



Microsoft Office 365 (Lync)  
Berkeley College

# Contents

- [What is Lync?](#) ..... 2
- [Sign into Office 365](#)..... 2
- [How do I Install Lync?](#) ..... 3
- [How do I Use Lync?](#) ..... 5
- [Update for MAC Users](#) ..... 9

## What is Lync?

Lync creates a virtual connection between you and the people you work with. It lets you talk, share your desktop and programs, and work together in real time, all from your computer.

## Sign into Office 365

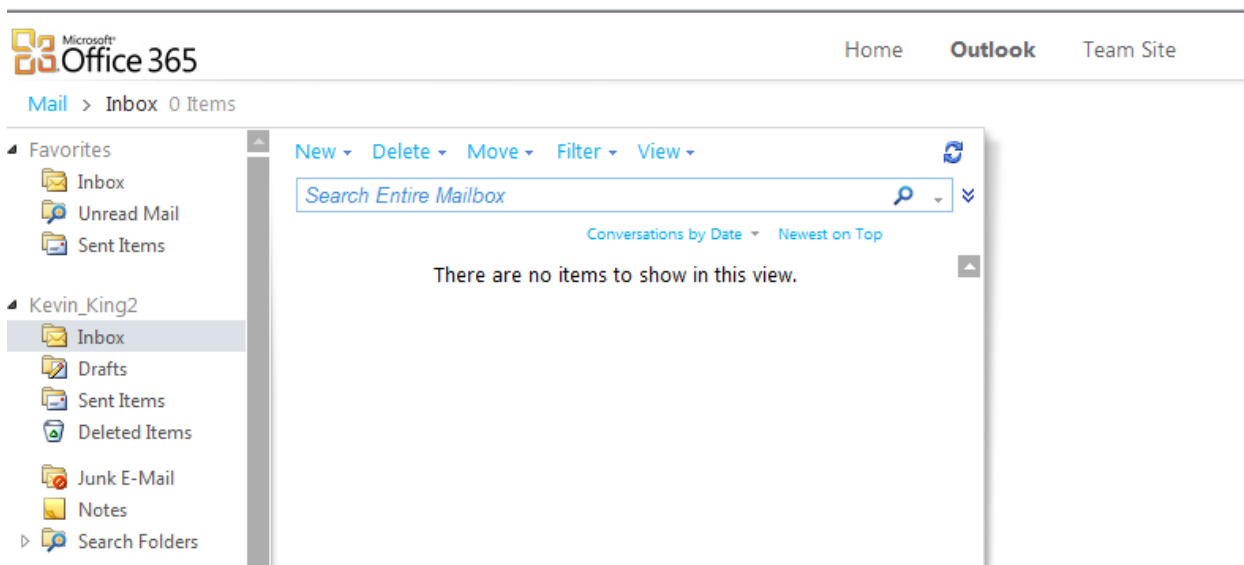
1. Open your web browser and go to <http://mymail.berkeleycollege.edu> or click on the **Email** tab in Blackboard and then click on the **Access Office 365** button.



2. Type your **Blackboard** User name and Password and click **Sign In**.

## How do I Install Lync?

1. After a successful sign in, you will be directed to the default **Outlook** page.



2. At the top of the page, click on **Home**. You will then be redirected to the Office 365 Home page. From the Home page you can **Watch the user tour**, **Read the Quick start guide**, **Install Lync**, and navigate back and forth to **Outlook** and **Team Site**.



### Start here

Administrator: This is the experience your users see when they sign in.

1. Set up your computer to work with Microsoft Office 365. [Set up now](#)
2. Get an overview of Office 365. [Watch the user tour](#)
3. Learn the basics. [Read the Quick start guide](#)

### Outlook

Read email and access your Outlook calendar, contacts, and tasks.

[Inbox](#) | [Calendar](#) | [Options](#)

### Lync

Use Lync for instant messaging, audio and video calling, and online meetings.

[Install Lync](#)

### Team site

Collaborate on documents and share information and ideas using SharePoint.

[Visit SharePoint Home](#)

# Lync

Use Lync for instant messaging, audio and video calling, and online meetings.

[Install Lync](#)

3. Click **Install Lync** to install the software.

## 1 Install Microsoft Lync

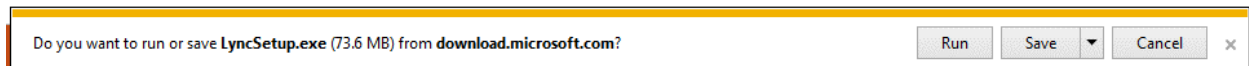
Use Lync to connect with colleagues through instant messaging, audio, video, and online meetings.

