1. The Lync 2013 application can be downloaded and installed from the Outlook web app (http://myemail.ucdenver.edu)

Step 1. Login to http://myemail.ucdenver.edu using your full email address or University username.

Step 2. Click on Office 365 settings under the gear icon in the top right corner of the window.

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: http://4help.oit.ucdenver.edu
Step 3. Select Software from the left-hand menu options

Office 365 settings

Me
SAMSON.VILLANI@UCDENVER.EDU

Software
Install and manage software.

Theme
Choose your own theme.

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Step 4. This will take you to the Install Lync window, select the appropriate version for your computer depending on if you have the 32-bit or 64-bit office installed. Click on the Install button when ready to download and install.

![Software](Image)

**Note:** To select a different version of Lync than the 32-bit client, click on the ‘Advanced’ button and select the 64-bit client.

![Languages](Image)

Step 5. This will launch the Office installer and install the Lync Academic 2013 client on your computer.

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Step 6. You can then launch and run the Lync 2013 client, when signing in use your full email address and University password.

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