APPTIX
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# Microsoft® Lync™

## Configuration Guide

Document Revision Date: Sept. 27, 2012

## Access the Lync Client Download

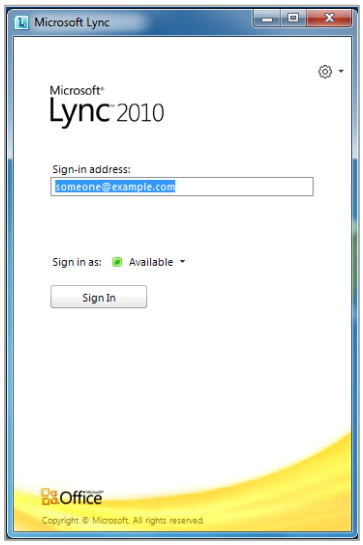
To access the Lync client download, utilize one of the following links:

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

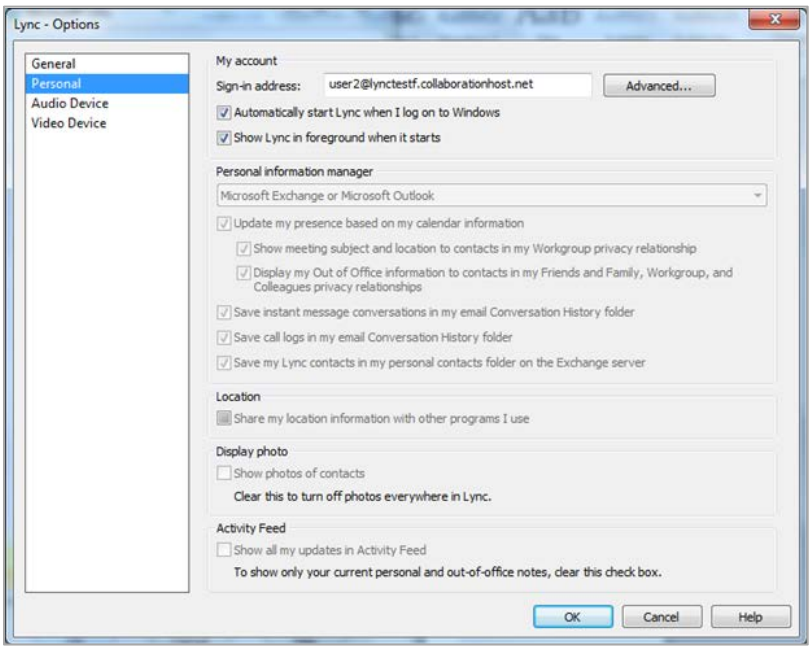
1. Download the executable file to your hard drive.
2. Run the executable file.

## Install and Configure the Client

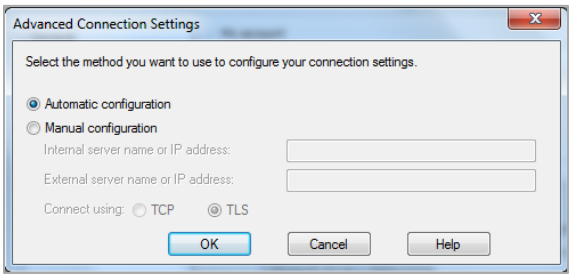
After you install the client on your machine, the Lync **Sign-in** window displays on your desktop:



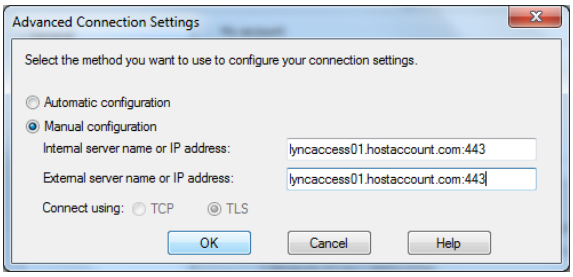

1. Click the **[Options]** button located at the top right of the window.
   The **Lync Options** dialog displays:




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

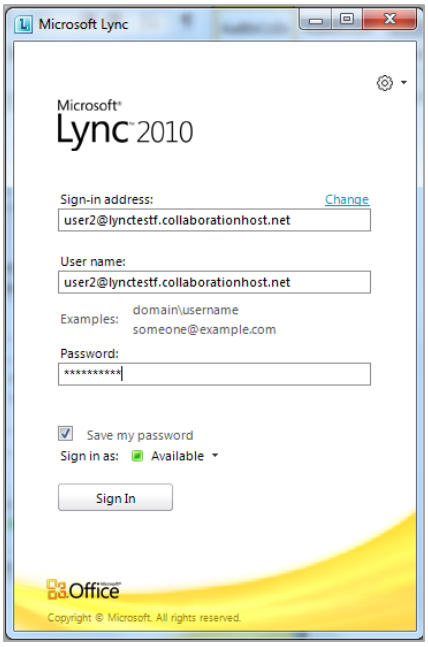



4. Select **Manual Configuration**.
5. Enter the **Internal** and **External server names** in the appropriate fields:
   `lyncaccess01.hostaccount.com:443`