Language:

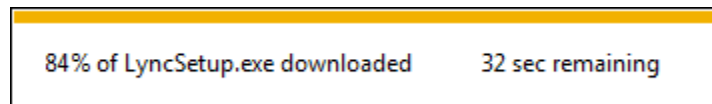
Version:  
 32-bit  
 64-bit

[Which version?](#)

4. Select your language and version and click **Install**.

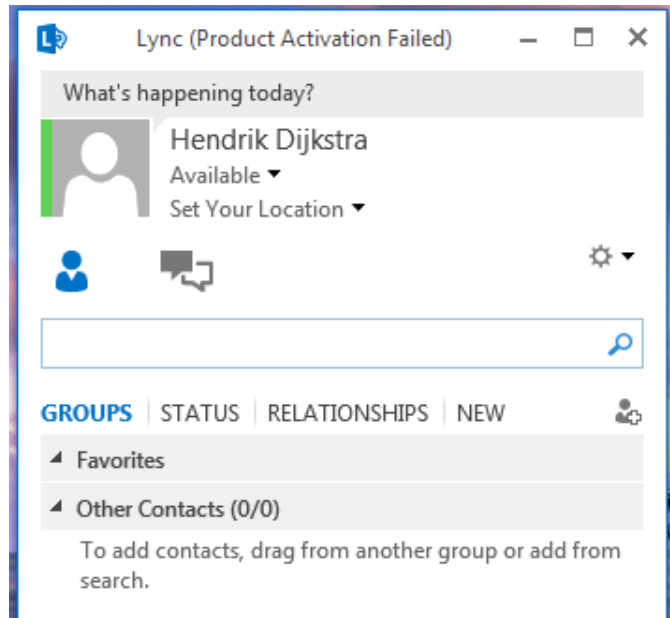


5. When prompted with the above message, click **Run**.

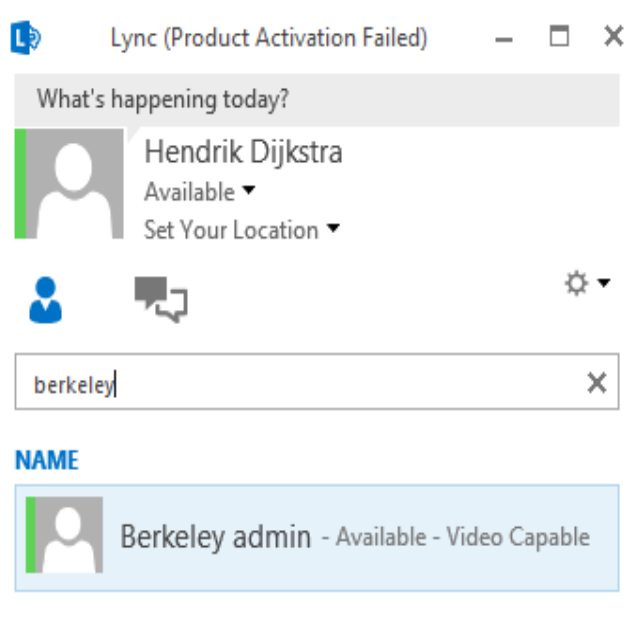


6. Once the install completes, you are now ready to begin using the Lync application.

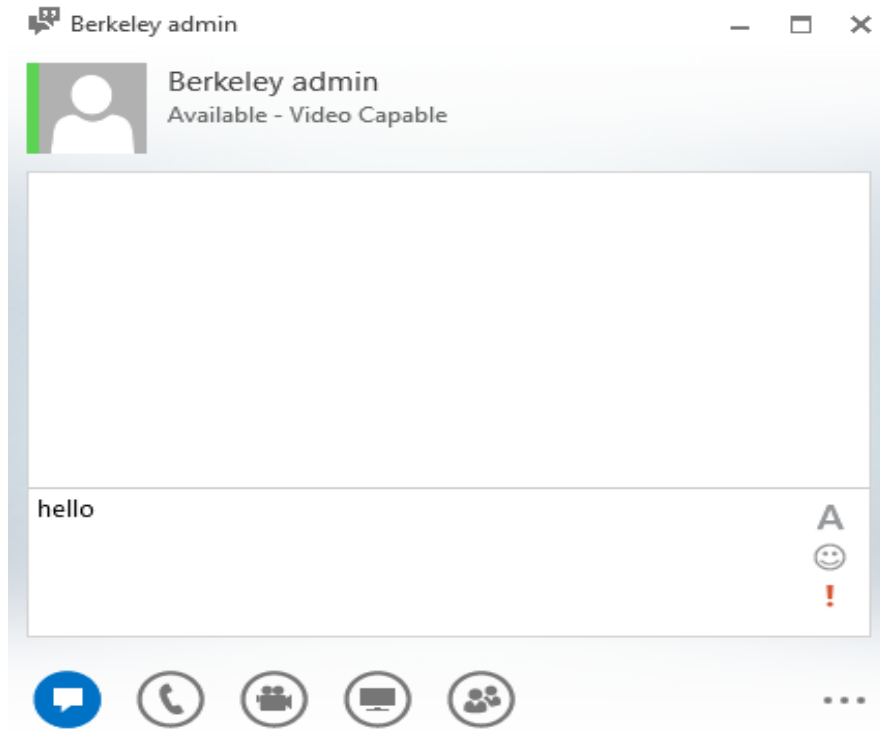
## How do I Use Lync?



