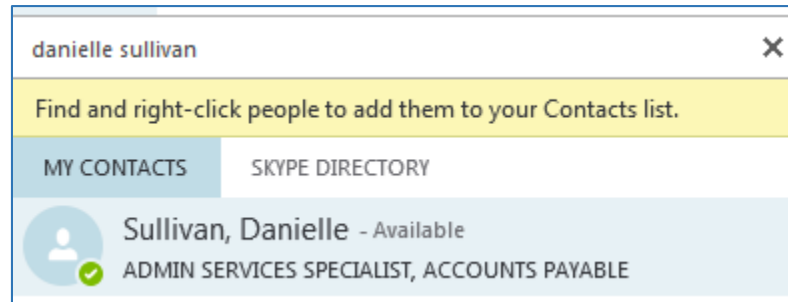
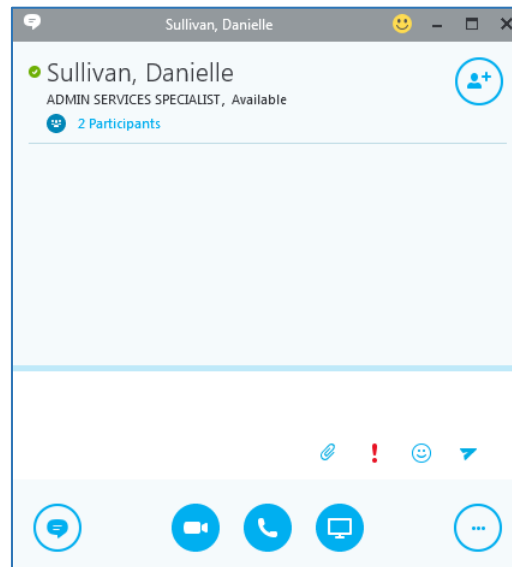


Skype for Business/ Lync 2013 Instructions

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

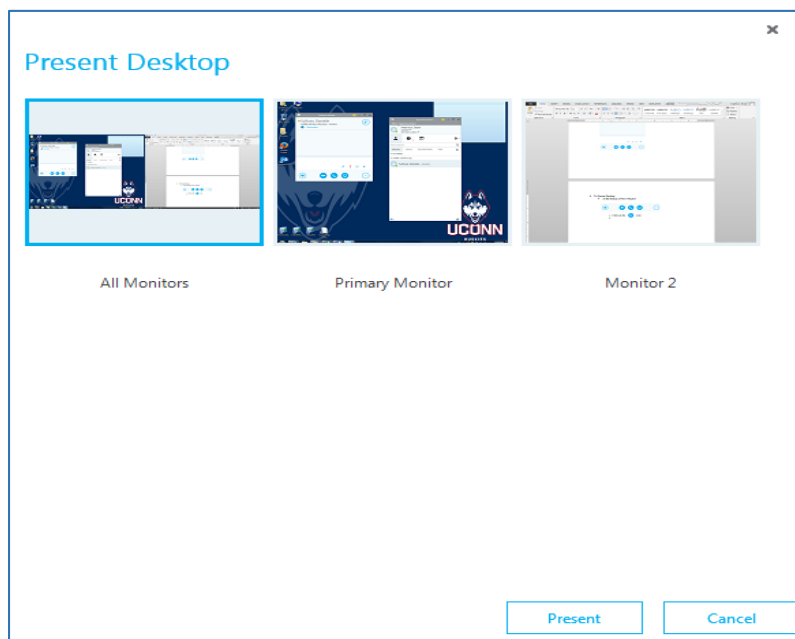


6. To Present Desktop
 - At the bottom of new window



- Click on the  icon
- Click on “Present Desktop”

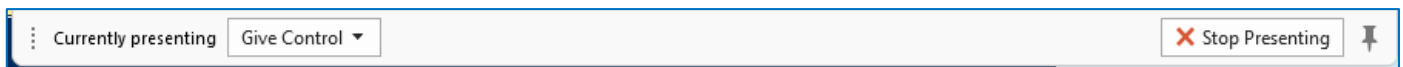
7. New window appear to choose which monitors to display to other individual



- 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

