

## Using Office 365 Lync from within JeffMail

### Log on to JeffMail

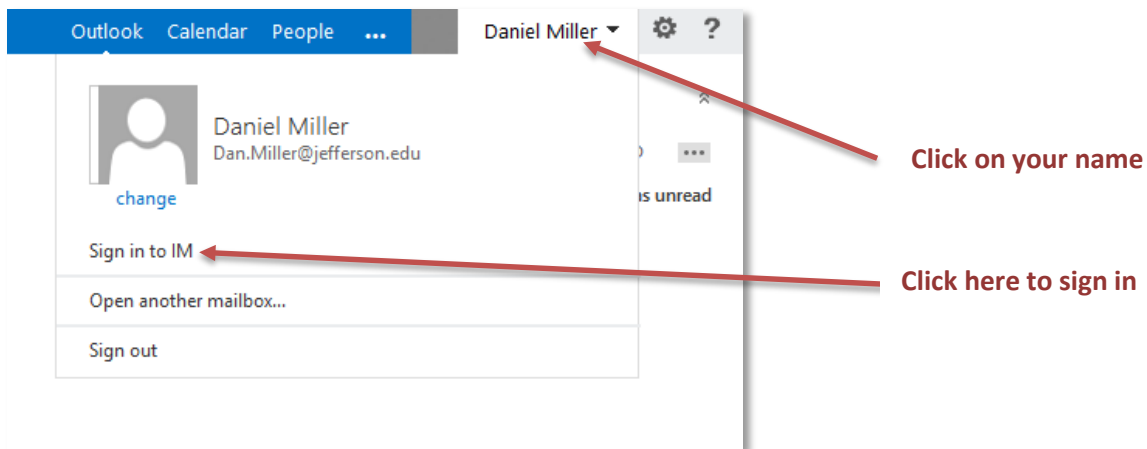
**Note:** Lync for Office 365 does not work from within the Lite version of the Outlook web interface that Jeff IT recommends for Windows XP users

1. Go to <http://jeffmail.jefferson.edu> and login



### Signing into Lync

1. If you are not automatically signed in to Lync, click on your name then click on "Sign in to IM"

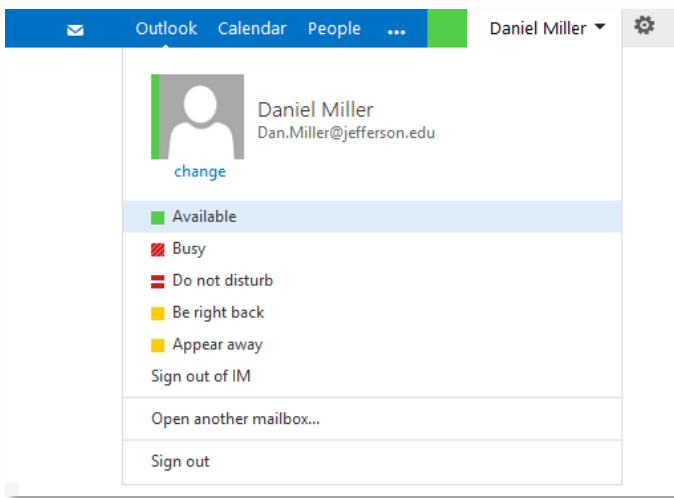


Keywords: Windows 7, Office 2013, Lync, Lync 2013, Office 365, Communicator

Last Reviewed: 1/10/2013

Author: Daniel Miller

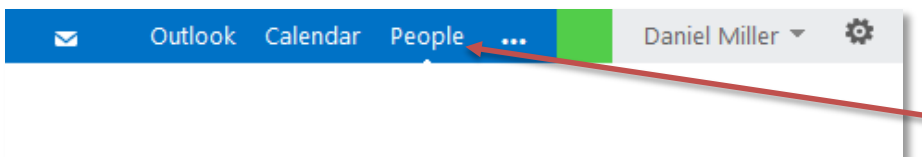
2. Once signed in, your online status will be updated. You will now be able to see the status of other Lync users.



