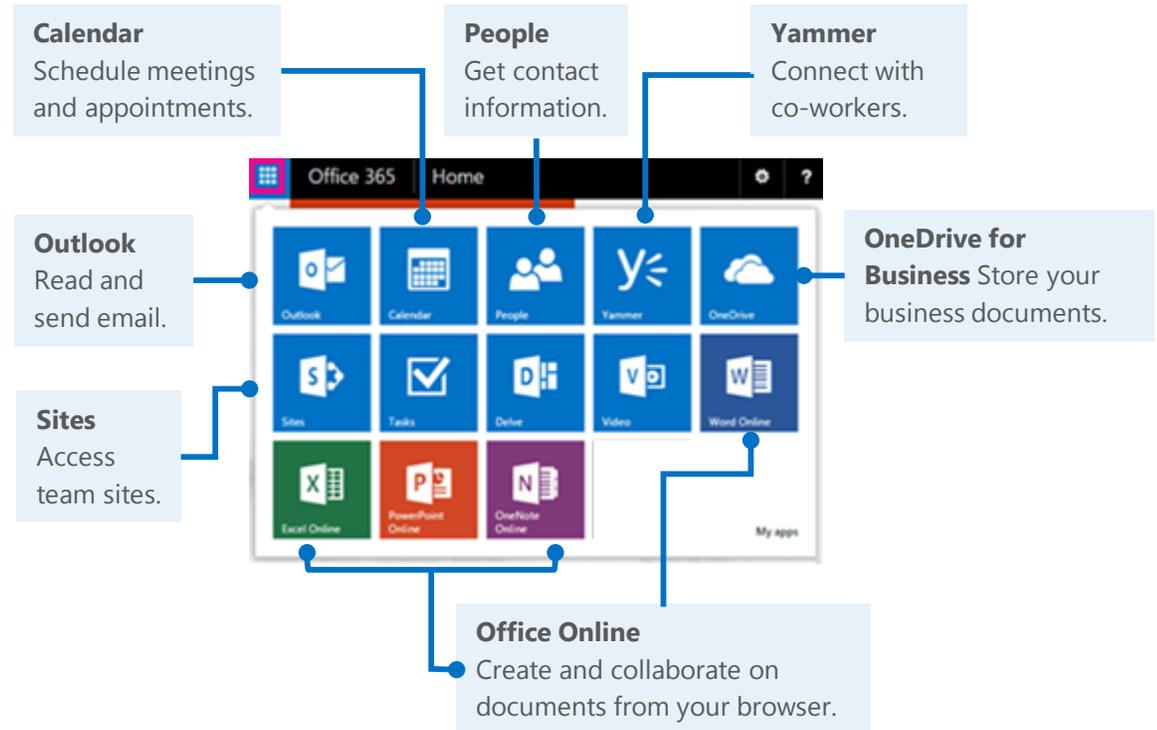
How do I sign in to Office 365?

1. From your web browser, go to <https://portal.office.com>.
2. Enter your work or school account and password, and then choose **Sign in**. For example:
j.doe@contoso.com or j.doe@contoso.onmicrosoft.com



Find your way around

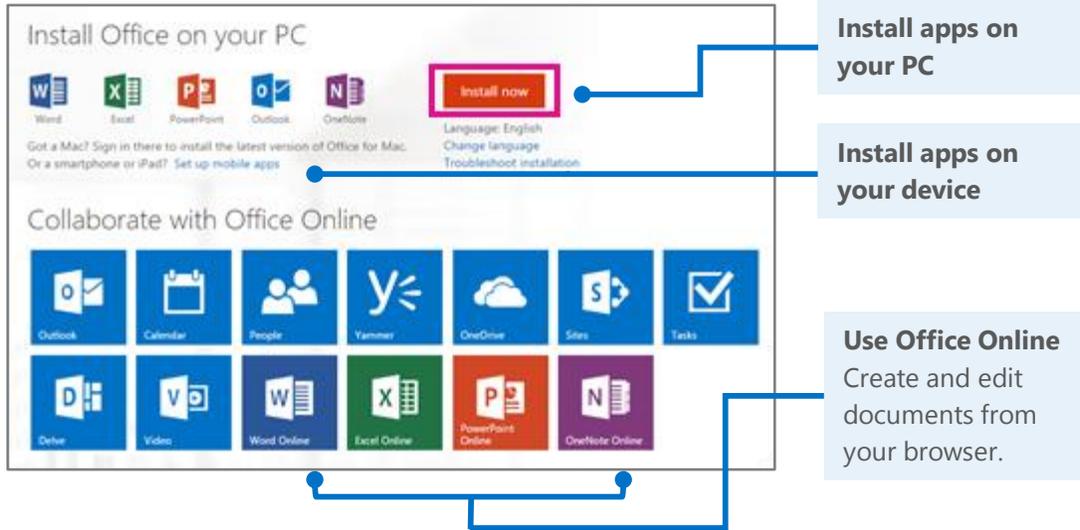
From anywhere in Office 365, click the app launcher  for quick access to all services, including all the Office Online apps:



Install Lync and other Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.



