



Document Revision Date: Mar. 12, 2015

## Access the Lync Client Download

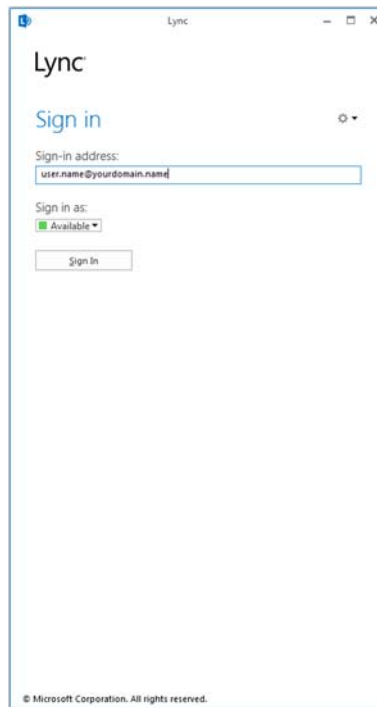
To access the Lync client download, utilize one of the following links:

- <http://oct.hostaccount.com/Lync/Lync2013.htm>
- <http://oct.hostaccount.com/lync/mac.htm>

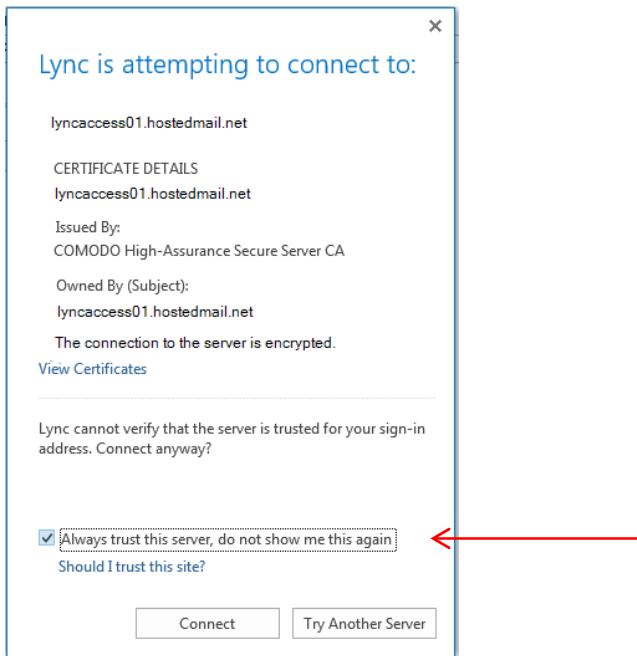
1. Download the executable file to your hard drive.
2. Run the executable file.

## Install and Configure the Client

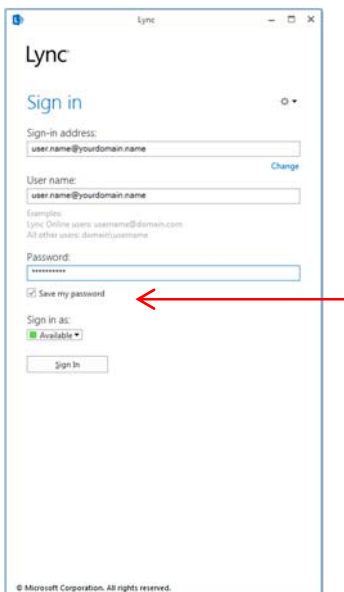
After you install the client on your machine, the Lync **Sign-in** window displays on your desktop:



1. In the **Sign-in address** text field, enter your email address.
2. Click **[Sign In]**.  
You will receive a security prompt:

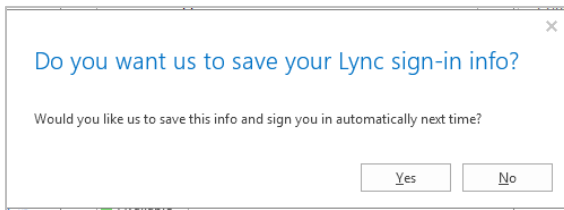


- Place a checkmark on **Always trust this server, do not show me this again** and click **[Connect]**.  
The **Sign in** dialog displays:



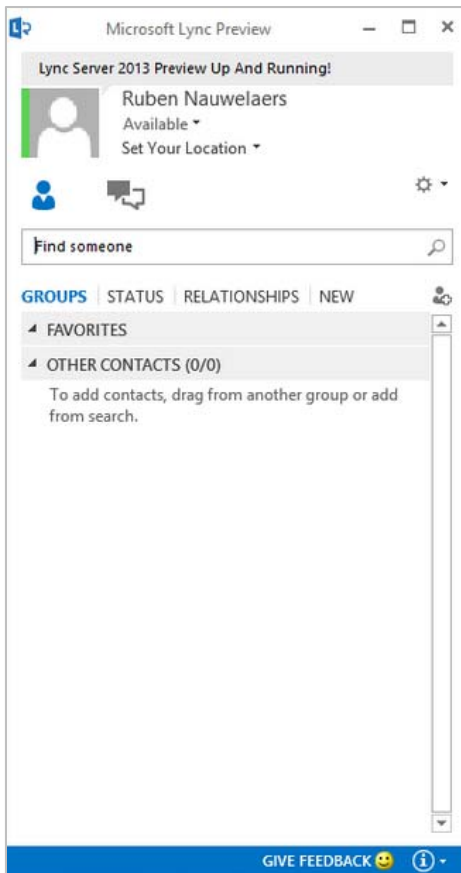
- Enter your **Password**.
- Check **Save my password**.
- Click **[Sign-in]**.

You are prompted to save sign-in information:



7. Select **Yes**.

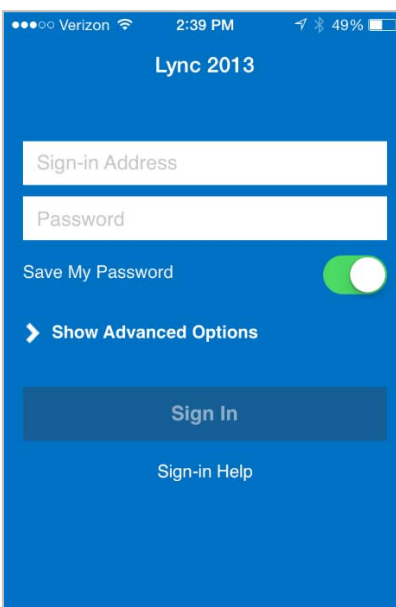
The Lync application launches:



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. In the **Sign-in address** text field, enter your email address.
2. In the **Password** field, enter your password.