

## Directions for Students Signing into the Lync Desktop Application on a Personal Windows Computer

These instructions describe the process for students signing into the Lync desktop application for the first time on a personal computer. The term personal computer means a non WITC Windows computer. These directions were created using Windows 8.1 but will work the same using Windows 7.

Microsoft Office 2013 Pro Plus must be installed first. MS Office Pro Plus is available for all students who receive a WITC email address. It includes the entire MS Office package including the Lync desktop client.

The directions for downloading and installing Office Pro Plus can be found at the Lync below.

<http://old.atlantatech.edu/office365/Requesting-and-Installing-Microsoft-Office-365-Pro-Plus.pdf>

The first step is to launch the Lync desktop application. It is assumed the student will know how to launch Office applications using Windows 7 or Windows 8.

After launching the Lync desktop application the screen below will be displayed.

Enter your student email address in the Sign-in address.

Click on the Sign In button

# Lync®

## Sign in

Sign-in address:

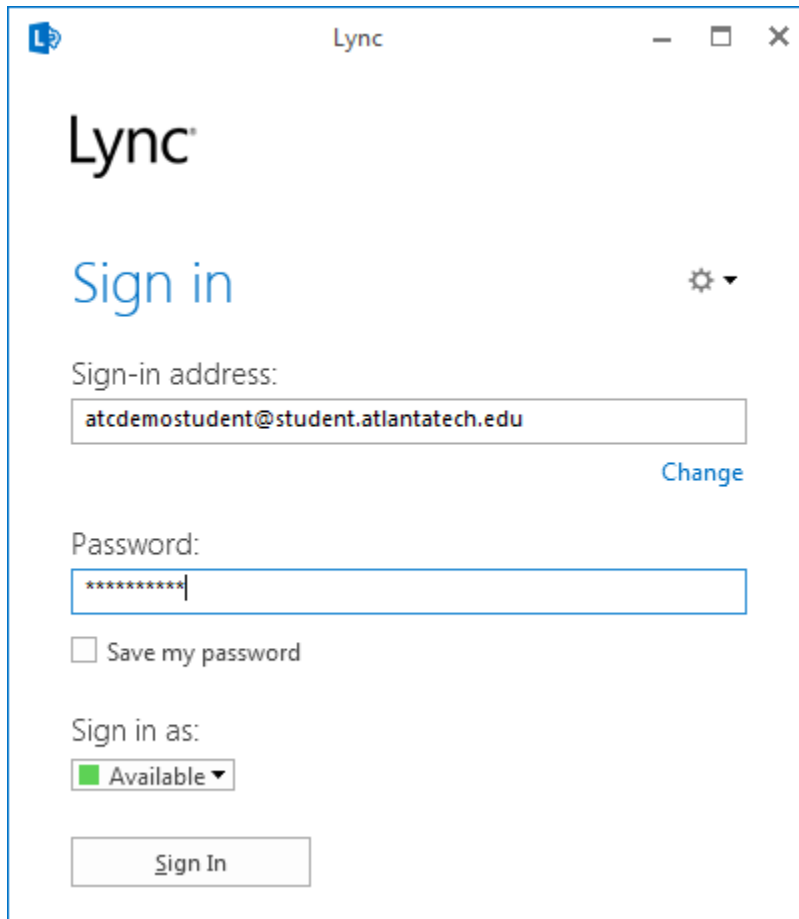
Sign in as:

The following screen will be displayed.

Enter your WITC student email password as the password.