The screenshot shows the 'Install Office on your PC' page. A red box highlights the 'Install now' button, with a callout box pointing to it that says 'Install apps on your PC'. Another callout box points to the 'Collaborate with Office Online' section, which contains icons for Outlook, Calendar, People, Yammer, OneDrive, Sites, and Tasks, and says 'Install apps on your device'. A third callout box points to the 'Collaborate with Office Online' section and says 'Use Office Online Create and edit documents from your browser.' The page also includes links for 'Language: English', 'Change language', and 'Troubleshoot installation'.

2. Choose **Run**, and then follow the rest of the installation instructions.

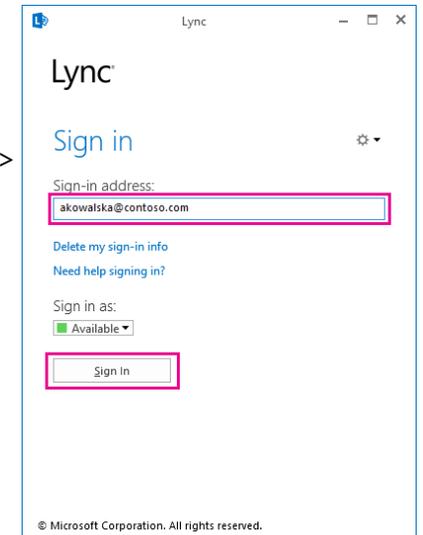


For more information, see [Install Office using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=272460) (<http://go.microsoft.com/fwlink/p/?LinkId=272460>).

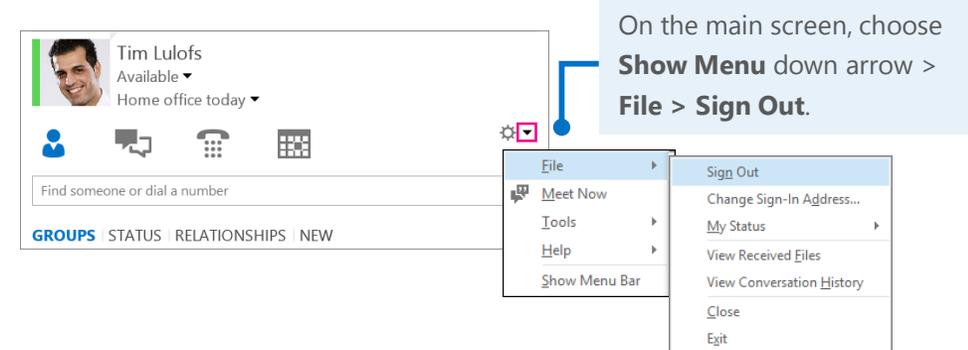
Start using Lync

Lync for Office 365 is a desktop application you can use to make audio or video calls, send instant messages, join and present at online meetings, and share your screen with others.

1. To find and start Lync 2013:
 - In Windows 8, go to the **Start** screen, and then search for and choose **Lync 2013**.
 - In Windows 7, click **Start** > **All Programs** > **Microsoft Office 2013** > **Lync 2013**.
2. If it's your first time signing in, type your organizational account, and then choose **Sign in**.



Sign out of Lync



The screenshot shows the Lync main screen. The user's profile is visible at the top left, showing 'Tim Lulofs' with status 'Available' and 'Home office today'. Below the profile are icons for chat, voice, and video. A search bar says 'Find someone or dial a number'. At the bottom are tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. The 'File' menu is open, showing options like 'Meet Now', 'Tools', 'Help', and 'Show Menu Bar'. The 'Sign Out' option is highlighted in the 'File' menu. A callout box points to the 'Sign Out' option and says 'On the main screen, choose Show Menu down arrow > File > Sign Out.'

Adding contacts

Your contacts are coworkers and other people in or outside of your organization with whom you communicate with most frequently. Adding them to your Contacts list can help you reach them quickly and easily.

Add a contact within your organization

3. Type your contact's name or email address, and then choose the **Search** button.

4. When your contact's listing appears, right-click it or press and hold it, and choose **Add to Contacts List**.

The screenshot shows the Lync application window. At the top, there's a search bar labeled 'Find someone' with a magnifying glass icon. Below it, a yellow banner says 'Find and right-click people to add them to your Contacts list.' A list of contacts is displayed under the 'Favorites' section. A context menu is open over the first contact, Amy Albert, with options: 'Add a Contact in My Organization', 'Add a Contact Not in My Organization', 'Create a New Group', and 'Display Options'. Callouts with numbers 1, 2, and 3 point to the 'Add a Contact' button, the search bar, and the context menu respectively.

1. Choose the **Add a Contact** button.

2. Choose **Add a Contact in My Organization**.

3. Type your contact's name or email address, and then choose the **Search** button.

For more information, see:

- [Add a contact in Lync \(http://go.microsoft.com/fwlink/p/?LinkId=320245\)](http://go.microsoft.com/fwlink/p/?LinkId=320245).
- [Set up Lync for the way you work \(http://go.microsoft.com/fwlink/p/?LinkId=398163\)](http://go.microsoft.com/fwlink/p/?LinkId=398163).

