

How to connect to Skype and External Microsoft Lync 2013 Users

This document will show you how to:

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IMPORTANT!!!

Skype users will need the latest Skype client available from Skype.com.

Additionally, Skype users must sign into Skype with a Microsoft account (formerly Windows Live ID) to communicate with Lync contacts.

A Microsoft account is the combination of an email address and a password that you can also use to sign into Microsoft services such as:

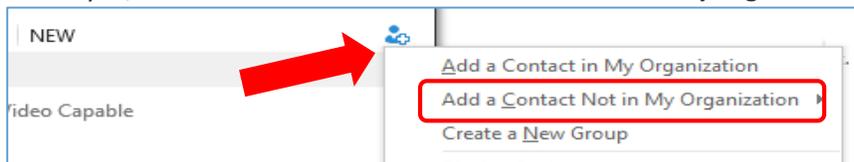
- SkyDrive
- Xbox LIVE
- Outlook.com (and previously Hotmail or Messenger)

Communication with other Instant Messenger providers isn't supported (**NO GMAIL, YAHOO MESSENGER, iMessage or AOL INSTANT MESSENGER**).

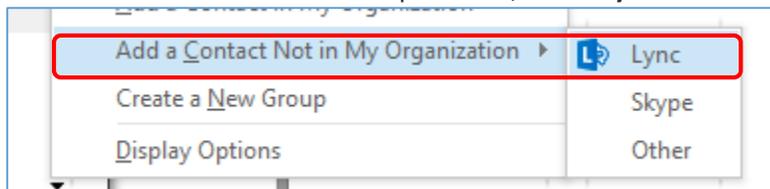
If you have any questions, please contact the OIT Help Desk at 877-HLP-CNCS (877-457-2627).

1. How to add an External Lync Contact

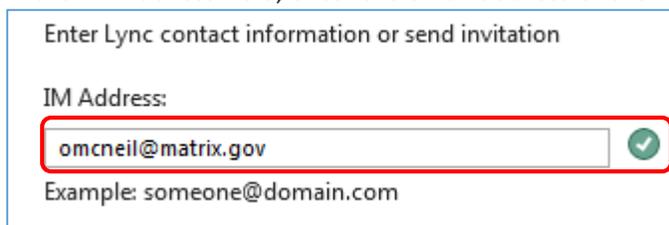
- a. From Lync, click **Add a contact**  > **Add a Contact Not in my Organization**



- b. From the list of available contact providers, select **Lync**.



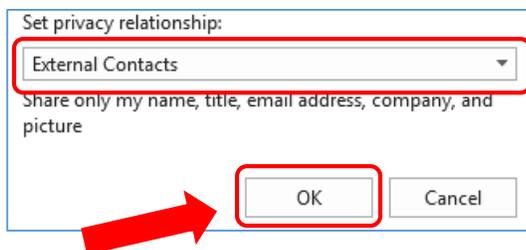
- c. In the **IM Address** field, enter the email address of the **Lync** user.



- d. In the **Add to contact group** dropdown box, select a contact group to add the user to.



- e. In the **Set privacy relationship** dropdown box, select the appropriate contact setting and then click **“OK.”**

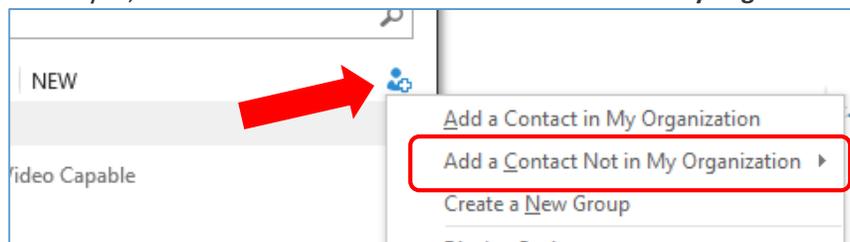


- f. The user will now appear as a contact in Lync.

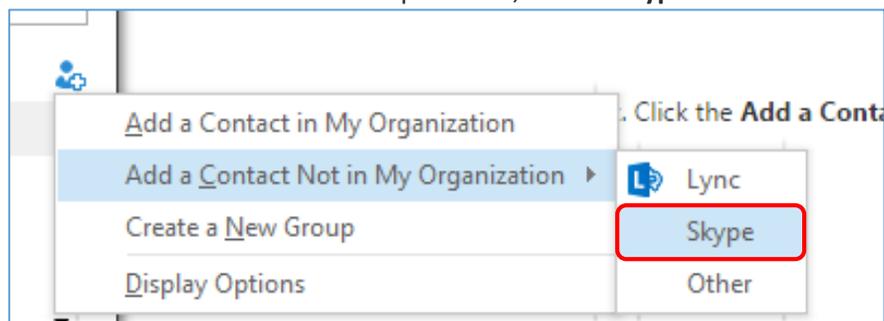


2. How to add a Skype Contact

- a. From Lync, click **Add a contact**  > **Add a Contact Not in my Organization**



- b. From the list of available contact providers, select **“Skype.”**



- c. In the **IM Address** field, enter the Microsoft Account (MSA) of the Skype user.

