Skype for Business/ Lync 2013 Instructions

1. Open Microsoft Office 2013 ([Start Menu → All Programs])
2. Open Skype for Business 2013/ Lync 2013 (May be located within Microsoft Office 2013)
3. Sign-in with your UConn email address
4. To add a Business Contact
   - In “Find someone”
     - Type the person’s full name
     - Right-Click on person’s name
   - Hover the mouse over “Add to Contact’s List”
     - Add person to the designated list

5. To send a message
   - Double-Click the contact’s name in contact list or type their name into “Find Someone” and hit enter.
   - A new window will pop up with the person’s name
6. To Present Desktop
   - At the bottom of new window
     - Click on the icon
     - Click on “Present Desktop”

7. New window appear to choose which monitors to display to other individual
   - Choose the monitor you wish to share and click “Present”
   - Click “OK” to pop-up window

8. To Give Remote Screen Control to individual
   - On top of screen
     - Click Give Control
     - In drop-down menu
       - Click “Give Control Automatically” [or]
       - On “Attendees”
         - Click on which Attendee you want to take control

9. When your presentation is over click “Stop Presenting” located on top of the screen