## Finding People and Sending a Message

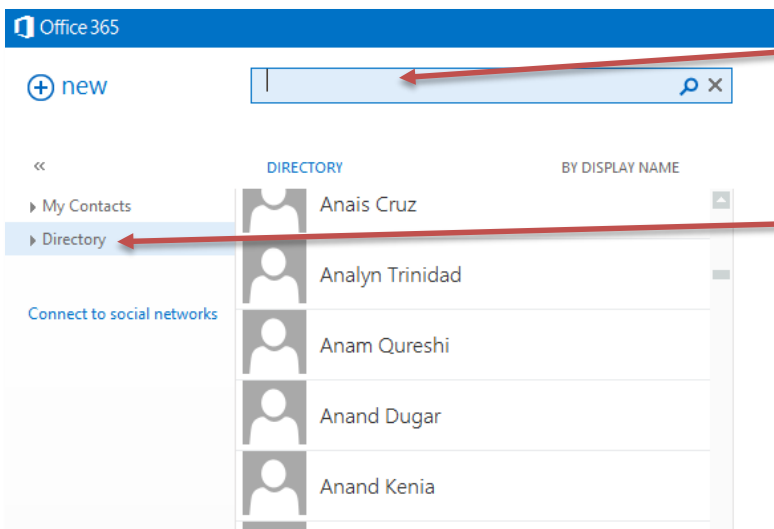
There are a few ways to find someone and send them a message.

1. Click on **People** to go to the Contacts page.



Click on People

2. Select **Directory** on the left hand side of the window and start typing a name in the **search field**.
3. People matching that name will automatically populate the list once you hit **enter**.



