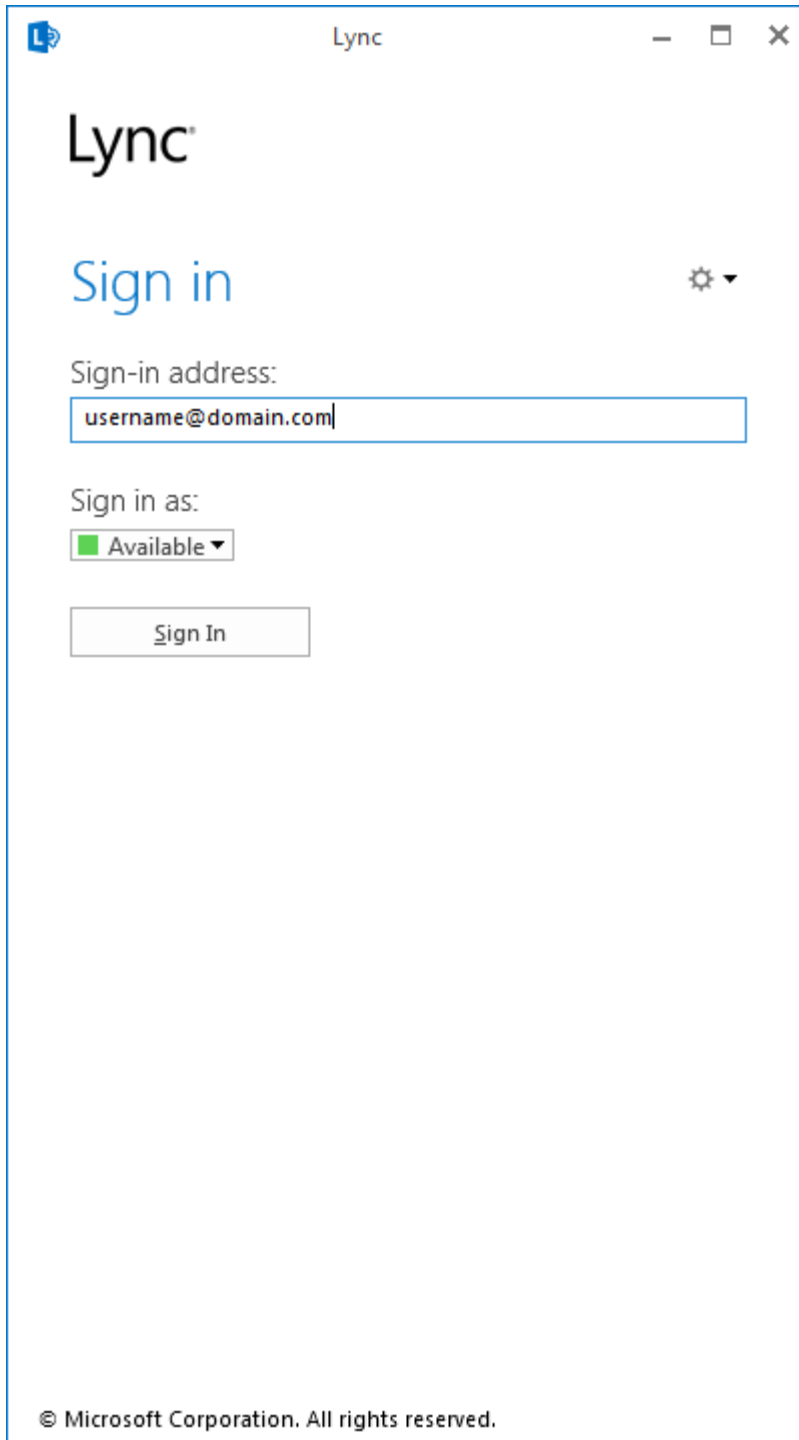


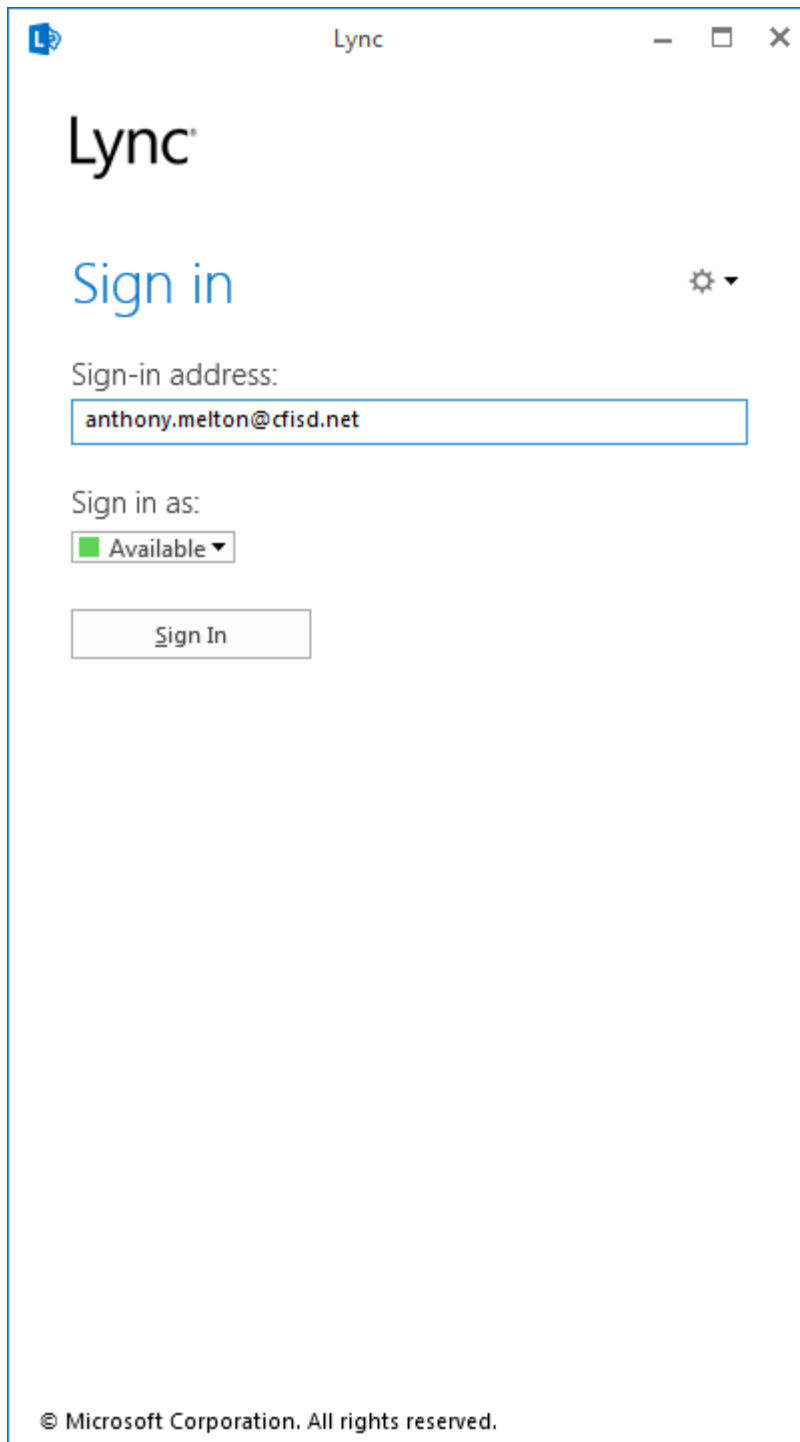
# How to Configure Microsoft 365 Lync on Windows 7 Desktops on June 30, 2014



Launch the “Lync 2013” application by clicking on the start menu and browsing to Microsoft Office 2013 as shown above.