Add a contact outside of your organization

The screenshot shows the Lync application window. The search bar is empty. A context menu is open over the 'Add a Contact' button, with options: 'Add a Contact in My Organization', 'Add a Contact Not in My Organization', 'Create a New Group', and 'Display Options'. A sub-menu is open for 'Add a Contact Not in My Organization', showing options for 'Lync', 'Skype', and 'Other'. A dialog box titled 'Add Skype contact' is open, with the 'IM Address' field containing 'akowalska@contoso.com'. Callouts with numbers 1, 2, 3, and 4 point to the 'Add a Contact' button, the 'Add a Contact Not in My Organization' option, the 'Skype' option, and the 'IM Address' field respectively.

1. Choose the **Add a Contact** button.

2. Choose **Add a Contact Not in My Organization**.

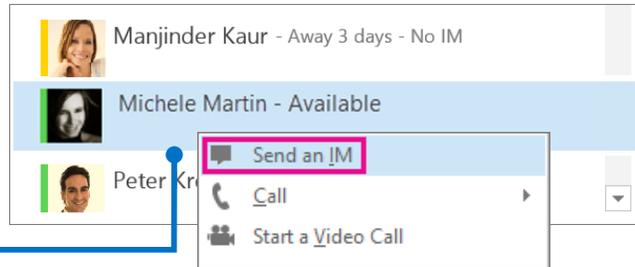
3. Choose the type of IM service your contact uses.

4. Type your contact's email address, and then click **OK**.

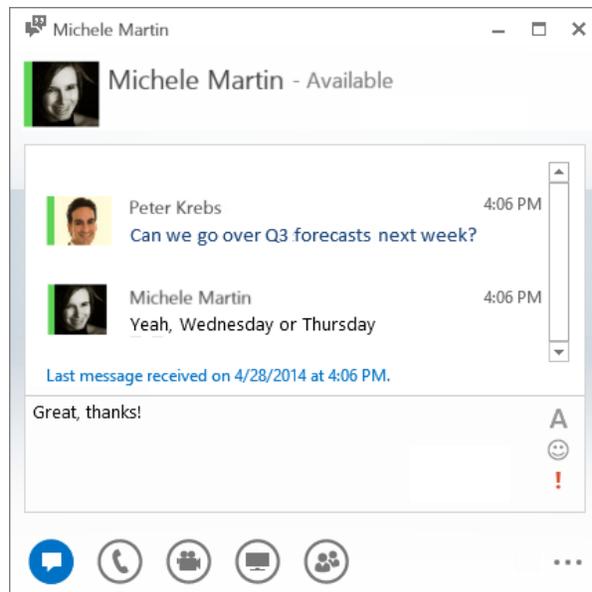
Sending instant messages (IM)

When your message or question just can't wait, Lync instant messaging is the way to go. It's easier than email and faster than a phone call—and you can send an IM from any contact that's displayed in Lync.

1. Right-click or press and hold your contact's listing, and then choose **Send an IM**.



2. Type your message, and then press **Enter**.



For more information about instant messaging, see [Send an IM](http://go.microsoft.com/fwlink/p/?LinkId=302231) (<http://go.microsoft.com/fwlink/p/?LinkId=302231>).

Start an audio or video call from an IM



Audio call

In the IM message window, choose the **Phone** button.

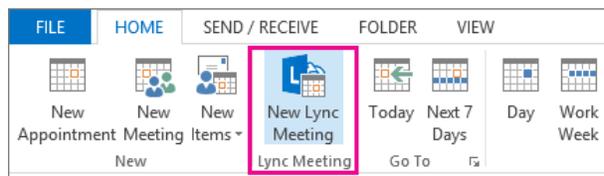
Video call

For a more personal touch, choose the **Camera** button.

Scheduling Lync online meetings

You can use Outlook or Outlook Web App to schedule Lync online meetings just as you would schedule a regular meeting. A **Join Lync Meeting** link is automatically added to your meeting request, making it a breeze for attendees to participate.