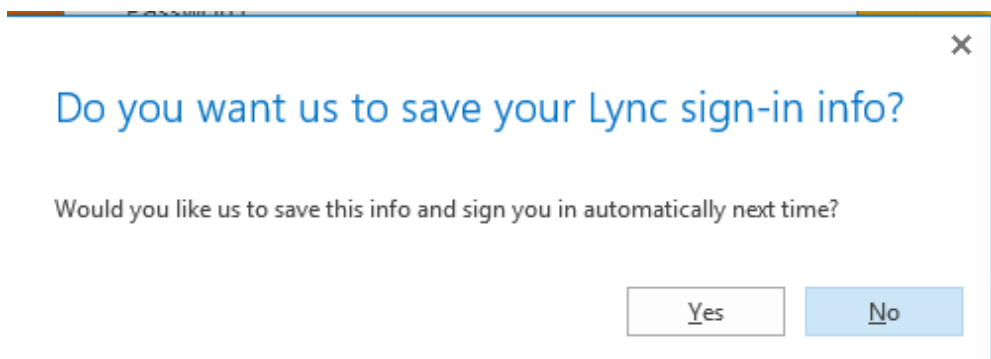
Leave the Save my Password checked if you plan on using this computer to access Lync on a regular basis.

Click the Sign In button



The screenshot shows the Lync Sign in dialog box. At the top, the Lync logo is on the left and the title bar says "Lync". Below the logo is the text "Sign in" in blue, with a gear icon and a dropdown arrow to its right. The "Sign-in address:" label is above a text box containing "atcdemostudent@student.atlantatech.edu". To the right of the text box is a "Change" link. Below this is the "Password:" label above a text box containing "\*\*\*\*\*". Underneath the password box is an unchecked checkbox labeled "Save my password". The "Sign in as:" label is above a dropdown menu showing "Available" with a green square icon and a dropdown arrow. At the bottom is a "Sign In" button.

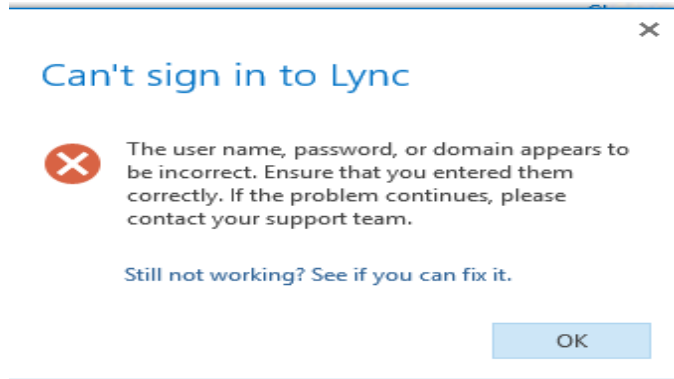
This pop up will be displayed. Click the Yes button if you plan on using this computer to access Lync on a regular basis.



The screenshot shows a dialog box with a close button (X) in the top right corner. The main text asks "Do you want us to save your Lync sign-in info?". Below this is a question: "Would you like us to save this info and sign you in automatically next time?". At the bottom are two buttons: "Yes" and "No".

This pop up below is displayed stating that Lync cannot sign you in. This is because Lync needs your user name to login. Don't be alarmed by this error pop up is expected.

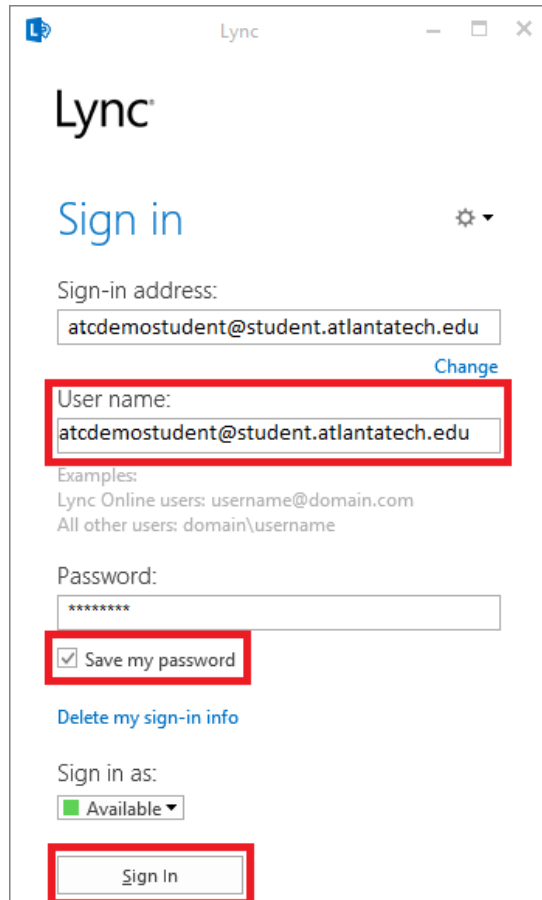
Click the Okay button.