You will be presented with the Lync Sign in screen similar to above.



Enter your email address and click on the "Sign In" button.

Lync

# Lync®

## Sign in

Sign-in address:

[Change](#)

Password:

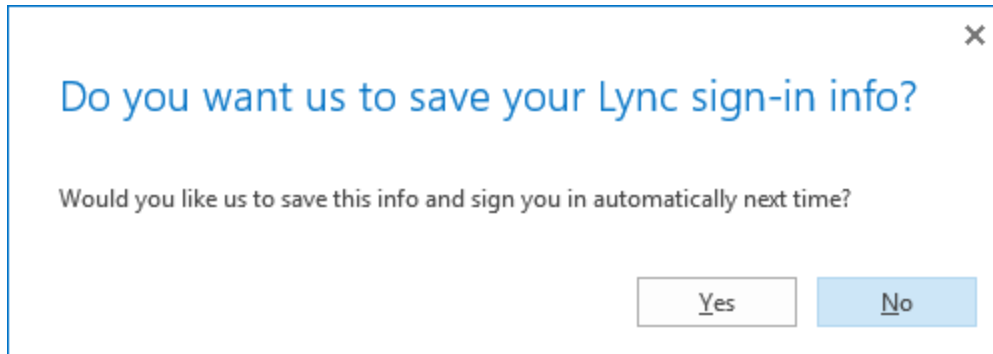
Save my password

Sign in as:

