1. First you will want to open the Program. Start > All Programs > Microsoft Office > Lync 2013

2. Sign-in address w+ID@usm.edu, Click on Sign In.
3. If you want the user to automatically sign on next time Lync opens, click Yes.

4. Then it will begin to connect to the server.
5. Once you see this screen the account has successfully logged into Lync. You should be all set.