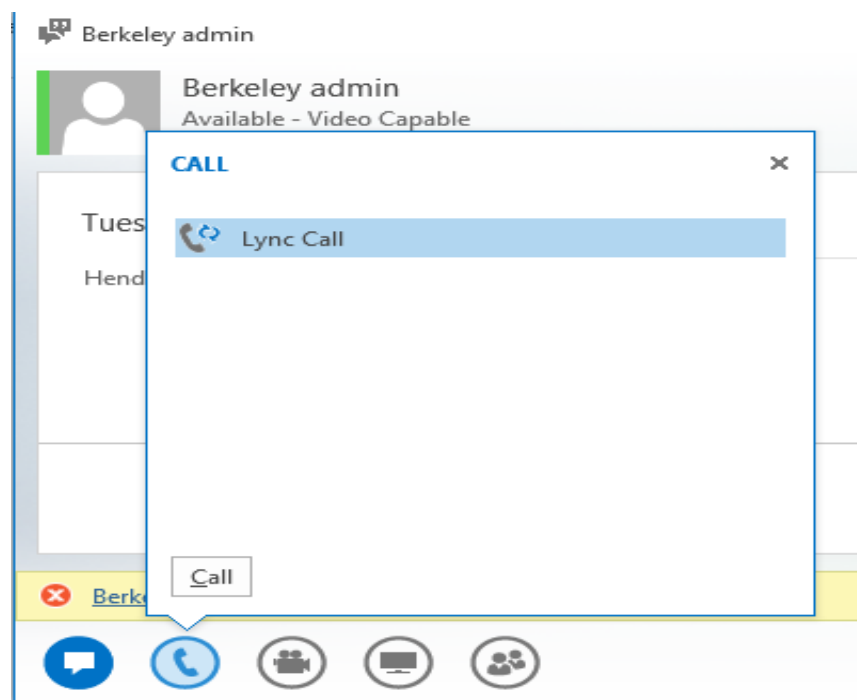
1. Open the Lync application from either your **Desktop** or **All Programs**.



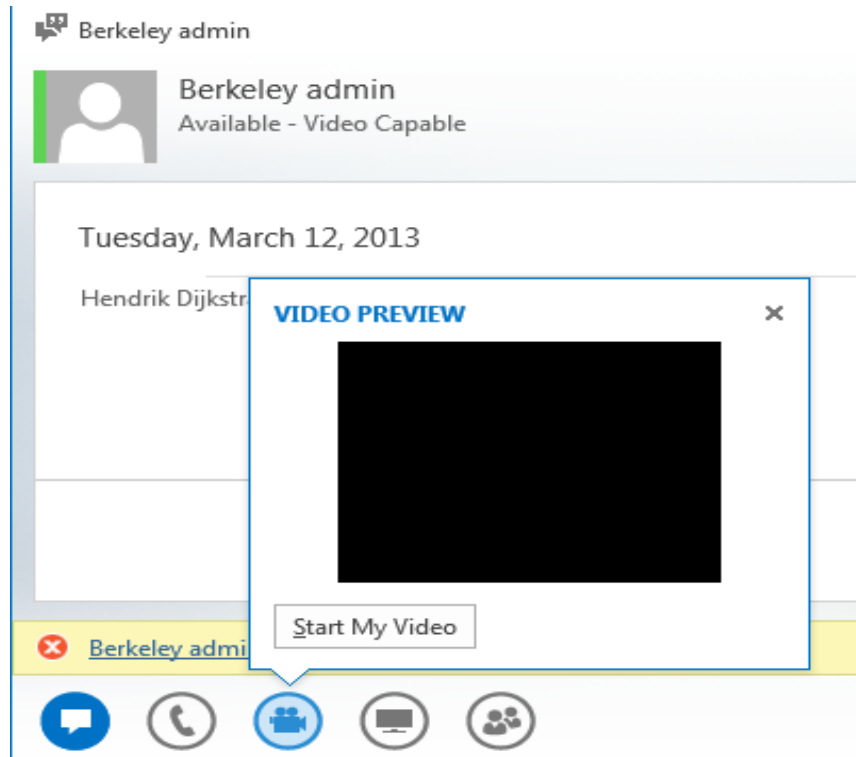
2. Enter the **Name** of the person you want to communicate with.