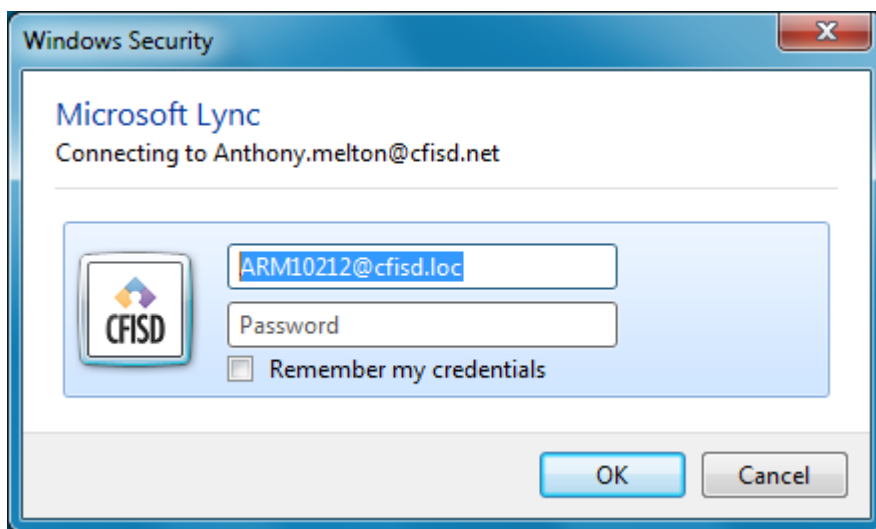
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You will be asked for your network password, enter it in the appropriate field and check the box to “Save my password” then click “Sign In”

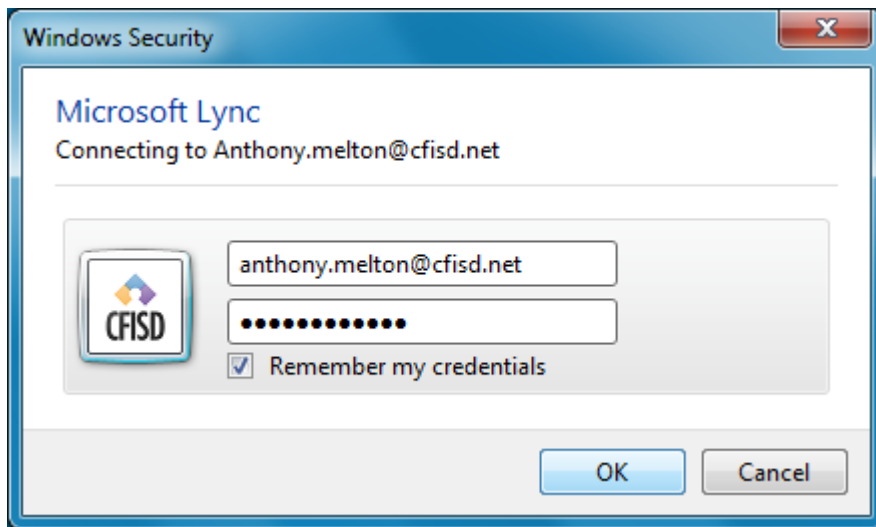


After clicking sign in, click “Yes” to save your info and to sign you in automatically.



After signing in you may be prompted one more time for your credentials as shown above. The information needed in this box will be your **email address** and current network password.

Note: The Default Username (Example: [arm10212@cfisd.loc](mailto:arm10212@cfisd.loc) ) will need to be changed to [first.last@cfisd.net](mailto:first.last@cfisd.net)



As shown above enter your current email address and network password, also make sure the check box is selected to “Remember my credentials”. Click OK

All set and ready to use Microsoft Lync!