

# DSA Lync Migration v20170807

Department User Steps



The Division of Student Affairs (DSA) is transitioning its Lync Instant Messenger (a.k.a. Skype for Business) service from servers hosted by the Department of IT (DoIT) to servers hosted by TAMU IT.

Effectively immediately, DSA Lync users can switch to the campus Lync service simply by signing out of their existing Lync client and then signing back in using their TAMU NetID@tamu.edu credentials.

**On August 16, 2017, the DoIT Lync service will no longer be available.**

## Things to know:

- The transition should be low impact.
- You will now log into Lync using your NetID@tamu.edu credentials (just like Outlook/Exchange).
- By switching over to campus Lync this enables the ability to communicate with anyone at TAMU that is also using campus Lync.
- Your contacts in DoIT Lync will not transfer over to campus Lync. You will have to add them manually after the switch.
- In campus Lync, you will be able to add contacts for anyone at TAMU using their NetID or searching for them using their first and last name.
- By default no one will be able to see your online status until you add them to your contact list. Similarly, the status for someone will show as offline until they add you to their contact list. If you want everyone in TAMU to see your status, this can be enabled also.
- You will still contact DoIT Service Desk for help and support.

## Questions or Support:

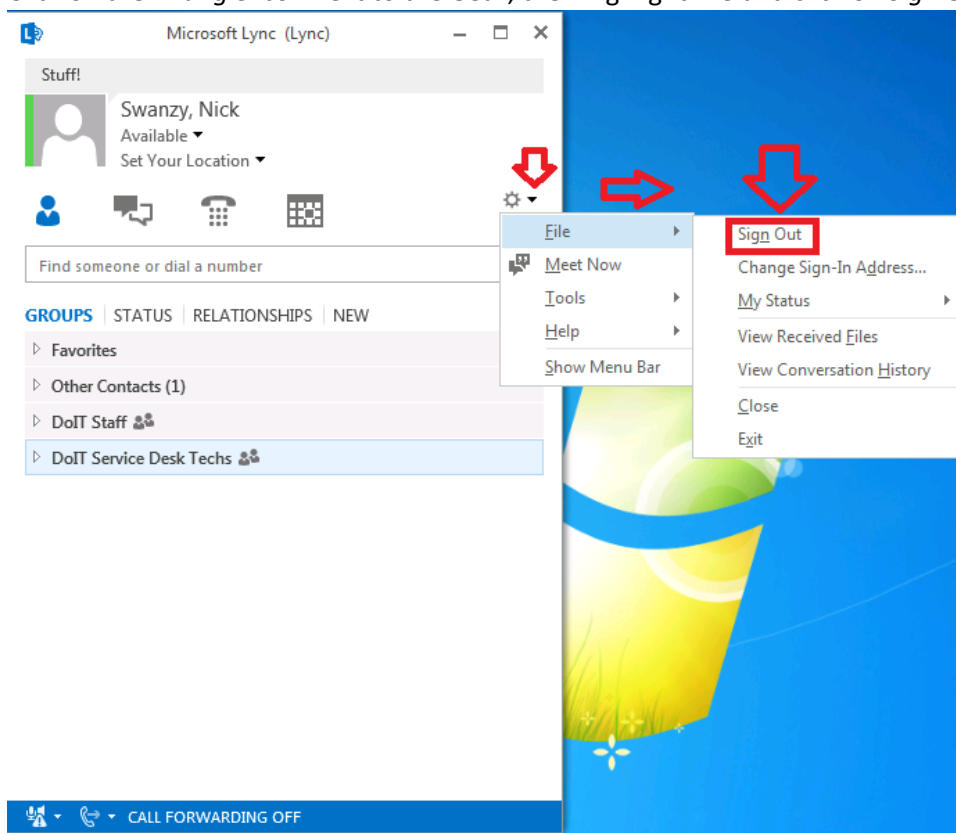
If you have any questions or need support please contact the DoIT Service Desk by emailing [help@doit.tamu.edu](mailto:help@doit.tamu.edu) or calling 979-862-7990.

NOTICE: Follow the “How to switch to TAMU campus Lync” instructions on the [next page](#).

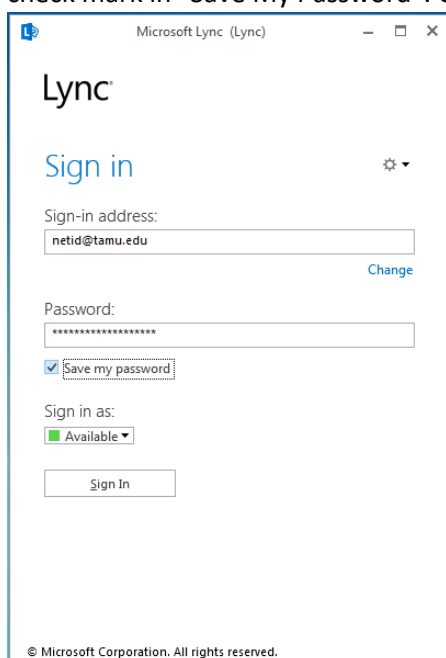
## How to switch to TAMU campus Lync

(Can be done immediately. Mandatory on August 16, 2017.)

