Sending a message within Lync is simple. It’s also an efficient way to communicate with other department or organization members.

**Sending a Message**

To send a message, first log into Lync. Your Lync Contact List displays. Right-click with your mouse on the name of a contact. A message window displays.

Type the message you want to send to this contact and then press the **Enter** key on your keyboard. The message is sent to the contact.

Repeat these steps to send additional messages.