This topic explains how to use the Microsoft® Lync® interface. Use this topic to assist you in navigating the interface.

Interface Basics
The Lync interface contains several symbols and options to assist your use of Lync. This topic explains those symbols and fields.

Lync Symbol
At the top, left of the Lync window, a Lync symbol is displayed. This is the same symbol that is displayed in the task bar when Lync is running. Select the Lync symbol within the Lync window. Select the Lync symbol to display the traditional Windows® File menu. Make the appropriate selection from the menu. Repeat these steps to re-display the File menu.
Contacts, Meetings, and Conversations
The upper portion of the Lync window contains several different symbols that, when selected, will quickly open a different part of the Lync application.

The highlighted symbols correspond to the following actions/areas of Lync.

- **Contacts**: The **Contacts** symbol ( ) provides the ability to quickly access your contacts list when working in another area of the application.

- **Conversations**: The **Conversations** symbol ( ) displays all of the conversations you have conducted in Lync. Unless otherwise configured, Lync will retain a log of these conversations that can be accessed at anytime by selecting the **Conversations** symbol.

- **Meetings**: The **Meetings** symbol ( ), when selected, displays a listing of all the meetings on your Outlook calendar for the day. This provides the ability to quickly view your agenda for the day, without leaving the Lync window.

- **Options**: The **Options** symbol ( ) displays the settings within Lync that you have the ability to customize. This screen and the settings are covered in a separate topic.
• **Add a Contact:** The **Add a Contact** symbol ( контакт) provides the ability to add a contact from the Contact List within Lync.

The last symbol within the Lync interface is the **Select Your Primary Device** symbol. This symbol, located at the bottom of the screen, displays a drop-down menu, when selected. From this menu, you may select the primary microphone and speakers to be used with Lync. Selecting an option from this menu is not required.

**Status Message**

The status field provides the ability to enter a message or thought to Lync. For example, you might add an informative message, like "out of town between the 18th and 20th," or a greeting, such as "Happy Valentine's Day!"
To enter a status message, place your cursor in the status field and begin typing the message you want to appear next to your name on Lync. When you have finished entering the text, press the Enter key. The message is now displayed next to your name on Lync. An example is shown below.
Status Menu

Lync provides the ability to manually select a status. Your status indicates if you are available to collaborate and chat with others, or if you are busy or in a meeting. Lync can sync with Microsoft Outlook® and automatically change your status to correspond to calendar events. To manually set your status, select the Status drop-down menu. An example is shown below.

From the drop-down menu, you can select the appropriate status for your current state. The default status is Available. If you do not select a status or you choose the Reset Status, Available will be the status that is displayed. The status you select also determines whether or not you receive messages at certain times. For example, if you select a status of Do Not Disturb, depending on your settings, you may not receive messages while your status is set to Do Not Disturb.

Select the appropriate status for your current state. The status indicator next to your name will change to the corresponding status color, as shown below.

Repeat this process to change your status.
Set Your Location Menu

The Set Your Location menu provides the ability to display the location from which you are presently working. For example, if you work from multiple locations, you may want to alert your contacts to your present location. Select the Set Your Location menu, as shown below.

The Set Your Location field becomes a text field in which you can type. Enter the text you want to display as your main location.

Press the Enter or Tab key on your keyboard to save the location information you typed.

Multiple custom locations are not saved within Lync. If you update your location, the previous location is removed. Repeat these steps to display a custom location.
The Options Menu

The *Options* menu contains two different menu sets. When the gear (⚙️) icon is selected, the *Options* menu displays. An example is shown below.

![Options Menu Image]

When the downward pointing arrow that is on the right side of the gear icon is selected, a pop-up menu is displayed. An example is shown below.

![Pop-up Menu Image]

There are five (5) menu options displayed within the pop-up menu. With the exception of the *Meet Now* and *Show Menu Bar* options, all options contain a sub-menu.

The File Menu
The *File* menu contains several options to enable you to quickly perform actions within Lync. A description of those options is below.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Out</td>
<td>Use this option to sign out of Lync. This option will only sign you out of the Lync network. It will not exit the Lync program.</td>
</tr>
<tr>
<td>Change Sign-In Address...</td>
<td>Select this option to change the stored e-mail address with which you sign into Lync.</td>
</tr>
<tr>
<td>My Status</td>
<td>Select this option to display the Lync Status Menu.</td>
</tr>
<tr>
<td>View Received Files</td>
<td>Select this option to view the files you have received within Lync.</td>
</tr>
<tr>
<td>View Conversation History</td>
<td>Select this option to launch Microsoft Outlook and display the Conversation History folder. This option is only valid if you have selected to save a copy of your Lync conversations to this folder.</td>
</tr>
<tr>
<td>Close</td>
<td>Select this option to close and minimize the Lync window.</td>
</tr>
<tr>
<td>Exit</td>
<td>Select this option to completely exit the Lync application.</td>
</tr>
</tbody>
</table>

Utilize these options as is appropriate.

**The Meet Now Option**

The *Meet Now* option within the *Options* pop-up menu launches a meeting when selected. You can provide the meeting information (located by accessing More Options > Meeting Entry Info) to other individuals that you want to join your meeting session.
The Tools Menu Option
The Tools menu contains several options to related to setting configuration within Lync. A description of those options is below.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always on Top</td>
<td>If you Lync to always appear on top of other windows, select this option.</td>
</tr>
<tr>
<td>Recording Manager</td>
<td>Select this option to launch the Recording Manager.</td>
</tr>
<tr>
<td>Audio Device Settings</td>
<td>Select this option to open the Audio Device Settings.</td>
</tr>
<tr>
<td>Video Device Settings</td>
<td>Select this option to open the Video Device Settings.</td>
</tr>
<tr>
<td>Dial-in Conferencing Settings</td>
<td>Select this option to view the conference settings if you cannot use the audio conferencing within Lync. This information could also be used by non-Lync users to dial into a meeting session.</td>
</tr>
<tr>
<td>Options</td>
<td>Select this option to display the Options settings.</td>
</tr>
</tbody>
</table>

Utilize these options as is appropriate.

The Help Menu
Select the Help option to display the Microsoft-authored help topics and documents.

Show Menu Bar
Select the Show Menu Bar option to display the menu bar at the top of the Lync window. The menu that is displayed when this option is selected is the same that is available from the Options pop-up menu.

Use this topic to assist you when using the Options pop-up menu