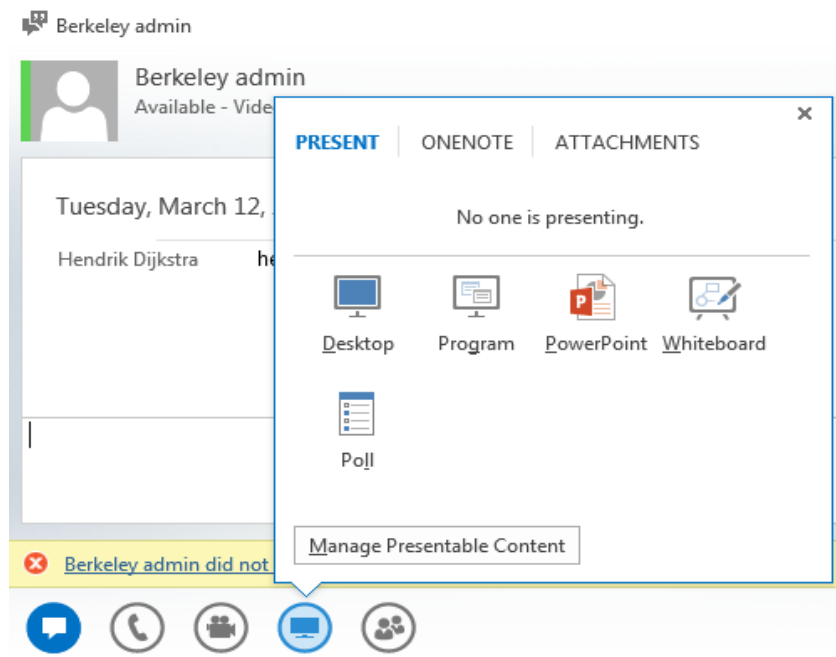
3. Click on the user icon to start a chat.



4. Click on the phone icon to call another PC.



5. Click on the camera icon to start a video call.



6. Click on the board icon to start a presentation.



Berkeley admin

**PARTICIPANTS**

- Berkeley admin
- Hendrik Dijkstra

Invite More People

Tuesday, March 12, 2013

Hendrik Dijkstra hello 11:43 AM

A 😊 !

