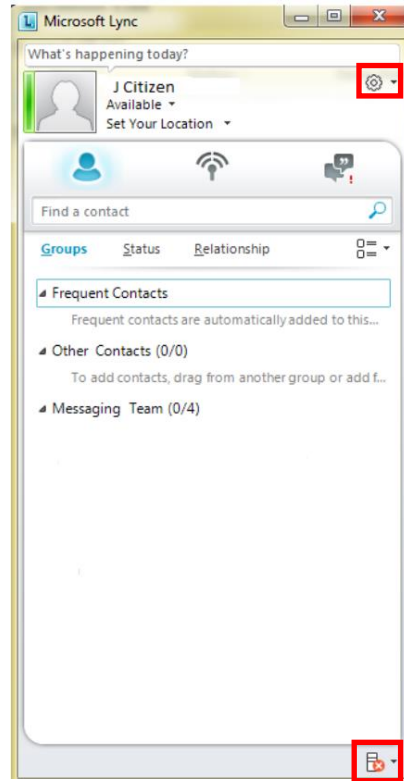


This guide explains how to access Lync on your device, using Microsoft Office 365.

Step 1 – Enabling Lync

Users who have Lync enabled may be required to Sign Out and Sign back in again to have their free/busy status appear correctly.

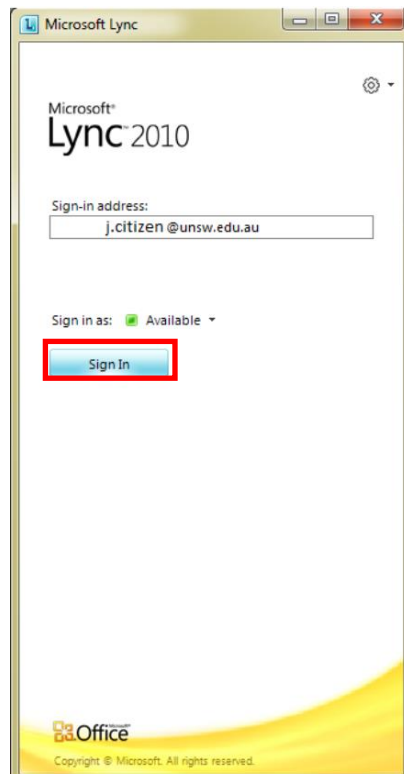
To Sign out of Lync, click on the **Options icon > File > Sign Out.**



Step 2- Signing into Lync

To Sign in to Lync, make sure your username is correct

Tap **Sign In**



Step 3 – Enter Credentials

Enter the following details:

Account: Your UNSW Email address

Username: z1D@ad.unsw.edu.au

Password: zPass

Click **Save my Password**

Tap **OK**.

Note: Use your UPN as your username to ensure your free/busy and calendar access is up to date.

Lync - Services Sign In

! Credentials are required

Type your user name and password to connect for retrieving calendar data from Outlook.

Account: j.citizen@unsw.edu.au

User name: z1234567@ad.unsw.edu.au

Password:

Save my password

OK Cancel

If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333

Email: ITServiceCentre@unsw.edu.au