Instructions for configuration of Microsoft Lync for Macintosh

Installation

Lync v14.0.x is installed with Microsoft Office w/ SP3.

Be sure you are installing the latest version. The most recent updates can be found by clicking on the Help menu and selecting “Check for Updates.”

The current version as of 3/12/2013 is Lync 14.0.4.

After installation, there is a small amount of configuration required.

Configuring Lync for Mac

- Launch Lync. It will be in the /Applications folder.
- If you see the License Agreement window, click Accept.
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- Fill in the following fields:
  - Email Address: Your **PRIMARY HMS email** address
    - Do not use an alias address. The Primary address should be [firstname_lastname@hms.harvard.edu](mailto:firstname_lastname@hms.harvard.edu).
    - If you do not know your Primary email address, please contact the Help Desk.
  - Sign in as: Leave set to **Automatic** for now.
  - User ID: this is your HMS **eCommons ID**.
  - Password: Your **eCommons password**.
  - Remember my Password: Optional
  - There is no need to change any of the Advanced settings.
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- Click **Sign In**.
- Lync should now Sign in.
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Email Address: phil@hms.harvard.edu
Sign in as: Automatic
User ID: pdb1
Password: ********

Remember my password
Cancel
Signing in...