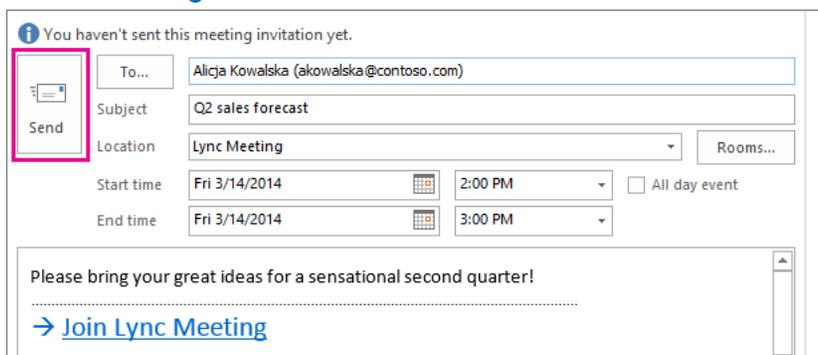
Schedule from Outlook 2013



1. In your Calendar, choose **New Lync Meeting**.

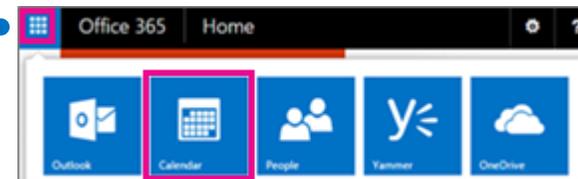
2. In the meeting request, add a subject, a date and time, attendees, and an agenda.

3. Choose **Send**.

A screenshot of the Outlook meeting request form. The 'To...' field contains 'Alicja Kowalska (akowalska@contoso.com)'. The 'Subject' is 'Q2 sales forecast'. The 'Location' is 'Lync Meeting'. The 'Start time' is 'Fri 3/14/2014 2:00 PM' and the 'End time' is 'Fri 3/14/2014 3:00 PM'. The 'Send' button is highlighted with a red box. Below the form, there is a text box with the agenda 'Please bring your great ideas for a sensational second quarter!' and a blue link that says '→ Join Lync Meeting'.

Schedule from Outlook Web App

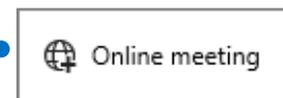
1. In Office 365, choose the app launcher , and then choose **Calendar**.



2. Choose **New**.

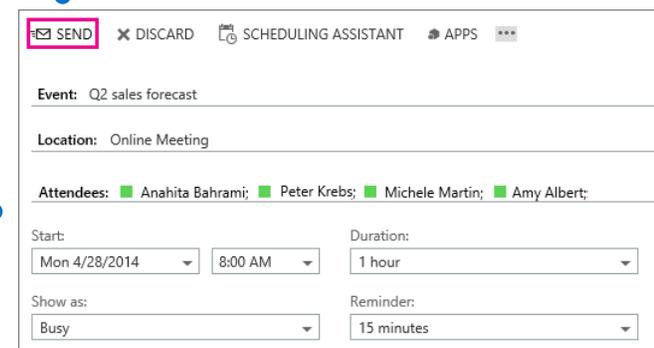


3. Near the middle of the meeting request form, choose **Online Meeting**.



4. In the online meeting request, add a date and time, attendees, an event title, and an agenda.

5. Choose **Send**.

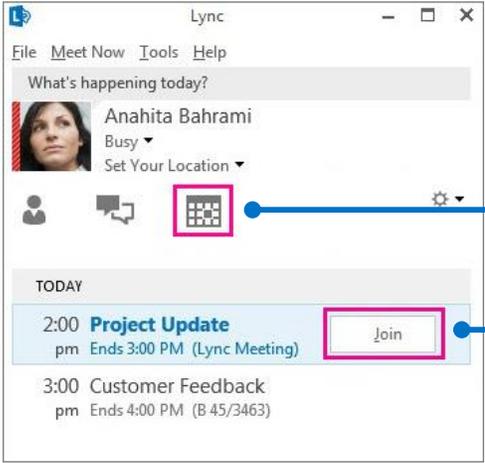
A screenshot of the Outlook Web App meeting request form. The 'SEND' button is highlighted with a red box. The form contains the following information: Event: Q2 sales forecast; Location: Online Meeting; Attendees: Anahita Bahrami, Peter Krebs, Michele Martin, Amy Albert; Start: Mon 4/28/2014 8:00 AM; Duration: 1 hour; Show as: Busy; Reminder: 15 minutes.

You can also schedule Lync Meetings in other ways. To learn how, see [Set up a Lync Meeting \(http://go.microsoft.com/fwlink/p/?LinkId=279119\)](http://go.microsoft.com/fwlink/p/?LinkId=279119).

Joining Lync online meetings

You can join Lync Meetings from anywhere and on nearly every mobile device. And if you're away from the office working on a computer that doesn't have Lync 2013 installed, no problem—you can easily join with Lync Web App.

Join from Lync 2013

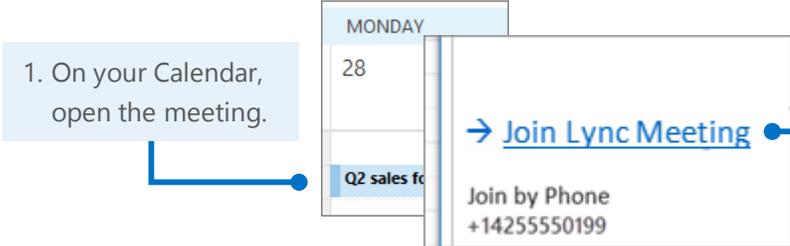


1. Choose the **Meetings** button.

2. When your meeting list appears, choose **Join**.

The screenshot shows the Lync 2013 application window. The top menu bar includes 'File', 'Meet Now', 'Tools', and 'Help'. Below the menu is a status bar with 'What's happening today?' and a profile card for Anahita Bahrami. A toolbar contains icons for People, Meetings (highlighted with a red box), and Settings. Below the toolbar is a 'TODAY' section with a meeting list. The first meeting is '2:00 Project Update pm Ends 3:00 PM (Lync Meeting)' with a 'Join' button highlighted by a red box. The second meeting is '3:00 Customer Feedback pm Ends 4:00 PM (B 45/3463)'.

