

## How to setup Lync 2013 on your Office Virtual Desktop

Click Start

Click All Programs

Click Microsoft Office 2013

Click Lync 2013

Login using **gtaccount@gatech.edu** (For Example **hrobinson7@gatech.edu**) and your normal gtaccount password. Then Click Sign in

rr93@gatech.edu

.....

Save My Password  ON

Hide Advanced Options

User Name

Lync Online users: username@domain.com  
All other users: domain\username

Sign In As >

Auto-Detect Server  ON

HTTP Proxy >

Logging Off >

About Version 5.1 >

Sign In

Click in the search area :Find someone.

Search for staff member by lastname, first name

**Lync 2013 Tutorial** click: <http://office.microsoft.com/en-us/lync-help/training-courses-for-lync-2013-HA104032084.aspx>