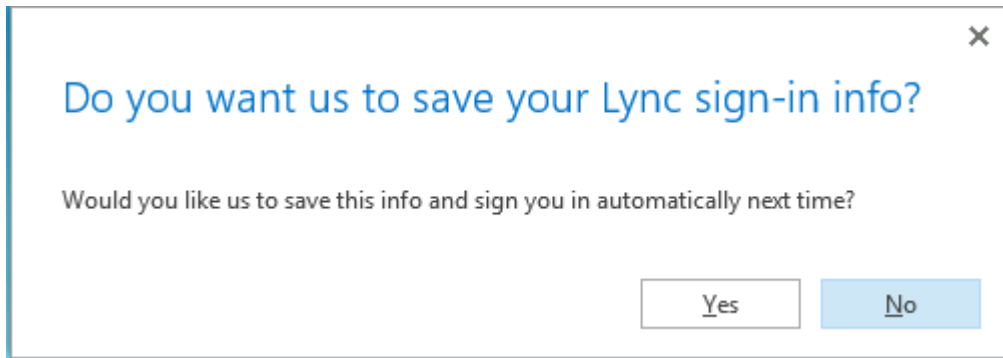
1. Open Lync (Skype for Business)
2. Click on the *Triangle* icon next to the *Gear*, then highlight *File* and click on *Sign Out*.



3. Replace the "Sign-in Address" with your [NETID@tamu.edu](mailto:NETID@tamu.edu) and type in your password. Also place a check mark in "Save My Password". Click Sign In.



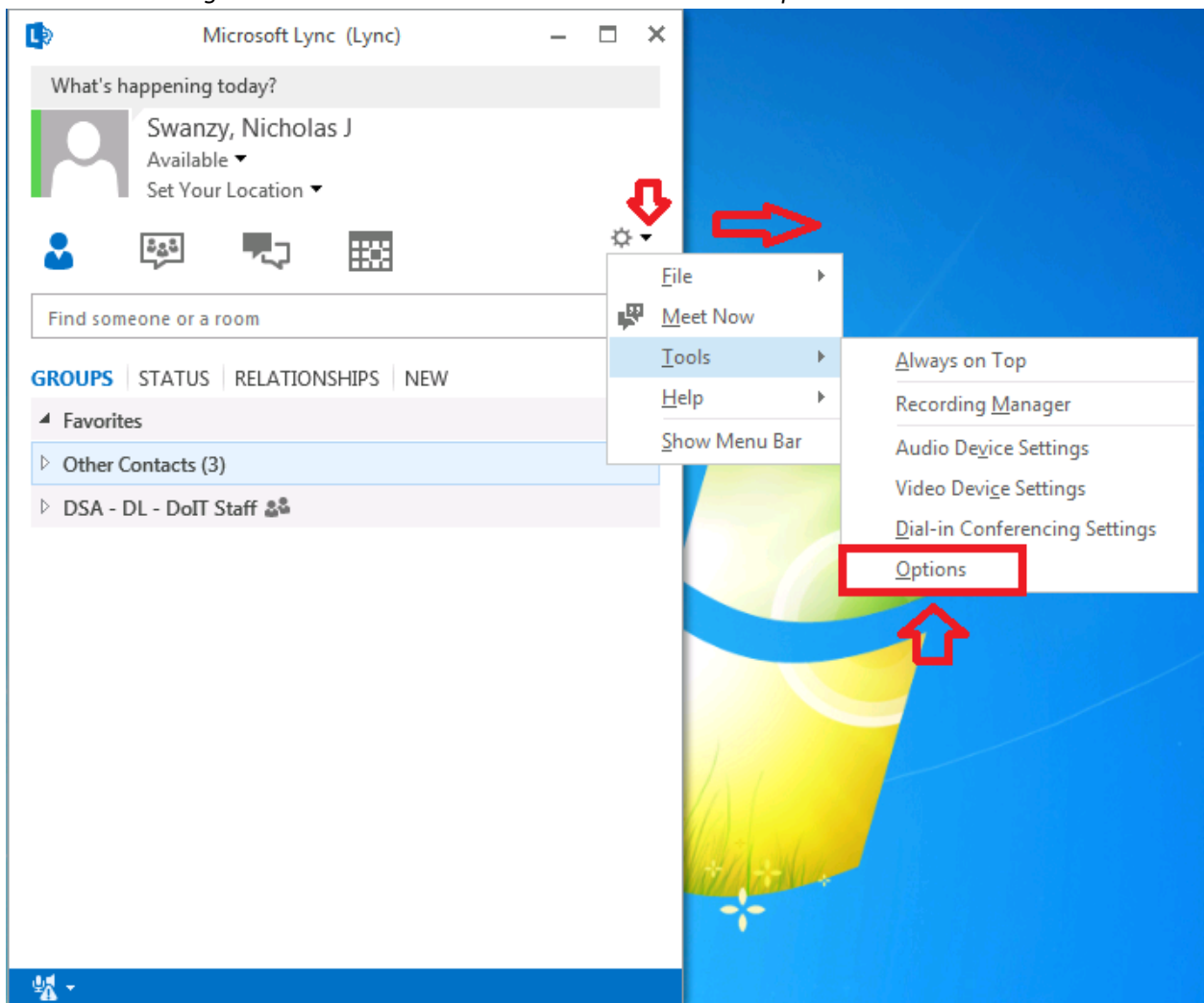
- After you click sign in you will be presented with a pop confirming that you want to Save the sign in info. Click Yes.