Join from an Outlook 2013 meeting request

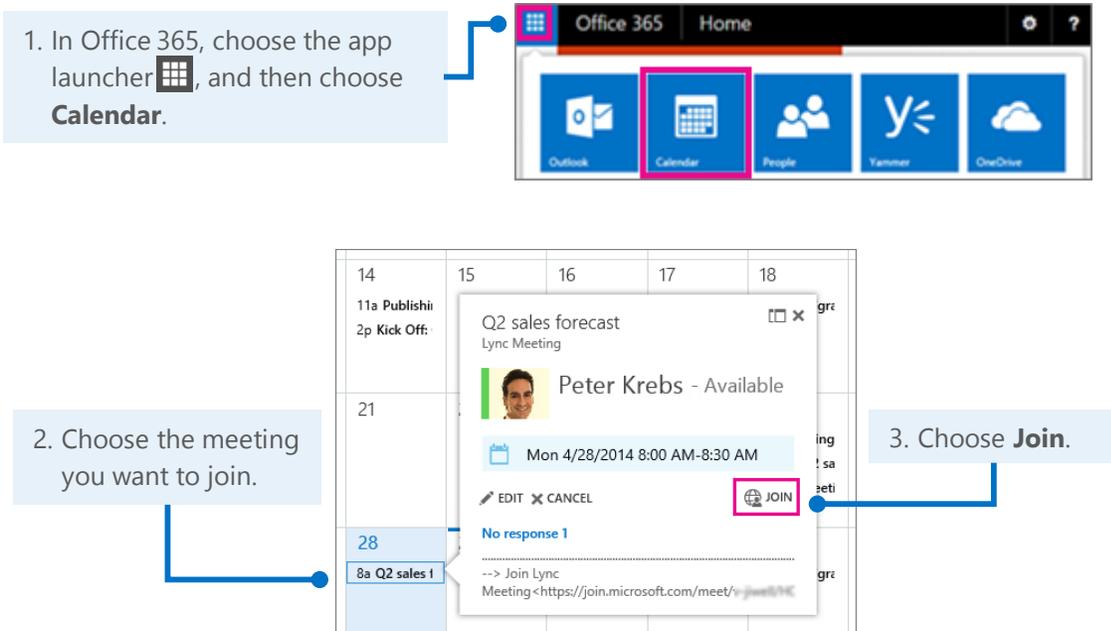


1. On your Calendar, open the meeting.

2. Choose **Join Lync Meeting**.

The screenshot shows an Outlook 2013 calendar view for Monday, April 28. A meeting titled 'Q2 sales forecast' is selected. A meeting request dialog box is open, showing the meeting details and a 'Join Lync Meeting' button highlighted with a red box. Below the button, it says 'Join by Phone +14255550199'.

