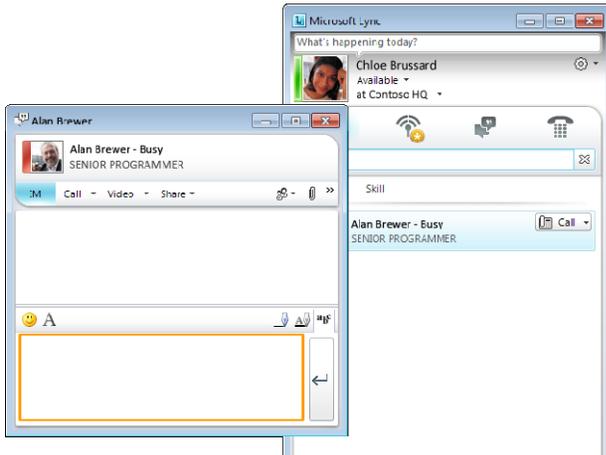


Send an instant message

- 1 In your Contacts list, double-click a contact.
- 2 Type a message in the message input area at the bottom of the message box, and then press Enter.



- 3 (Optional) To add an emoticon, click the emoticon (smiley face) button.
- 4 (Optional) To customize the font, such as type or size, click the letter A next to the emoticon button.

Receive an instant message

When someone sends you an instant message, an instant message alert appears in the lower-right corner of your computer screen. Do one of the following:

- To accept the invitation, click the alert.



- To redirect the invitation, click **Redirect**.
- To decline the invitation, click **Ignore**.

PRINT SETTINGS For best results, set printer options to: Paper Size: Letter (8.5x11"); Orientation: Landscape; 2-sided printing options: Two-sided, flip on short side.

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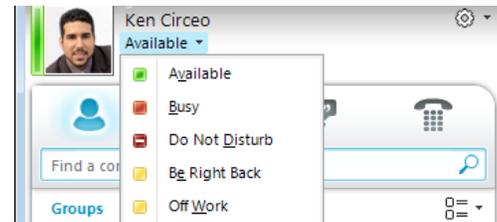
Microsoft Lync 2010

Instant Messaging and Presence Quick Reference

First 5 minutes: Sign in and get started

If you're already logged on to your organization's network, signing in is as easy as starting Microsoft® Lync™ 2010.

- 1 On the **Start** menu, click **All Programs**, click **Microsoft Lync**, and then click **Microsoft Lync 2010**.
- 2 Click your presence status if you want to change it, or click **Reset Status** to let Lync 2010 set your status automatically based on your activity or Microsoft® Outlook calendar.



- 3 Set a location to let people know where you are today.
- 4 Let them know what you're up to by clicking **What's happening today?** and typing a note.

What does your presence state mean?

<input checked="" type="checkbox"/> Available	You are online and available for contact.
<input type="checkbox"/> Busy	You are in a Lync phone call or, according to your Outlook calendar, you are in a meeting.
<input type="checkbox"/> Do not disturb	You don't want to be disturbed and will see conversation alerts only if they are sent by your Workgroup contacts.
<input type="checkbox"/> Be right back	You are away briefly and will return shortly.
<input type="checkbox"/> Away	Your computer has been idle (for 15 minutes, by default).
<input type="checkbox"/> Off Work	You are not working and are not available to contact.
<input type="checkbox"/> Offline	You are not signed in. If you have blocked individuals from seeing your presence, you'll always appear offline to them.

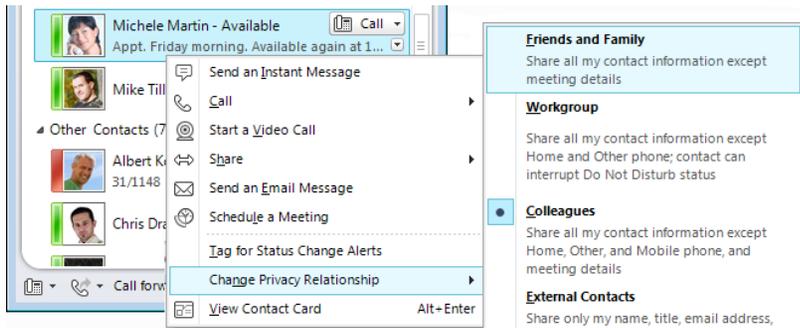
Personalize your contact info

You can personalize your contact and presence information. For example, you can add your mobile phone number and make it available only to close contacts.

- 1 In the Lync main window, click the **Options** button, and then click **Phones**.



- 2 Click the button for the phone number, and then click **OK**.
- 3 Select the **Include in my contact card** check box, and then click **OK**.
- 4 To let certain people see your personal numbers: in your Contacts list, right-click the contact's name, click **Change Privacy Relationship**, and then click **Friends and Family**.



Change your photo settings

You can decide whether you want to see your contacts' photos. You can also change your own photo or choose not to show one.

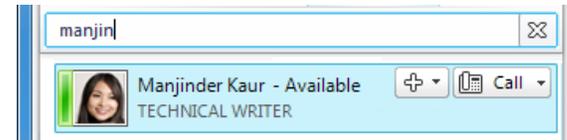
- 1 Click the **Options** button, and then click **Personal**.
- 2 Under **Display photo**, to hide other people's photos, clear the **Show photos of contacts** check box.

To change your photo, first upload the new photo to an unauthenticated website (such as Windows Live®). The file must be less than 30 KB in size.

- 1 Click the **Options** button, and then click **My Picture**.
- 2 Click **Show a picture from a web address**, type the web address including the file name, click **Connect to Picture**, and then click **OK**.

Find the right person

Just start typing a person's name in the search box, and results will appear below the box. If you see who you're looking for, double-click the person's name to send an instant message.



If you're not sure you've found the right person, the contact card gives more information and shows where the person fits into the organizational tree.

- To display the contact card, point to the person's picture.
- For a full version, click the down arrow in the lower right corner. Then, to see his or her organization, click the **Organization** tab.



Build your Contacts list

Add people to your Contacts list if you'll be contacting them often or if you just want to keep track of them.

- 1 In the search box, type the person's name or email address.
- 2 In the search results, right-click the person, and then do one of the following:
 - If you'll be contacting them often, click **Pin to Frequent Contacts**.
 - Add them to a group by clicking **Add to Contact List** and then clicking the group name.
 - If you haven't created groups yet, click **Add to New Group**, and give the group a name. You can add more contacts to this group later.

(Optional) To make sure you know when someone becomes available, right-click the contact's name, and then click **Tag for Status Change Alerts**.