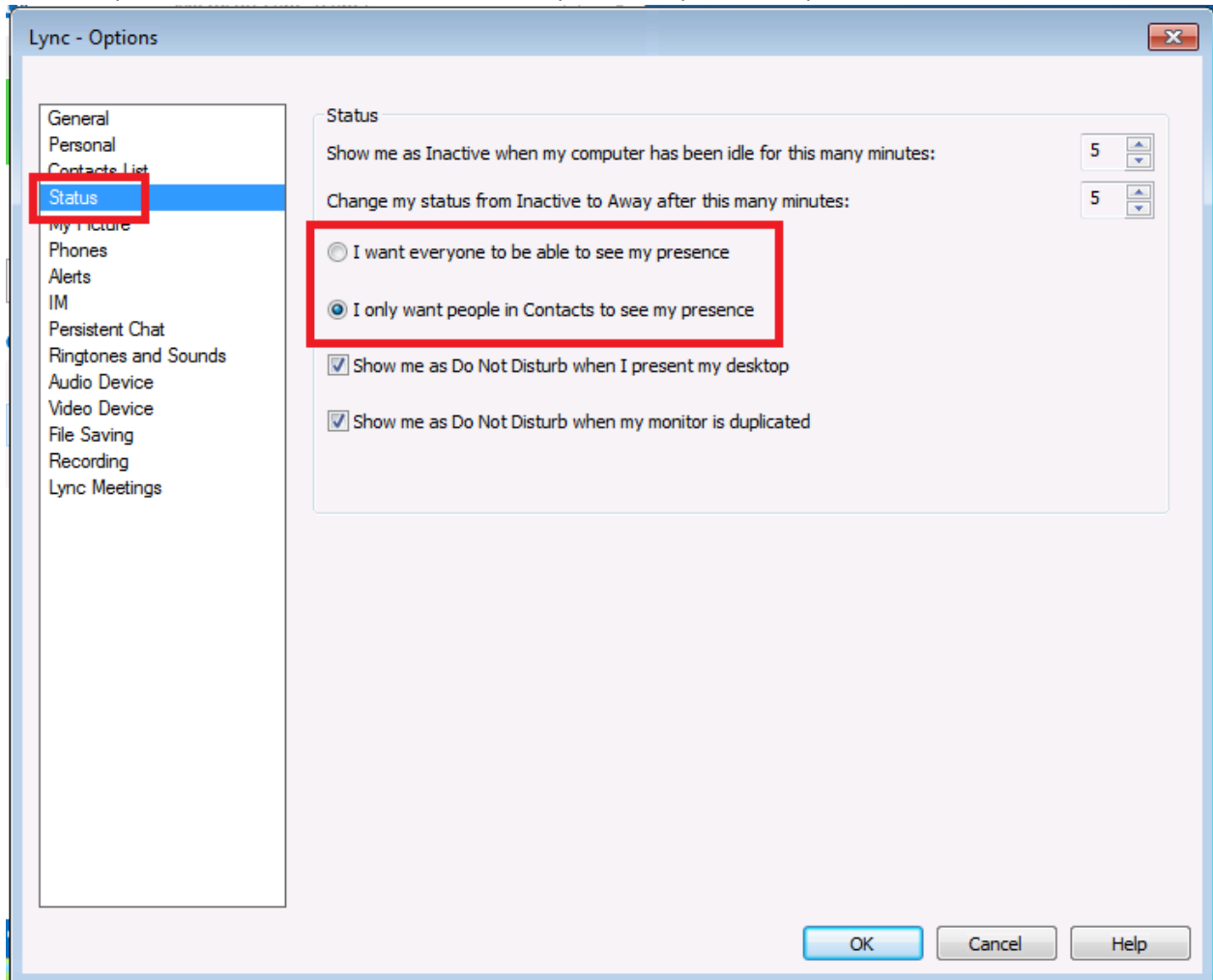
NOTES:

You are now using campus Lync. By default Lync will only show your presence status as “Offline”. If you want someone to be able to see your presence such as “Available, Busy or Away”, you will have to either add them individually to your contact list or change your default presence to allow everyone to see your status. To change your default presence setting, follow steps 5-7. To add individuals, follow step 8.

- Click on the *Triangle icon* next to the *Gear*. Click on *Tools*. Click on *Options*.



6. Once in options click on *Status* then select the option that you would prefer.



7. Click *OK*.

8. To begin adding users click in the “Find Someone or Room Field” and type in their name or there NetID. Once you locate the person you can then add them to your contact list.

