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.mkpkg", 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.