LYNC 2011 INSTANT MESSAGING (IM) QUICK START GUIDE FOR MACS

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. Presence Indicator: Displays your current presence status. For information on available presence states, see table below.

2. Presence Status Menu: From here you can select your presence state. Please see the table for information on Presence States.

3. Personal Note: In addition to the status presence states, you can enter additional information which is available to your contacts.

4. 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.
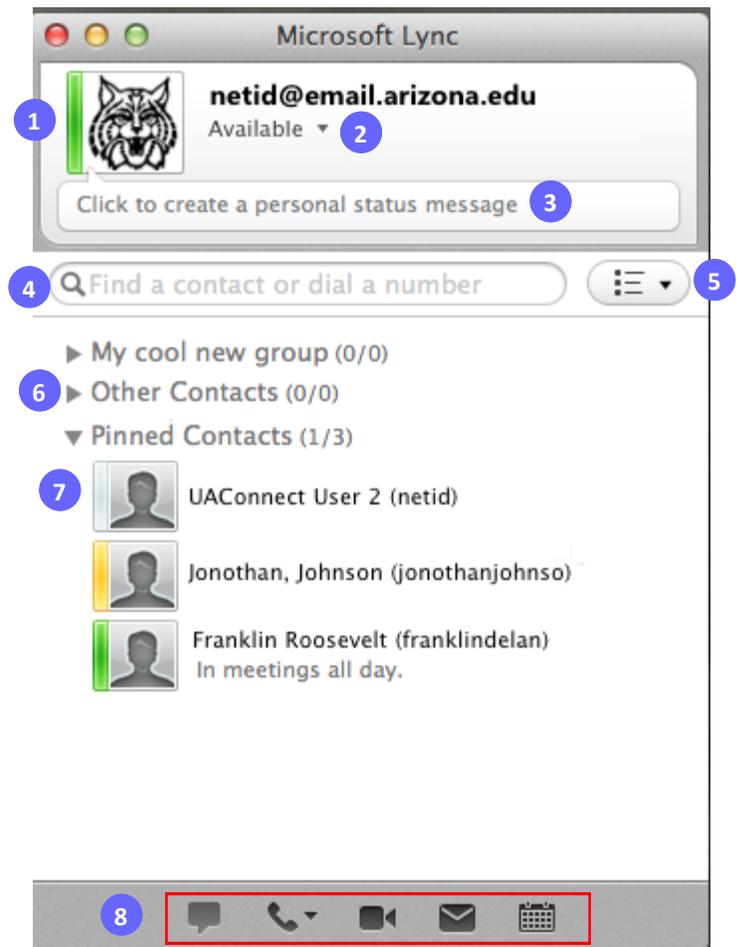
5. Display Options: You can set how the contact list is displayed and sorted: by Name or Group, Compact view, etc.

6. Group: By default you will find Frequent and Pinned.

7. 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.

8. Chat, Call, Video Call, Message, Schedule Meeting: You can use these buttons to initiate Conversations or Calls with the selected contact(s).

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
🟥 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 FOR MACS

Set a Personal Note

1. Click on the **Click to create a personal status message (5)** field.

2. Type your personal message and hit **[ENTER]**.

Change your Presence State

1. Expand the **Presence Menu (5)**.

2. Select the desired presence.

Find a Contact

1. Click on the **Find a Contact (2)** 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. Control-click any **Group (3)**.

2. Select *Create New Group.*

3. Name the group and hit **[ENTER]**.