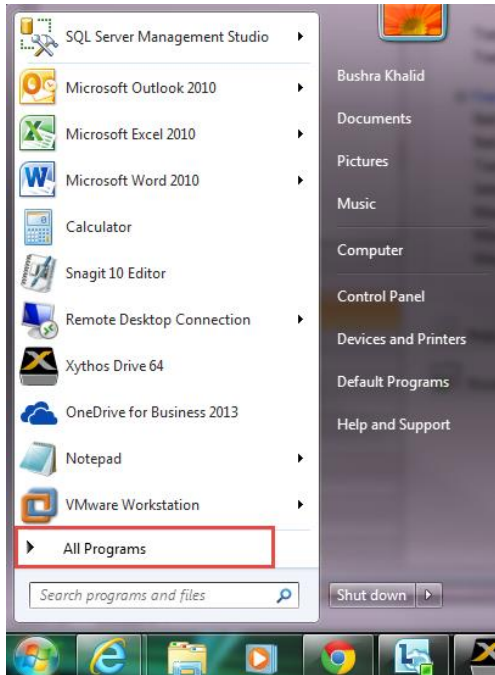


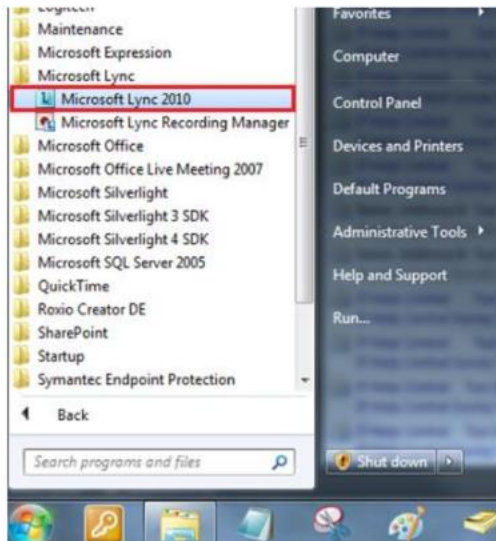
## Lync – Get Started – Win7

### Use Lync for the First Time:

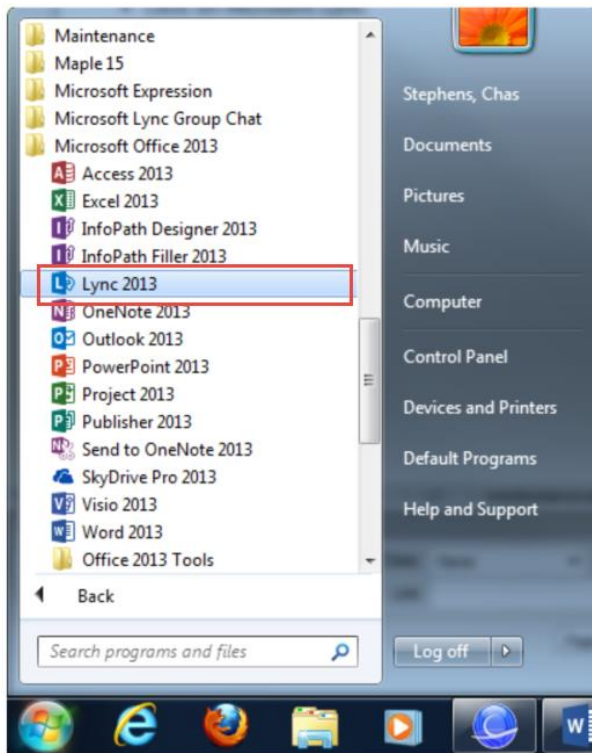
1. First, make sure that Microsoft Lync is already installed on your computer.
2. In the lower left hand corner, click the Start button, then click “All Programs.”



3. Scroll down. Depending on the version of Lync you have installed, you may or may not see a folder that says Microsoft Lync. If so, click on it. You should see Microsoft Lync as an available application to select.



4. If you do not have a Microsoft Lync folder, check to see if you have a Microsoft Office 2013 folder. If so, click to open the folder and you should see Lync 2013 within the folder. Click on that in order to launch Lync 2013.



**Note:** If you do not see either of these folders, please enter a [Help Desk](#) ticket.