Join from Outlook Web App



1. In Office 365, choose the app launcher , and then choose **Calendar**.

2. Choose the meeting you want to join.

3. Choose **Join**.

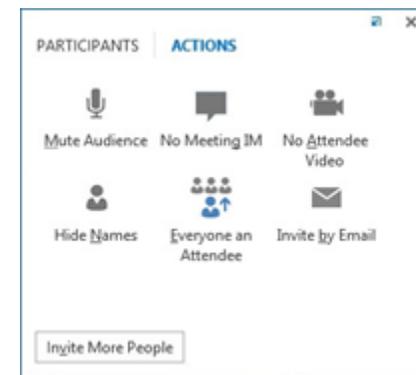
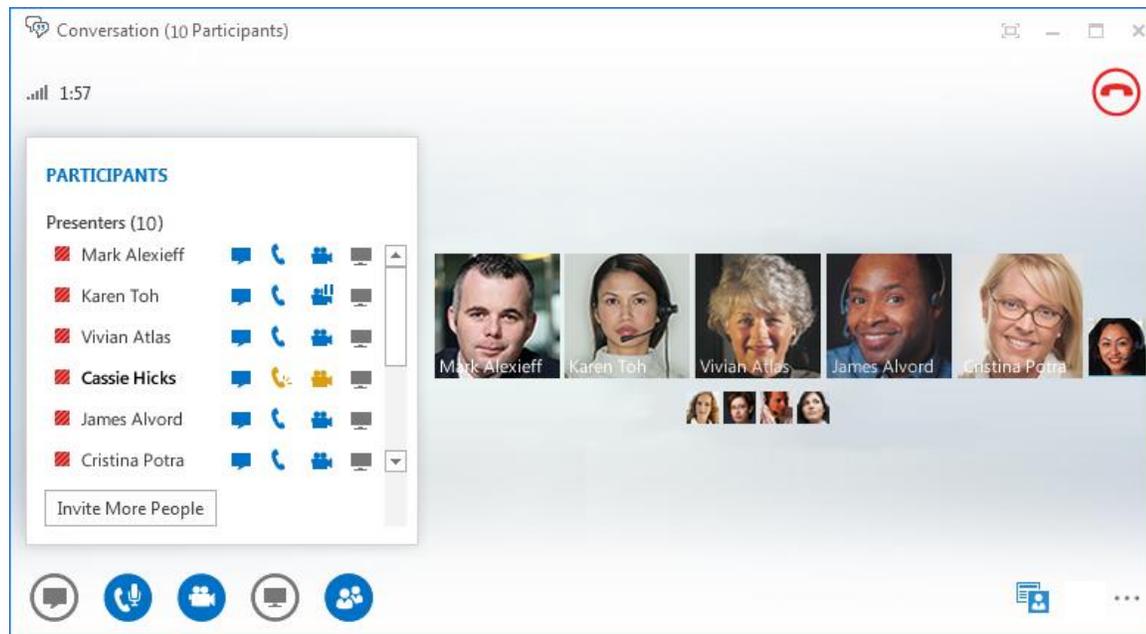
The first screenshot shows the Office 365 app launcher in the top right corner of the Outlook Web App. The 'Calendar' app icon is highlighted with a red box. The second screenshot shows a calendar view with a meeting titled 'Q2 sales forecast Lync Meeting' selected. The meeting details pane is open, showing the meeting title, time, and a 'Join' button highlighted with a red box. The meeting details also include the name 'Peter Krebs - Available' and the date 'Mon 4/28/2014 8:00 AM-8:30 AM'.

For more information, see [Join a Lync Meeting](http://go.microsoft.com/fwlink/p/?LinkId=398164) (<http://go.microsoft.com/fwlink/p/?LinkId=398164>).

Using the Lync 2013 desktop meeting window

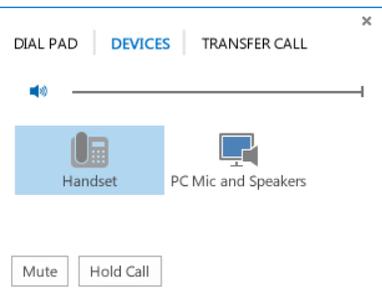
Meeting window

View presenters and other participants, along with their pictures or video and current status. All meeting controls are right there at your fingertips.



Presenter controls

Pause on the People icon to invite more people, mute the audience, stop attendee IM and video, and more.

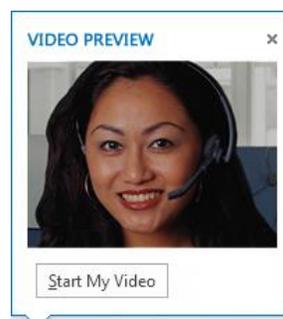


Audio controls

Mute or unmute your audio, change devices, or transfer the audio to another phone number.

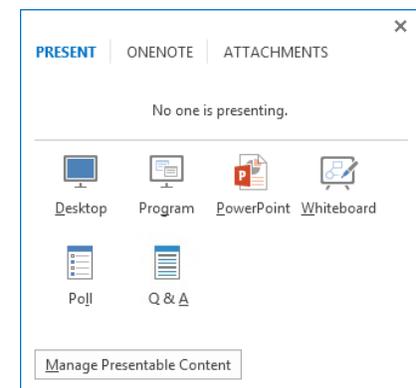
Video

Replace your own picture in the gallery with video from your camera.



Be the presenter

Pause on the Monitor icon, and then choose the screen or program you want to share or present.



For more information, see [Introduction to the Lync Meeting window](http://go.microsoft.com/fwlink/p/?LinkId=398166) (<http://go.microsoft.com/fwlink/p/?LinkId=398166>).

Using Lync Web App

If you're working remotely on a PC that doesn't already have Lync installed—or you're using a Mac—Lync Web App lets you join Lync online meetings that were scheduled and sent to you from Outlook. Just choose the Join Lync Meeting link in the meeting request and sign in, and Lync Web App opens in no time at all.

Join a Lync Meeting from Lync Web App

1. In the meeting request, choose **Join Lync Meeting**.

→ [Join Lync Meeting](#)

Join by Phone
+14255550199

2. On the sign-in page, either:

- Type your name, and then choose **Join the meeting**.

—or—

- Choose **Sign in if you are from the organizer's company**.

On the next screen, you'll sign in with your organizational account and password.

Lync Web App

Guest, type your name below

Alicja Kowalska

Remember me

Install Lync Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

→ **Join the meeting**

← **Sign in if you are from the organizer's company**

3. If you are placed in the virtual lobby, the meeting organizer will be alerted to let you in to the meeting.

Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon....

