



Exchange 2013
Microsoft® Lync™
Configuration Guide

Document Revision Date: May 19, 2014

Access the Lync Client Download

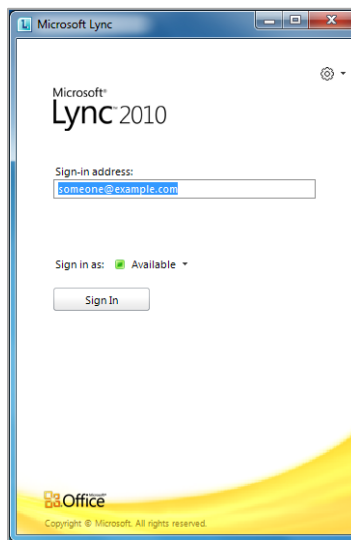
To access the Lync client download, utilize one of the following links:

- <http://oct.hostaccount.com/lync/windows32.htm>
- <http://oct.hostaccount.com/lync/windows64.htm>
- <http://oct.hostaccount.com/lync/mac.htm>

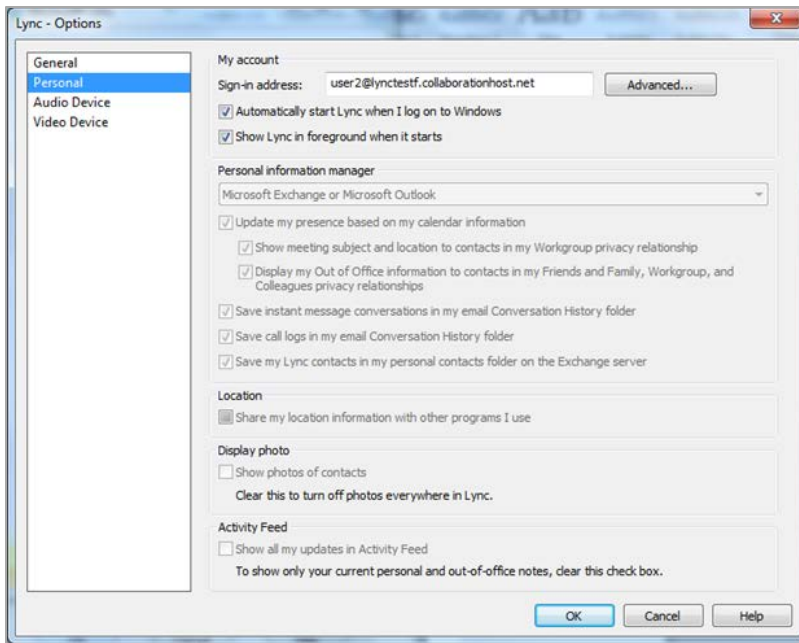
1. Download the executable file to your hard drive.
2. Run the executable file.

Install and Configure the Client

After you install the client on your machine, the Lync **Sign-in** window displays on your desktop:

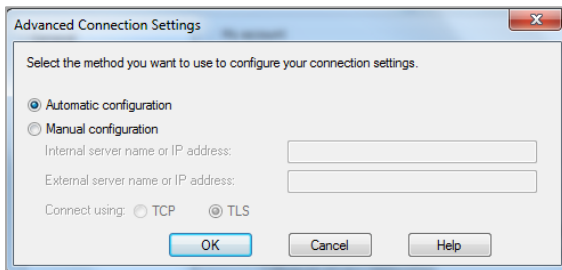


1. Click the **[Options]** button located at the top right of the window.
The **Lync Options** dialog displays:

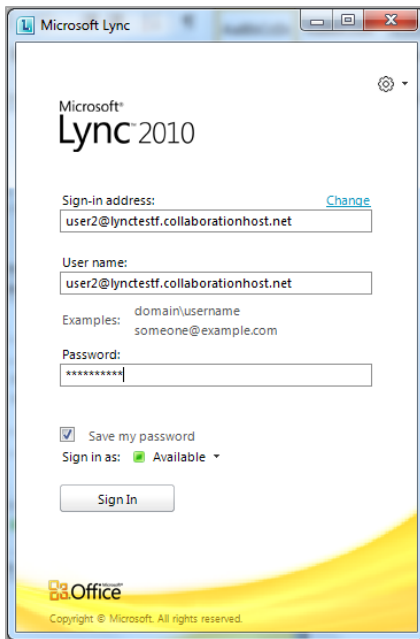


2. In the **Sign-in address** text field, enter your email address.
3. Click the **[Advanced]** button.

The **Advanced Connection Settings** dialog displays.

