

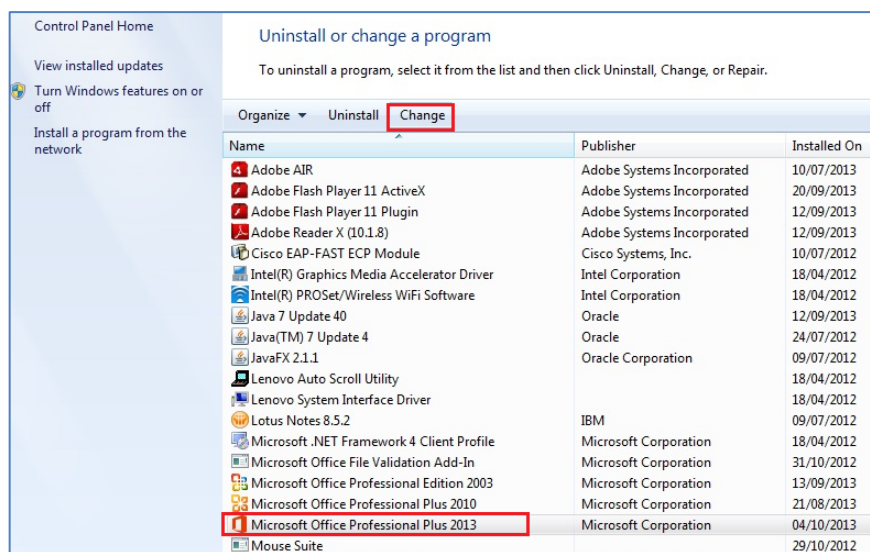
How to install Lync software

If you have MS Office Professional Plus 2010, please go to section 2 for the steps to install Lync 2010

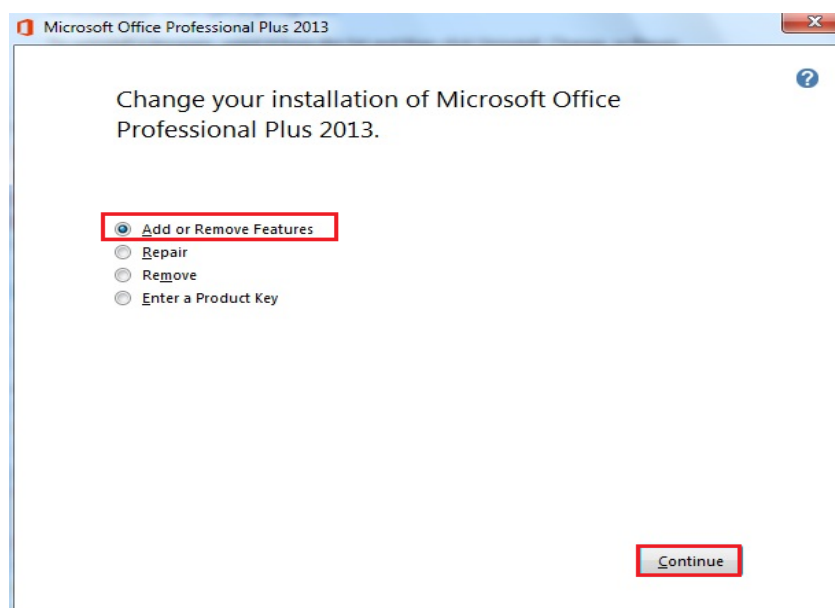
Section 1: If you have MS Office 2013

If you have MS Office Professional Plus 2013, Lync might have already been installed. To verify, click Start >All Programs > Microsoft Office 2013. If Lync 2013 is not listed, please do the following:

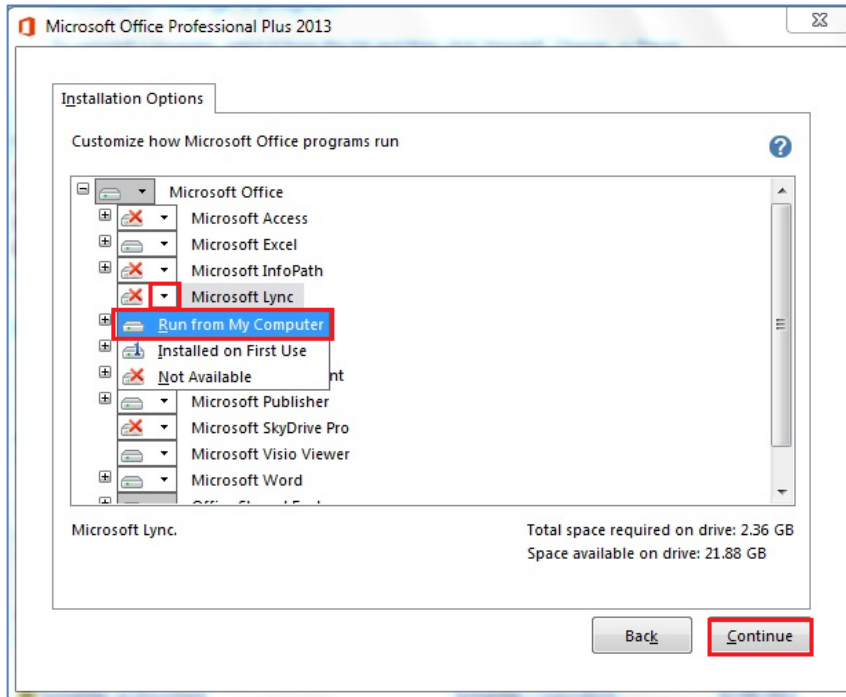
1. Go to Control Panel > Programs and Features > Microsoft Office Professional Plus 2013 > Click on the Change



2. Select Add or Remove Features and click continue.



3. Click on the drop down list of Microsoft Lync and select Run from My Computer. Click continue to complete the installation.



4. Alternatively you may also download Lync 2013 from the following link <https://portal.microsoftonline.com/OLS/MySoftware.aspx>

Section 2 : If you have MS Office 2010

1. To install Lync, go to the following link <https://portal.microsoftonline.com/OLS/MySoftware.aspx>
2. Click on the Install Lync 2010 as shown