For more information, see [Join a Lync Meeting from Lync Web App](http://go.microsoft.com/fwlink/p/?LinkId=306170) (<http://go.microsoft.com/fwlink/p/?LinkId=306170>).

Use the Lync Web App meeting window

Messages
When you send an IM, it goes to all attendees, not just one person.

DEVICES
Speaker
Custom Device
Mute Hold Call

PARTICIPANTS ACTIONS

Presenters (2)

Mark Alexieff
Karen Toh

Attendees (1)

Cassie Hicks Guest

MESSAGES

Last message received on 4/28/2014 at 10:16 AM.

Manage participants
Mute or unmute their audio, remove them, or make them a presenter or attendee.

PRESENT ONENOTE ATTACHMENTS

No one is presenting.

Desktop Program
PowerPoint Whiteboard Poll

Manage Presentable Content

Be the presenter
Choose the screen or program you want to share with others.

Audio controls
Mute or unmute your own audio, control your volume, or change devices.

Video controls
Share your video to simulate a face-to-face experience.

VIDEO PREVIEW

Stop My Video Leave Video

For more information, see [Explore the Lync Web App meeting room](http://go.microsoft.com/fwlink/p/?LinkId=306163) (<http://go.microsoft.com/fwlink/p/?LinkId=306163>).

Lync 2013 mobile app

Anytime you're on the go, stay connected by downloading a Microsoft Lync 2013 app for your mobile device.

For a list of devices for which Lync 2013 mobile apps are available, plus links to resources that will help you get started with using Lync 2013 on your mobile device, see [Microsoft Lync 2013 for Mobile Clients](http://go.microsoft.com/fwlink/p/?LinkId=286237) (<http://go.microsoft.com/fwlink/p/?LinkId=286237>).

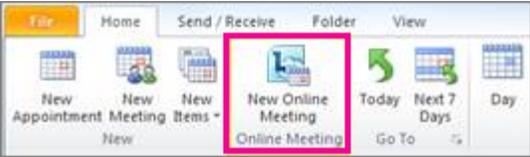
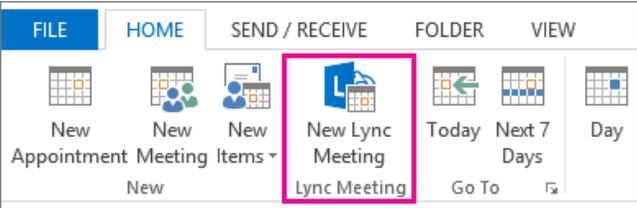
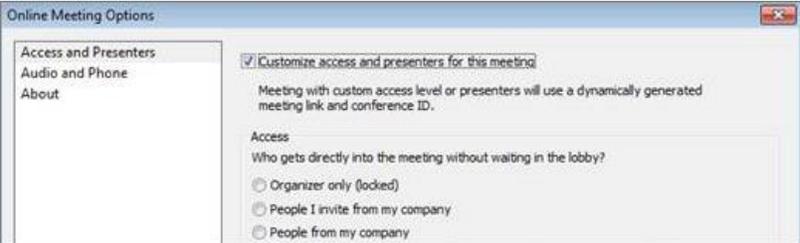
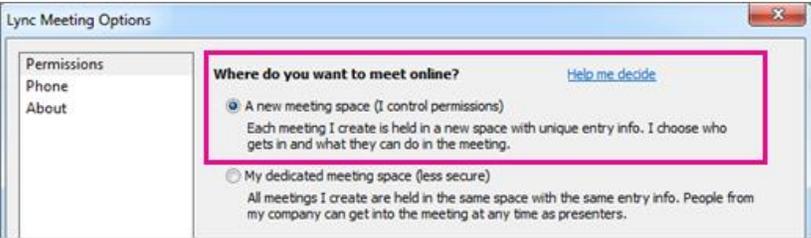
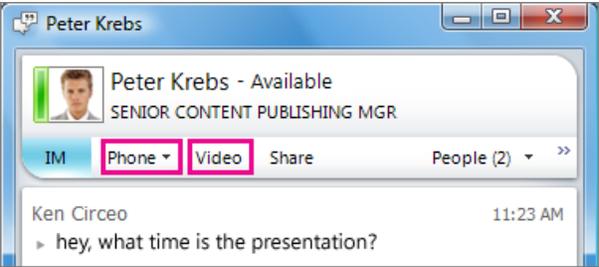
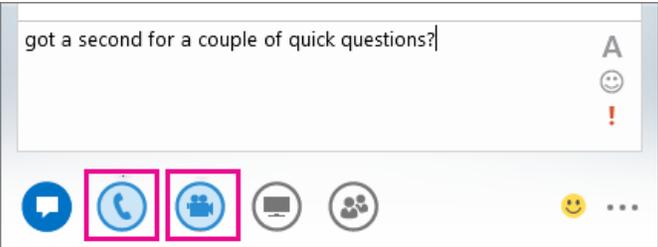


Need more info about Office 365 for business?