Search Field

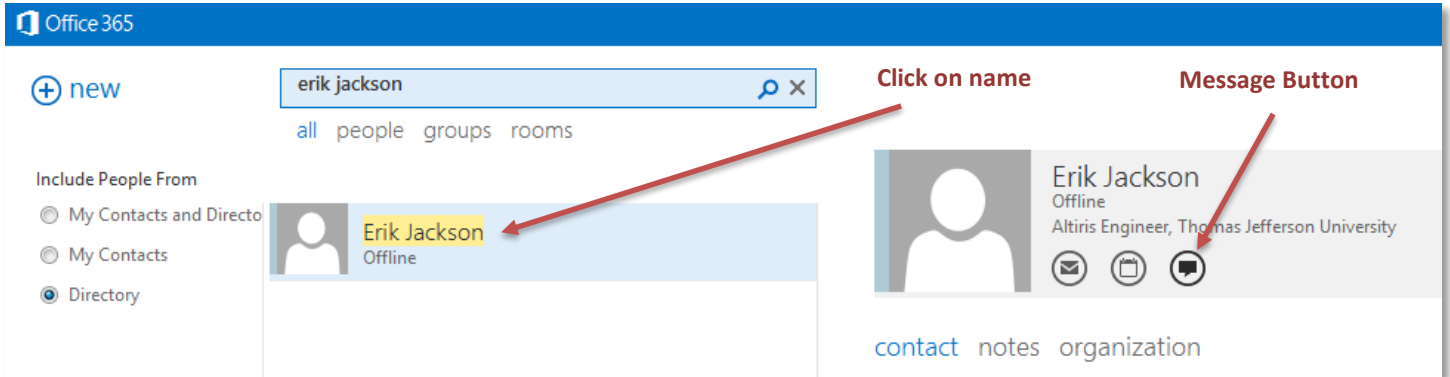
Directory

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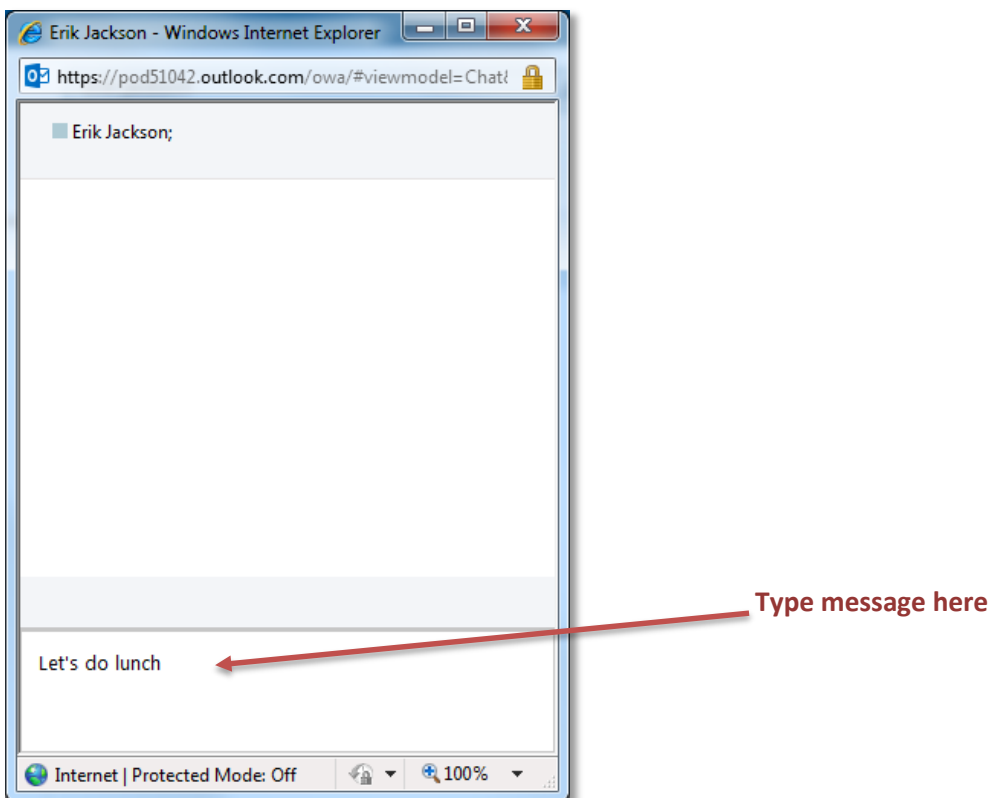
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- Once you've found the person you would like to message, click the person's name then click the "Send Instant Message" button. This opens the message window.



- Type your message and click the send button.

**Note:** If the message recipient is offline, they will not receive the message.



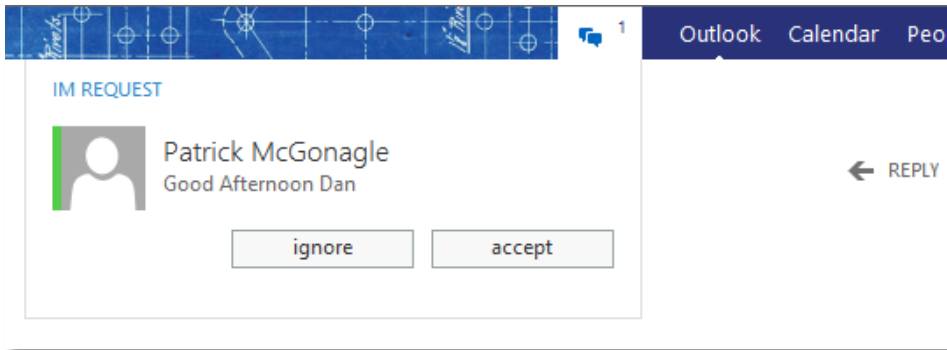
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## Receiving a message

1. When receiving a message from someone, you will see a notification in the top right hand corner of your window. Choose to accept or ignore by clicking on the appropriate button. This will open the message window.



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