Set up your audio device

Before using Lync to make a call or join a conference, set up your audio device and check the quality. You can use your computer’s mic and speakers, or plug in a headset.

1. Click the **Select Primary Device** button in the lower-left corner of the Lync window, then click **Audio Device Settings**.
2. Pick your device from the **Audio Device** menu, and then adjust **Speakers** and **Microphone** volume from the Audio Device window.

Set up your video device

You need a camera to share your video, but you don’t need one to see other people’s videos.

To set up your camera
- Click **Options** in the Lync main window, then click **Video Device**.
- If your don’t see your video preview, make sure the camera is working correctly.
- To adjust settings, click **Camera Settings**.

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**What is Lync?**

Microsoft Lync is a communications program that allows you to connect and collaborate with anyone who uses Lync – people inside and outside of Princeton. It provides a Contact list feature and interfaces with Microsoft Outlook Exchange calendars to provide presence and availability information for you and your colleagues. Collaboration tools include instant messaging, video/audio conferencing, desktop and application sharing, as well as interoperability with Microsoft products. Other features include and Lync to Lync calls.

Lync has been licensed by the University so that you can conduct and participate in this type of web-based desktop conferencing with video and audio.

**What Can I Do with Lync?**

- See instantly if a colleague is available
- Send an instant message to a person or group of people
- Chat or meet via an audio/video call
- Conduct or attend a meeting without leaving your office
- Create and participate in chat rooms

*For more detailed information about Lync, please see the OIT Knowledge Base article #1161 at:*

[http://helpdesk.princeton.edu/kb/display.plx?ID=1161](http://helpdesk.princeton.edu/kb/display.plx?ID=1161)

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Other Lync 2013 Quick References in this series:
- Lync Contacts, IM and Presence
- Lync Audio/Video Calls
- Lync Meetings
- Lync Chat

Find them all at: [http://www.princeton.edu/tds/userdocs/collab-apps/](http://www.princeton.edu/tds/userdocs/collab-apps/)
The Lync Main Window

**Presence Info** Based on your Microsoft Outlook Calendar or your Lync activities. For example, if you have a meeting currently scheduled in Outlook, your status appears as “In a meeting” in Lync. You can also manually set your presence status.

**Options** Displays a menu from which you can view and change file (File) and device options (Tools), set preferences for your account (Tools, Options), or set up an instant meeting (Meet Now).

**Contacts** Displays your contacts list. From here you can find and add a contact to the list, group your contacts, check their presence and send instant messages (IM). You can also make audio and video calls from the contact list.

**Conversations** Displays a list of missed calls.

**Phone** Displays a list of new voice mail messages and a history of recent calls.

**Meetings** Lets you quickly check all of your upcoming meetings for the day, both Lync and non-Lync, without going to your Outlook calendar.

**Search for a Contact** Find a contact by typing a name. Lync searches in both Princeton’s directory and in your own Outlook Contacts list.

**Contacts List/Groups** Displays collections of contacts you’ve created. See several contacts a glance and/or communicate with them all at the same time.

**Select Primary Device** Use the Select Primary Device button to set up. Test and troubleshoot your audio video devices.