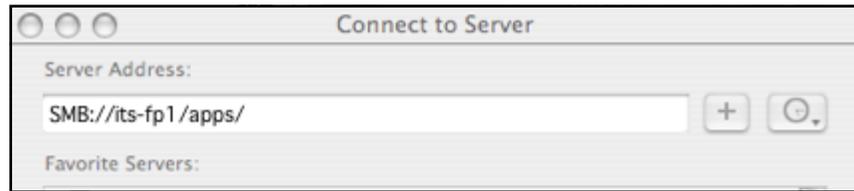


# Installing Microsoft Lync [Macintosh]

## Connecting to Its-fp1/Apps



- In the **Finder**, choose **Go > "Connect to Server."**
- Type "**SMB://its-fp1/apps**" into the server address field, and choose connect.

If you are unable to connect, try using:

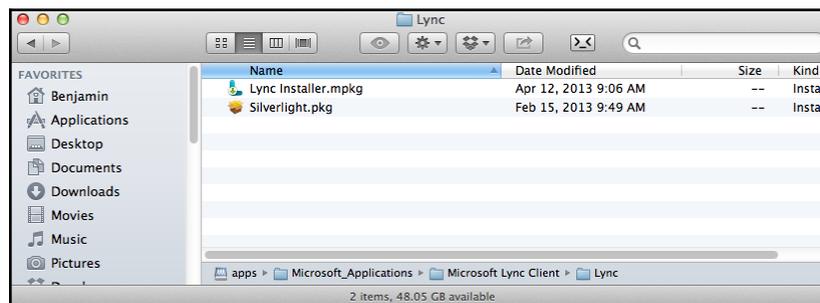
**smb://its-fp1.ur.rochester.edu/apps**



Follow the onscreen instructions to type the workgroup name **UR** and your **user name** and **password**.

If you wish to have the operating system remember your password in the keychain, select the check box.

## Copying the Installers

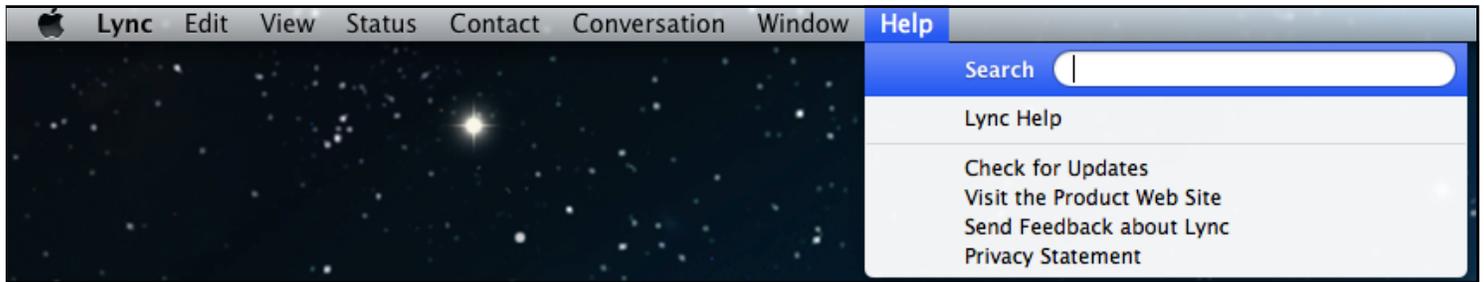


- Open the "Microsoft\_Applications" folder
- Open the "Microsoft Lync Client" Folder
- Open the "Lync" Folder
- Drag both of the "Lync Installer.mpkg", and "Silverlight.pkg" to the Desktop. **These packages can not be installer over the network, they need to be copied to your computer.**

## Install Silverlight and Lync

- Run the **Silverlight** Installer.
- Run the **Lync** Installer.

## Update Lync



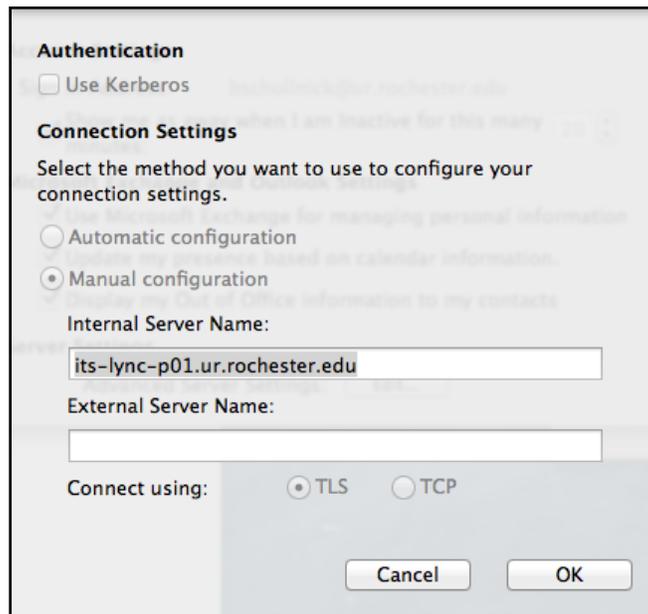
- Start Lync
- From the Help Menu, Choose "**Check for Updates**". **If any updates are available, you must install them before continuing.**
- 

## Configuring Lync



Once all Lync updates have been applied, run Lync.

- For Email Address, put in your email account associated with your Active Directory Account. (e.g. Sharepoint, Exchange, etc)
- Click on Sign In



If you are unable to login, click on Advanced.

For the Internal Server Name, add "its-lync-p01.ur.rochester.edu" (p-**ZERO**-1), click Ok, and attempt to login again.

If you are still unable to login, check with the help desk by phone, 275-2000 Option 2, and ensure that your account has granted access to the Lync Server, and that you are using the proper email address for lync.