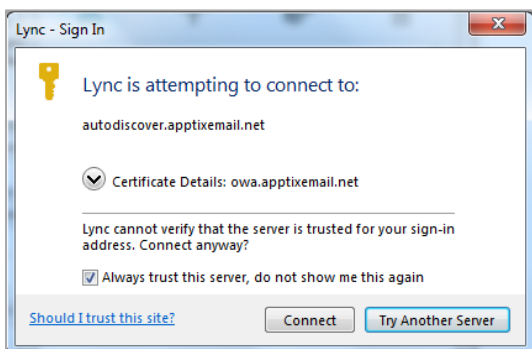


4. Select **Automatic Configuration**.
5. Click **[OK]**.
6. Back on the **Lync Options** dialog, click **[OK]**.
7. Back on the Lync **Sign-in** window, click **[Sign In]**.



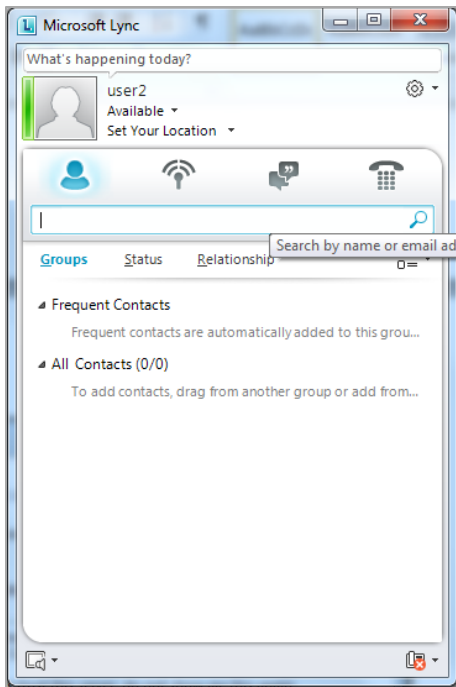
8. Enter your **User name** (which is the same as your sign-in address).
9. Enter your **Password**.
10. Click **[Sign-in]**.

A security check dialog displays; Lync is checking the connection to your Outlook server.



11. Click **Always trust this server, do not show me this again**.
12. Click **[Connect]**.

The Lync application launches.

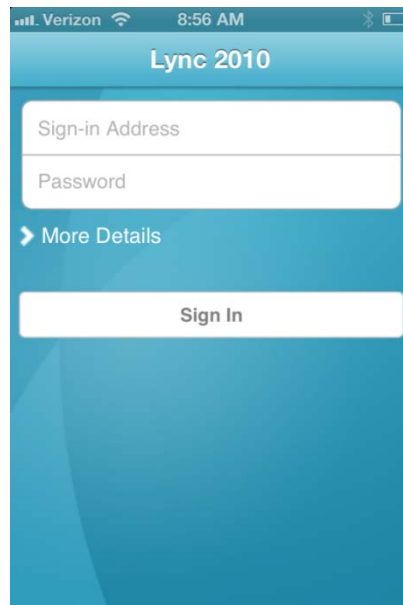


Please see the *Lync Admin Guide* for instructions on how to set-up and use the Lync application.

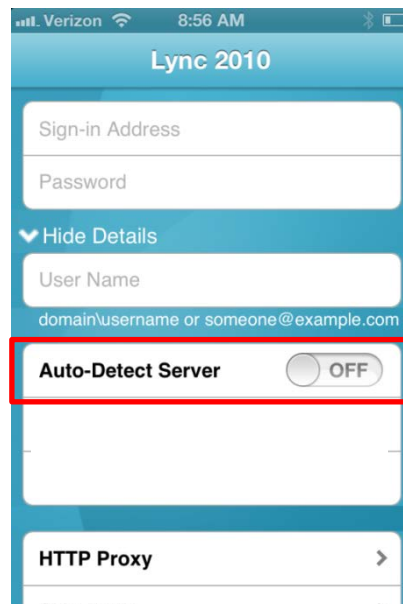
Setup Lync on a Mobile Device

Use the following configuration settings for iPhone, Droid, or Windows Mobile devices.

1. Click **More Details** on the first screen.



2. In the **Sign-in address** text field, enter your email address.
3. In the **Password** field, enter your password.
4. Leave the **Username** field blank.
5. Switch the **Auto-Detect Server** mode to "ON."



Switch Auto-Detect Server to ON.