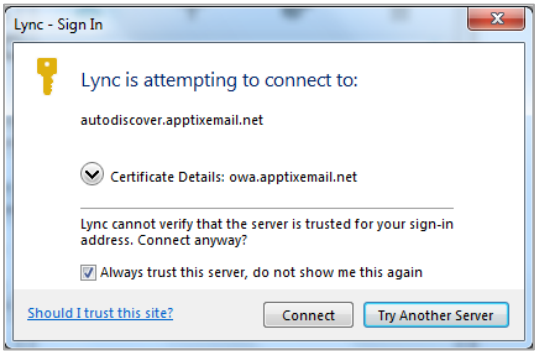



6. Select a connection method: either **TCP** or **TLS**.
7. Click **[OK]**.

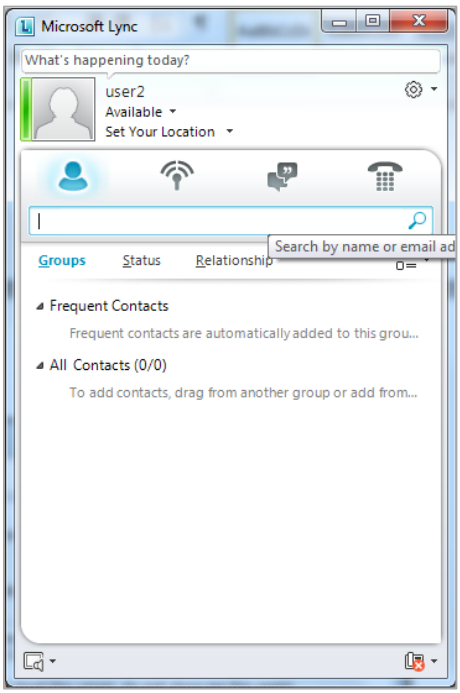
8. Back on the **Lync Options** dialog, click **[OK]**.
9. Back on the Lync **Sign-in** window, click **[Sign In]**.




10. Enter your **User name** (which is the same as your sign-in address).
11. Enter your **Password**.
12. Click **[Sign-in]**.
    A security check dialog displays; Lync is checking the connection to your Outlook server.




13. Click **Always trust this server, do not show me this again**.
14. Click **[Connect]**.
    The Lync application launches.

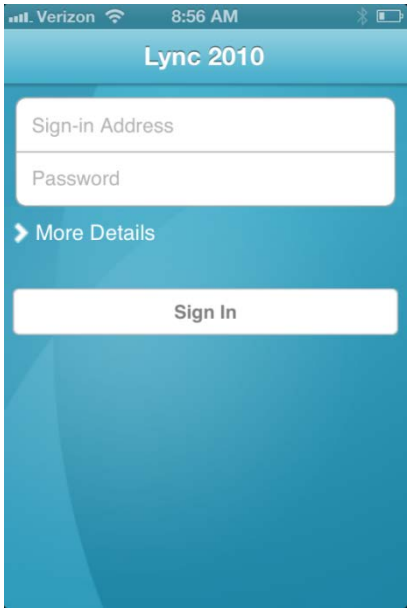


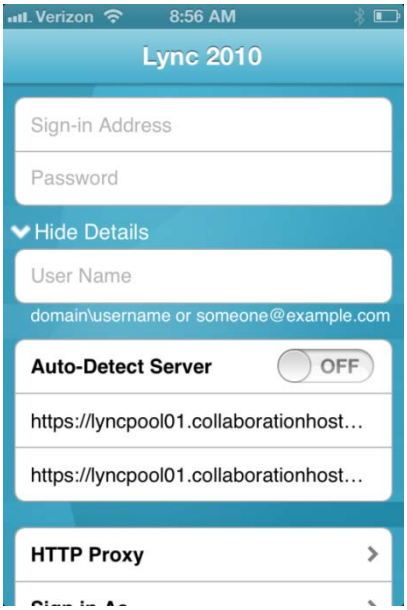

Please see the *Lync Admin Guide* for instructions on how to set-up and use the Lync application.

## 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 "OFF."
6. Enter the **Internal** and **External server names** in the appropriate fields (same for both): https://lyncpool01.collaborationhost.net/autodiscover/autodiscoverservice.svc/Root