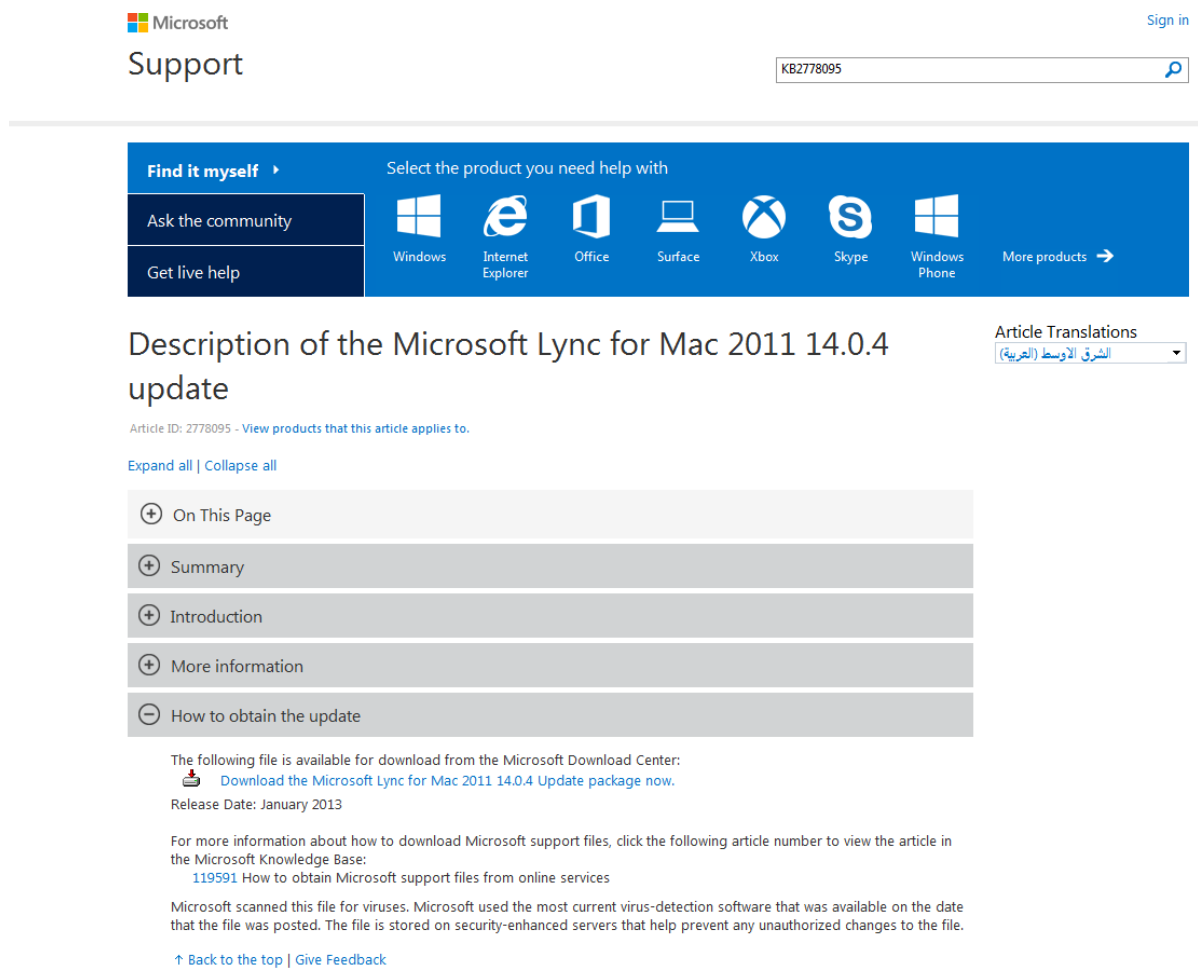
🗨️ 📞 🎥 🖥️ 👥

7. Click on the people icon to add more people to the current session.

## Update for Mac Users

After installing the Mac client you have to install an update to correct authentication issues.

1. Go to Google and search for: **KB2778095**. Select the first article that appears, displayed below.



Microsoft Support

KB2778095

Find it myself

Select the product you need help with

Ask the community

Get live help

Windows Internet Explorer Office Surface Xbox Skype Windows Phone More products

### Description of the Microsoft Lync for Mac 2011 14.0.4 update

Article ID: 2778095 - View products that this article applies to.

Expand all | Collapse all

- On This Page
- Summary
- Introduction
- More information
- How to obtain the update

The following file is available for download from the Microsoft Download Center:  
[Download the Microsoft Lync for Mac 2011 14.0.4 Update package now.](#)  
Release Date: January 2013

For more information about how to download Microsoft support files, click the following article number to view the article in the Microsoft Knowledge Base:  
[119591 How to obtain Microsoft support files from online services](#)

Microsoft scanned this file for viruses. Microsoft used the most current virus-detection software that was available on the date that the file was posted. The file is stored on security-enhanced servers that help prevent any unauthorized changes to the file.

[Back to the top](#) | [Give Feedback](#)

2. Under **How to obtain the update**, click **Download the Microsoft Lync for Mac 2011 14.0.4 Update package now**.



Quick links

- Overview
- System requirements
- Instructions

Looking for support?



Visit the Microsoft Support site now >

Windows Server 2012

This download contains an update for Lync for Mac 2011

### Quick details

Version:	130117	Date published:	2/1/2013
Change language:	English		
KB articles:	KB2778095		
File name	Size		
lync_14.0.4.130117_release_enu_ship_clean_standard_retail_redla b_130117-apex-build-XS38-BuildTrackerPPE.dmg	48.0 MB		<a href="#">DOWNLOAD</a>

3. Under **Quick details** select your language and click **DOWNLOAD**.
4. Open Lync and click on **advanced**.



5. Choose **Manual configuration** and verify the **Internal & External Server Names** are displayed. Click **OK**.