The following screen will be displayed. You will notice you can now enter a user name. Make sure that all of the credentials are entered correctly to finish the sign in process.

Sign-In address: This is your student email address.

User Name: This is your student id@student.atlantatech.edu. Make sure you enter this like the example below changing the student id portion to your student id.

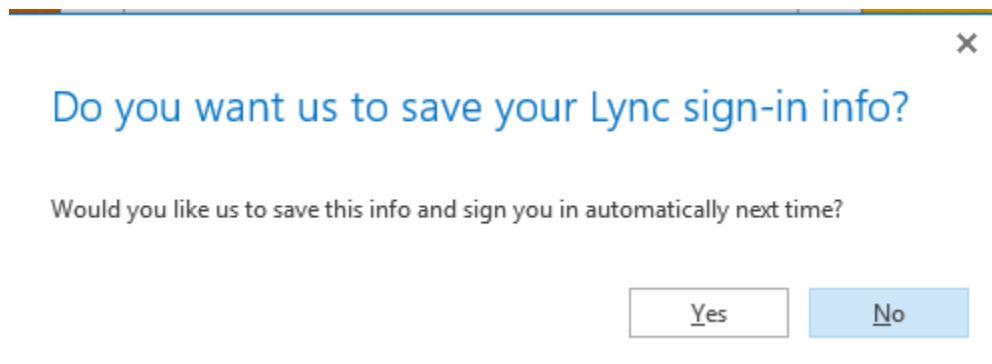


Password: Enter your student email password.(Atcmmdyy

format) Click the Sign In button to complete the sign in process.

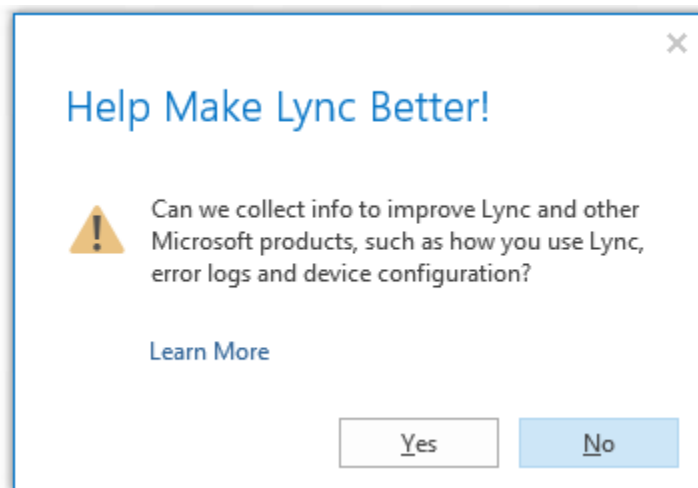
The following Pop up window will be displayed. Select “Yes” if you are going to use this computer to access Lync on a regular basis. All of the criteria you entered above will be saved and Lync will automatically launch and sign you in each time you sign into this computer.

Click on Yes or No. It is suggested to click on Yes to simplify additional Lync sessions.



The following pop up will be displayed. Select “Yes” if you would like to send information to Microsoft concerning Lync. Select No if you don’t want to send Microsoft information.

Click on Yes or No.



You should now be signed into Lync. If you saved your login information you will be automatically signed into Lync when using this computer.

The hyper link below contains several short video's to help get you started with Lync

<https://support.office.com/en-us/article/Videos-about-Lync-for-Office-365-d8a73e8d-bb5e-403e-a089-43cce91fc503?ui=en-US&rs=en-US&ad=US>

We hope you find Lync useful and easy to use to collaborate with fellow students as well as instructors.

If you have problems sign in please contact the ATC help desk by sending an email to

[studentemail@atlantatech.edu](mailto:studentemail@atlantatech.edu)

