Microsoft® Lync®

Microsoft® Lync® is all about connecting with others conveniently. It is a collaboration tool users can use to do virtual student advising, have inter-campus meeting, students can work in group projects, and more. It is an Instant Communications software that offers many alternatives such as:

- IM (Instant Messaging).
- Check contacts’ status (Busy, Offline, Available, Video Capable, etc.).
- Start or join a computer audio call *(if the computer has speakers and/or microphone)*. Speakers and/or microphone (or headset) may be provided by each department, subject to the specific position requirements and the budget officer discretion. Campus President Offices have a room with all the required equipment.
- Start or join a computer video call *(if the computer has a web camera)*. Web cameras may be provided by each department, subject to the specific position requirements and the budget officer discretion. Campus President Offices have a room with all the required equipment.
- Access to a record of all previous IM, calls, and meetings.
- Sharing the screen.
- Sharing desktop applications with the option to give temporary control to others.
- Virtual meetings (web conference) with other people across the college.

HCC System default set ups:

- HCC employees should have Lync *already installed and ready to use*. If not, submit a Help ticket clicking in “HCC Live”, located at the top-right corner of [www.hccfl.edu](http://www.hccfl.edu).
- Once the HCC user logs in, *Lync automatically starts and synchronize* all the information *with the Outlook account* (updates the status based on the calendar, contacts, allow you to schedule meetings, etc.).
- Lync calls are available with any world-wide Lync user (not only with HCC employees and students). The only requirement is to have the e-mail address.

- Phone accessibility using a Call-in-Number is not currently available, it may be available in the future.

- Phone accessibility to make phone calls or join meetings using a phone is not currently available, it may be available in the future.

- Lync keeps a history of all the conversations (IM, calls, and video calls).

- The version available for the HCC community is Lync 2013 for Office 365.

Check the following videos to get familiar with Lync:

  - Lync 2013 for Office 365 Overview
  - Set up your audio in Lync 2013 for Office 365
  - Set up your video in Lync 2013 for Office 365

**IM (Instant Messaging) and Presence Capabilities**

Check the following videos to get familiar with Lync IM (Instant Messaging) and Presence Capabilities.

  - Add contacts and create groups in Lync 2013 for Office 365
  - Use presence to help manage your time in Lync 2013 for Office 365
  - Use instant messaging in Lync 2013 for Office 365
  - Use the contact card in Lync 2013 for Office 365
  - Check someone’s Availability in Lync 2013

Click [Here](#) to see some Quick Reference Cards that may help you to get familiar with Lync options.
Lync Voice and Video Capabilities

Check the following videos to get familiar with Lync Voice and Video Capabilities. Keep in mind that some of the capabilities like Call-in-Number and phone calls are not currently available at HCC. Audio and video calls are subject to speakers and/or microphone (or headset) and/or web camera availability.

- Make an audio call in Lync 2013 for Office 365
- Make a video call in Lync 2013 for Office 365

Click Here to see some Quick Reference Cards that may help you to get familiar with Lync options. Click Here for the Audio Quick Reference Cards in Lync 2013 for Office 365.

Lync Collaboration and Conferencing Capabilities

Check the following videos to get familiar with Lync Collaboration and Conferencing Capabilities. Keep in mind that some of the capabilities like Call-in-Number and phone calls are not currently available at HCC. Audio and video calls are subject to speakers and/or microphone (or headset) and/or web camera availability.

- Schedule a meeting in Lync 2013 for Office 365
- Join a meeting using Lync 2013 for Office 365
- Share desktop and programs in Lync 2013 for Office 365
- Share Your Desktop in Lync 2013

Click Here to see some Quick Reference Cards that may help you to get familiar with Lync options.

Microsoft Lync 2013 for Mobile Clients

Click Here to find information about Microsoft Lync 2013 app for your mobile device to stay connected on the go.