Add Skype contact

Enter Skype contact information or send invitation

IM Address:

omarcncs@outlook.com ✓

Example: someone@domain.com

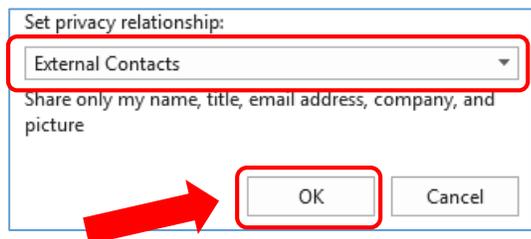
- d. In the **Add to contact group** dropdown box, select a contact group to add the user to.

Example: someone@domain.com

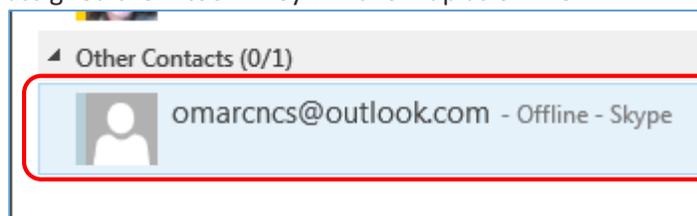
Add to contact group:

Other Contacts ▼

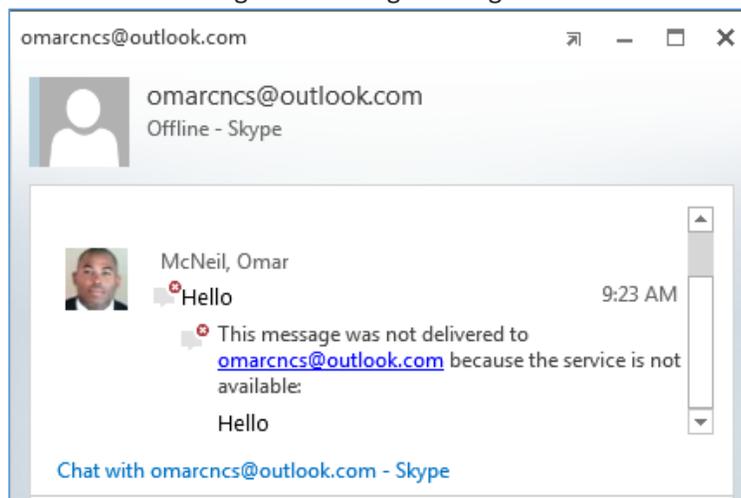
- e. In the **Set privacy relationship** dropdown box, select the appropriate contact setting and then click **“OK.”**



- f. The Skype user will now appear as a contact in Lync under the contact group you assigned them too. They will show up as offline.



- g. The Skype user will remain Offline until they accept your contact request. Even if you send them a message it will not go through.

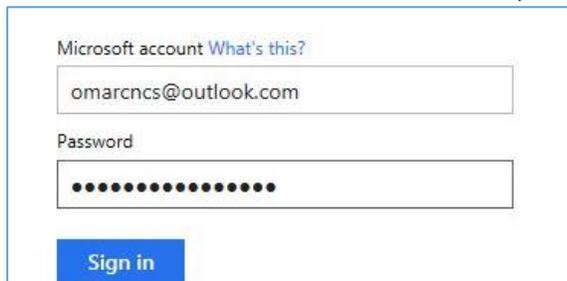


h. TO BE PERFORMED BY THE SKYPE CONTACT

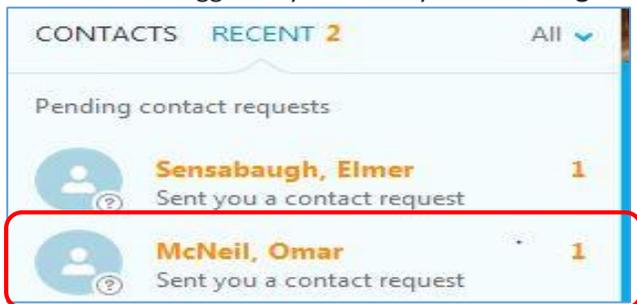
- i. Open Skype and Sign in using your Microsoft Account



- ii. Enter Microsoft account email and password and click **“Sign in”**.



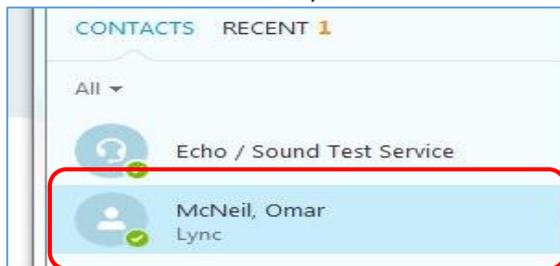
- iii. Once Logged in you locate your **“Pending contact requests”**.



- iv. Click on the Requestor’s name then click on **“Accept”** to add to the Skype Contact List.



- v. After a moment Lync Contact will show up as available.



- i. The Skype Contact will now show up as available on your Lync Contact List.

