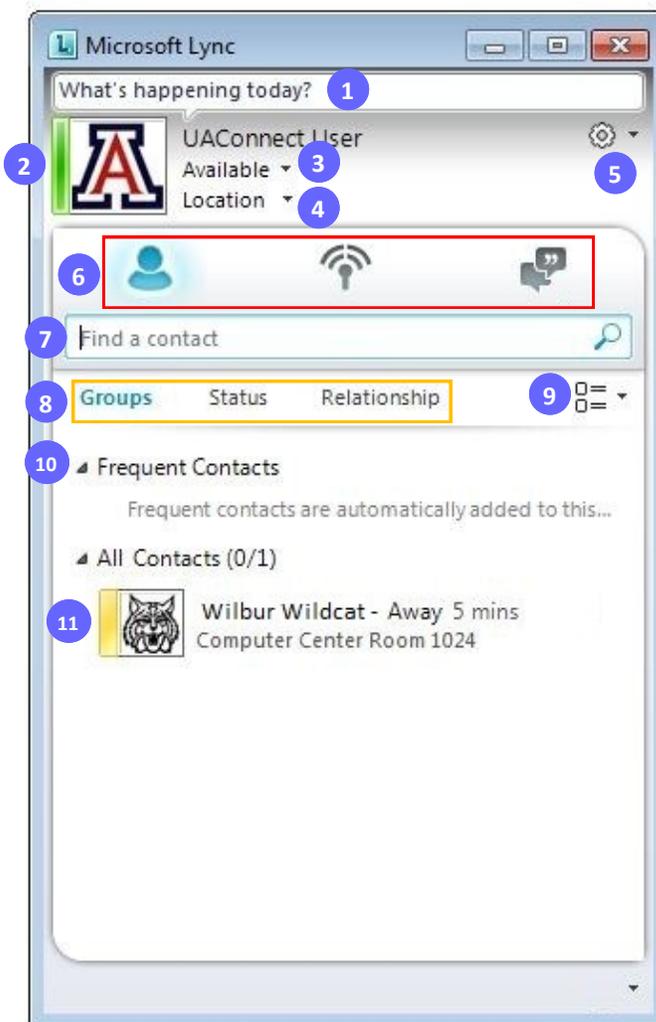


LYNC 2010 INSTANT MESSAGING (IM) QUICK START GUIDE FOR WINDOWS

Presence and Location Overview:

Lync allows you to communicate and collaborate with your peers in real-time. One of the basic functions of Lync is the ability to specify presence status. By specifying your presence status you can control how or whether you want people to contact you. By default your status is based on your Outlook Calendar. For example if you are in a scheduled meeting your presence indicator will turn red and your status will appear as *In a Meeting*.

- 1. Personal Note:** In addition to the status presence states, you can enter additional information that is available to your contacts.
- 2. Presence Indicator:** Displays your current presence status. For information on available presence states, see [table below](#).
- 3. Presence Status Menu:** From here you can select your Presence State. Please see the [table](#) for information on Presence States.
- 4. Location Menu:** Here you can enter your Location. This is useful if you wish for your contacts to know if you are working from home, an alternate office, or mobile. You can also choose to not publish this information.
- 5. Options:** Expand to see all Lync Settings and Options.
- 6. Contacts, Activity Feed, Conversation History Selector:** Select which list to display below. By default the Contacts list is displayed.
- 7. Find a Contact:** Searches the directory for a contact. You can IM a contact directly from the search results or add them to the Contact List.
- 8. Contact List Sort:** You can sort your contacts based on Groups, Current status, and Relationship.
- 9. Display Options:** Change how the contact list is displayed and sorted: Picture View, List View, show presence, etc.
- 10. Group:** By default you will find Frequent and All Contacts. Right click on any group name to add a new group.
- 11. Contact:** A Contact is a person you have added to Lync. On the left side you will see their Status Color Indicator; on the right, their name, location (if provided), and additional presence information.



| Presence Status | Description | How this status gets set |
|--|---|---|
|  Available | You're online and available to contact. | Lync sets this status when it detects you're using your computer. You can also set this status when you want others to know you are in your office. |
|  Busy | You're busy and don't want to be interrupted. | Lync sets this status according to your Outlook Calendar if you have an appointment. You can also select this status manually. |
|  Do not disturb | You don't want to be disturbed and will not see conversation notifications. | You set this state manually. (Note: you will still receive messaging notifications from contacts you have added to your Workgroup.) |
|  Be right Back/Away | You're stepping away for a few moments. | You set this state manually. |

BASIC INSTANT MESSAGING (IM) TASKS QUICK REFERENCE GUIDE

Set a Personal Note

1. Click on the **What's happening today? (1)** field.
2. Type your personal message and hit **[ENTER]**.

Change your Presence State

1. Expand the **Presence Menu (3)**.
2. Select the desired presence.

Change your Location

1. Click **Location Menu (4)**.
2. Enter your location in the text field and hit **[ENTER]**.

Find a Contact

1. Click on the **Find a Contact (7)** field.
2. Type in the desired contacts e-mail address or name and hit **[ENTER]**.
3. You may initiate a conversation with the contact from the search results list by double clicking on it.

Adding a Contact

1. Search for a Contact as mentioned above.
2. Click the **(+)** button next to desired contact in the search results list.

Creating a Group

1. Right click on any **Group (10)**.
2. Select *Create New Group*.
3. Name the group and hit **[ENTER]**.