How to Set up Lync on a Mac for Office 365

1. Log into the Portal at outlook.com/usm.edu, for username type w+ID#@usm.edu, and CampusID Password.

2. Once you are logged in it will open to OWA (Outlook Web Access) for your Email Account. Click on the Gear in the right corner.
3. Click **Office 365 Settings**.

4. Click **Software**.
5. Click Lync.

6. Click on Install
7. Once it is downloaded click on **Lync Installer**

8. Click **Continue**.
9. Click **Continue**.

10. Click **Agree**.

11. Click **Install**
12. Enter your **Computer Username** and **Password**.

13. It will began to run the package scripts.
14. Installation was Successful. Click Close.

15. Once the **Above Install is done** then go back to the Software page, then click on the **Update Install**.
16. Click **Download**.

17. It will start downloading automatically.

18. Open the file once it is done downloading.
19. Open the **Lync Installer**.

20. Click **Continue**.
21. Click on **Continue**.

22. Click on **Agree**.

23. Click **Install**.
24. Enter your **Computers username** and **password**.

![Password Input](image)

25. It will automatically start writing the files.

![Writing Files](image)

26. Click **Close**.

![Successful Installation](image)

27. Open **Lync for Mac**.
28. Email Address enter {w+ID#@usm.edu}, Sign in as up to you, User ID enter {w+ID#@usm.edu}, Password enter CampusID Password. Click Sign In.

29. Congratulations!
30. Note that when a user adds you as a Lync Contact, the notification may display the {w+ID#@usm.edu} of the person requesting to be added on your contact list.
31. If you would like to identify this person before clicking Ok, in the Search box of Lync type the w+ID# that is in the request then it will display the users first and last name as well as job title for you to see who it is before you click Ok to accept them into your Lync Contacts.