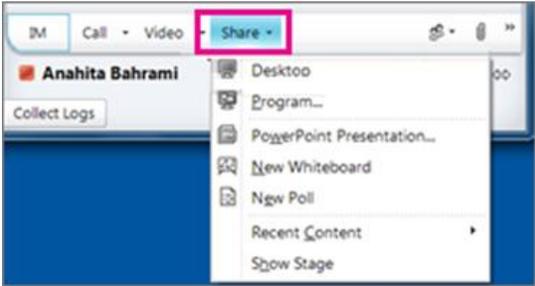
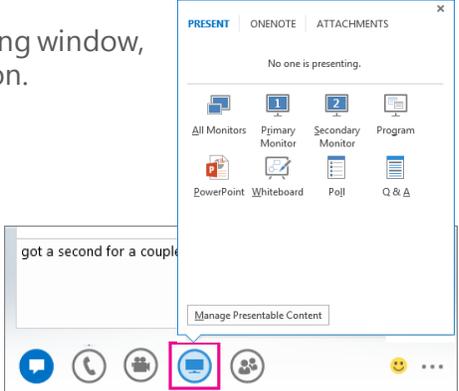
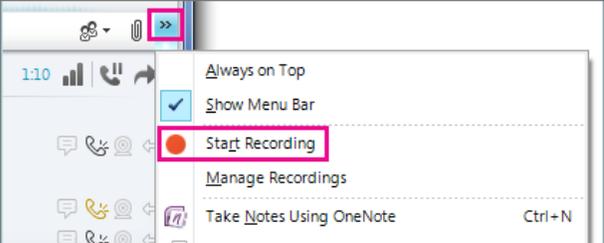
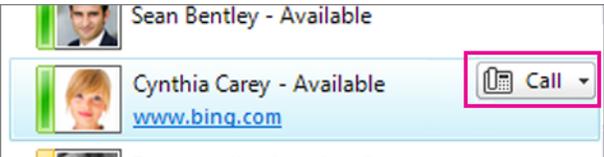
- Check out the [Office 365 for business learning center](http://go.microsoft.com/fwlink/p/?LinkId=392570) (<http://go.microsoft.com/fwlink/p/?LinkId=392570>) for additional quick start guides and how-to videos.
- Find more tips for [switching to Office 365](http://go.microsoft.com/fwlink/p/?LinkId=398049) (<http://go.microsoft.com/fwlink/p/?LinkId=398049>).

Things you might be looking for in Lync 2013

Here are some key Lync 2010 tasks that you can also perform in Lync 2013.

Task	In Lync 2010	In Lync 2013
Schedule an online meeting	 <p>In Outlook 2010, choose Calendar > Home tab > New Online Meeting.</p>	 <p>In Outlook 2013, choose Calendar > Home tab > New Lync Meeting.</p>
Set online meeting options	 <p>Online Meeting Options</p> <p>Access and Presenters Audio and Phone About</p> <p><input checked="" type="checkbox"/> Customize access and presenters for this meeting</p> <p>Meeting with custom access level or presenters will use a dynamically generated meeting link and conference ID.</p> <p>Access Who gets directly into the meeting without waiting in the lobby?</p> <p><input type="radio"/> Organizer only (locked) <input type="radio"/> People I invite from my company <input type="radio"/> People from my company</p>	 <p>Lync Meeting Options</p> <p>Permissions Phone About</p> <p>Where do you want to meet online? Help me decide</p> <p><input checked="" type="radio"/> A new meeting space (I control permissions) Each meeting I create is held in a new space with unique entry info. I choose who gets in and what they can do in the meeting.</p> <p><input type="radio"/> My dedicated meeting space (less secure) All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.</p> <p>Among many other new options, you can create a new meeting space for each online meeting.</p>
Turn your IM into an audio or video call	 <p>Peter Krebs</p> <p>Peter Krebs - Available SENIOR CONTENT PUBLISHING MGR</p> <p>IM Phone Video Share People (2) >></p> <p>Ken Circeo 11:23 AM hey, what time is the presentation?</p> <p>To initiate a phone call or video call, choose Phone or Video.</p>	 <p>got a second for a couple of quick questions?</p> <p>Phone Camera</p> <p>To initiate a phone call or a video call, choose the Phone button or the Camera button.</p>

Things you might be looking for in Lync 2013 (continued)

Task	In Lync 2010	In Lync 2013
Start presenting in an IM or online meeting	 <p>In the IM or online meeting window, choose Share, and then choose a presentation option.</p>	<p>In the IM or Lync Meeting window, choose the Monitor icon.</p> 
Record a Lync Meeting	 <p>In the Lync Meeting window, choose the double-arrow icon.</p>	<p>In the Lync Meeting window, choose the More menu (...).</p> 
Use the new Quick Lync Bar in Lync 2013	 <p>Select your contact, and then choose your option in the drop-down list.</p>	<p>Pause on or lightly tap a contact's picture to display the Quick Lync Bar. Start an IM, make an audio or video call, view the contact's card, or select another option.</p> 