

## Downloading and Installing Lync for Windows

The Lync software (or client) allows you to use your computer as a telephone, as well as enables you to use unified communication tools. Before downloading and installing Lync, you need to identify the bit rate (32-bit or 64-bit) of your operating system.

To identify your bit rate:

Right-click **Computer** or **My Computer** and select **Properties**.

Your system information is listed under the **System** tab.

To download Lync:

1. Go to the software download site: <http://software.e.uh.edu/software/lync/windows>
2. Click the bit rate of your operating system.
3. Click **LyncSetup.exe**.
4. Click **Save**.

Locate the LyncSetup.exe file that was saved to your hard drive.

To install Lync:

1. Double-click **LyncSetup.exe**.
2. In the User Account Control dialog box, click **Yes**.
3. In the Lync Setup dialog box, select **Use Microsoft update when I check for updates (recommended)**.
4. Click **Ok**.
5. In the next Lync Setup dialog box, click **Install**.
6. After the installation is complete, in the Lync Setup dialog box, click **Close**.

**Install the Lync Update before starting Lync.**

To download the Lync update:

1. Go to the software download site: <http://software.e.uh.edu/software/lync/windows>
2. Click the bit rate of your operating system.
3. Click **Lync-Update.msp**.
4. Click **Save**.

Locate the Lync-Update.msp file that was saved to your hard drive.

To install the Lync update:

1. Double-click **Lync-Update.msp**.
2. In the Lync Setup dialog box, click **Next**.
3. In the next Lync Setup dialog box, click **Update**.
4. In the User Account Control dialog box, click **Yes**.
5. When the update is complete, click **Finish**.

For information on using Lync, see UIT document "Using Lync for Windows".

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