Send an instant message

1. In your Contacts list, double-click a contact.
2. Type a message in the message input area at the bottom of the message box, and then press Enter.

1. (Optional) To add an emoticon, click the emoticon (smile face) button.
2. (Optional) To customize the font, such as type or size, click the A icon next to the emoticon button.

Receive an instant message

When someone sends you an instant message, an instant message alert appears in the lower-right corner of your computer screen. Do one of the following:

- To accept the invitation, click the alert.
- To redirect the invitation, click Redirect.
- To decline the invitation, click Ignore.

What does your presence state mean?

<table>
<thead>
<tr>
<th>Presence State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>You are online and available for contact.</td>
</tr>
<tr>
<td>Busy</td>
<td>You are in a Lync phone call or, according to your Outlook calendar, you are in a meeting.</td>
</tr>
<tr>
<td>Do not disturb</td>
<td>You don’t want to be disturbed and will see conversation alerts only if they are sent by your Workgroup contacts.</td>
</tr>
<tr>
<td>Be right back</td>
<td>You are away briefly and will return shortly.</td>
</tr>
<tr>
<td>Away</td>
<td>Your computer has been idle (for 15 minutes, by default).</td>
</tr>
<tr>
<td>Off Work</td>
<td>You are not working and are not available to contact.</td>
</tr>
<tr>
<td>Offline</td>
<td>You are not signed in. If you have blocked individuals from seeing your presence, you’ll always appear offline to them.</td>
</tr>
</tbody>
</table>

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www.it.northwestern.edu/collaborate/lync/

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Personalize your contact info

You can personalize your contact and presence information. For example, you can add your mobile phone number and make it available only to close contacts.

1. In the Lync main window, **click** the **Options** button, and then **click** **Phones**.
2. **Click** the button for the phone number, and then **click OK**.
3. **Select** the **Include in my contact card** check box, and then **click OK**.
4. To let certain people see your personal numbers: in your Contacts list, **right-click** the contact’s name, **click** **Change Privacy Relationship**, and then **click** **Friends and Family**.

Find the right person

Just start typing a person’s name in the search box, and results will appear below the box. If you see who you’re looking for, **double-click** the person’s name to send an instant message.

If you’re not sure you’ve found the right person, the contact card gives more information and shows where the person fits into the organizational tree.

- To display the contact card, **hover** over the person’s picture.
- For a full version, **click** the down arrow in the lower right corner. Then, to see his or her organization, **click** the **Organization** tab.

Build your Contacts list

Add people to your Contacts list if you’ll be contacting them often or if you just want to keep track of them.

1. In the search box, **type** the person’s name or e-mail address.
2. In the search results, **right-click** the person, and then do one of the following:
   - If you’ll be contacting them often, **click** **Pin to Frequent Contacts**.
   - Add them to a group by **clicking** **Add to Contact List** and then **clicking** the group name.
   - If you haven’t created groups yet, **click** **Add to New Group**, and give the group a name. You can add more contacts to this group later.

(Optional) To make sure you know when someone becomes available, **right-click** the contact’s name, and then **click** **Tag for Status Change Alerts**.

Change your photo settings (Coming Soon)

You can choose whether or not to display your WildCARD photo in Lync. Your photo is turned off by default.

1. **Click** the **Options** button, and then **click** **My Picture**.
2. **Click** **Default Corporate picture**, or **click** **Do not show my Picture**, and then **click** **OK**.

You can also decide whether you want to see your contacts’ photos.

1. **Click** the **Options** button, and then **click** **Personal**.
2. Under **Display photo**, to hide other people’s photos, **clear** the **Show photos of contacts** check box.

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