How to Install Lync on a Mac
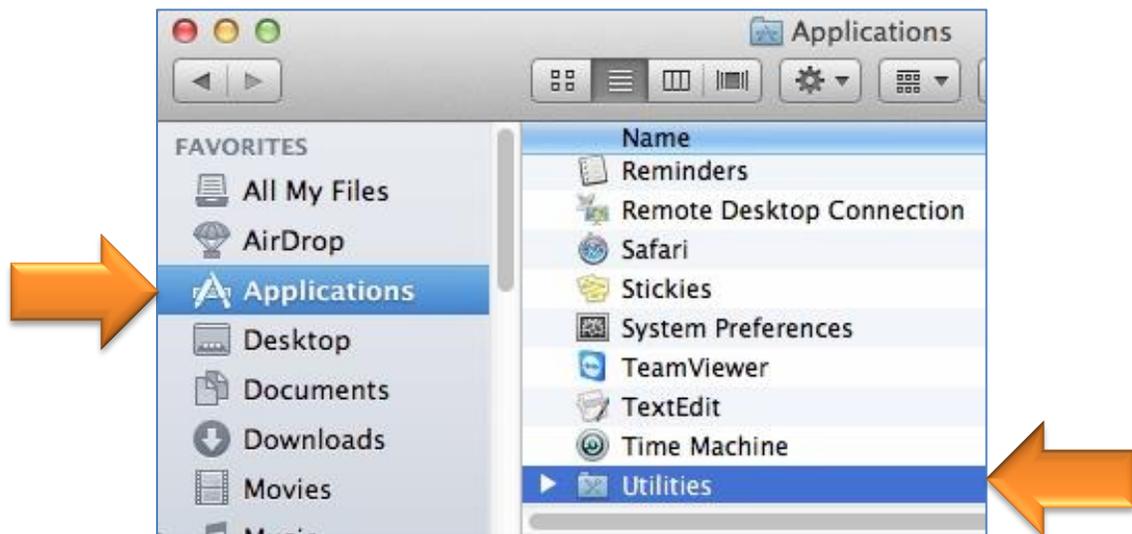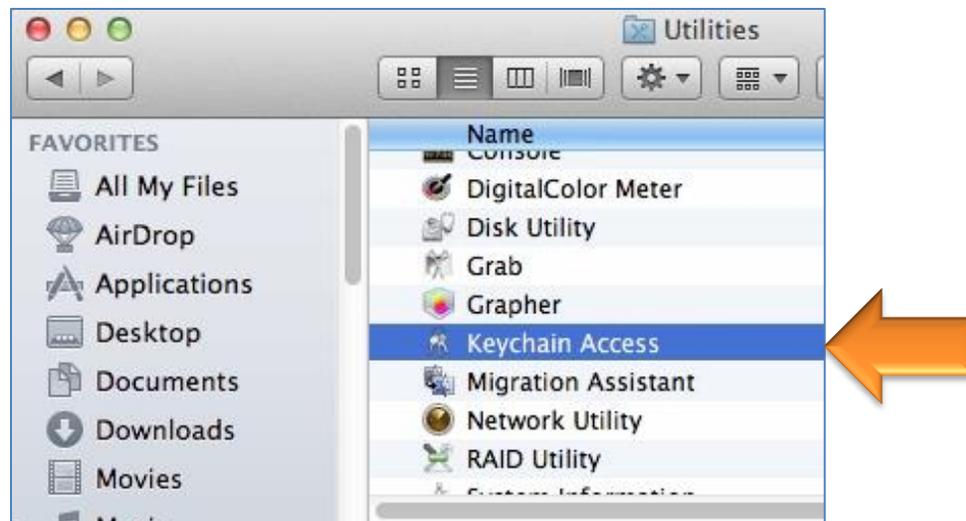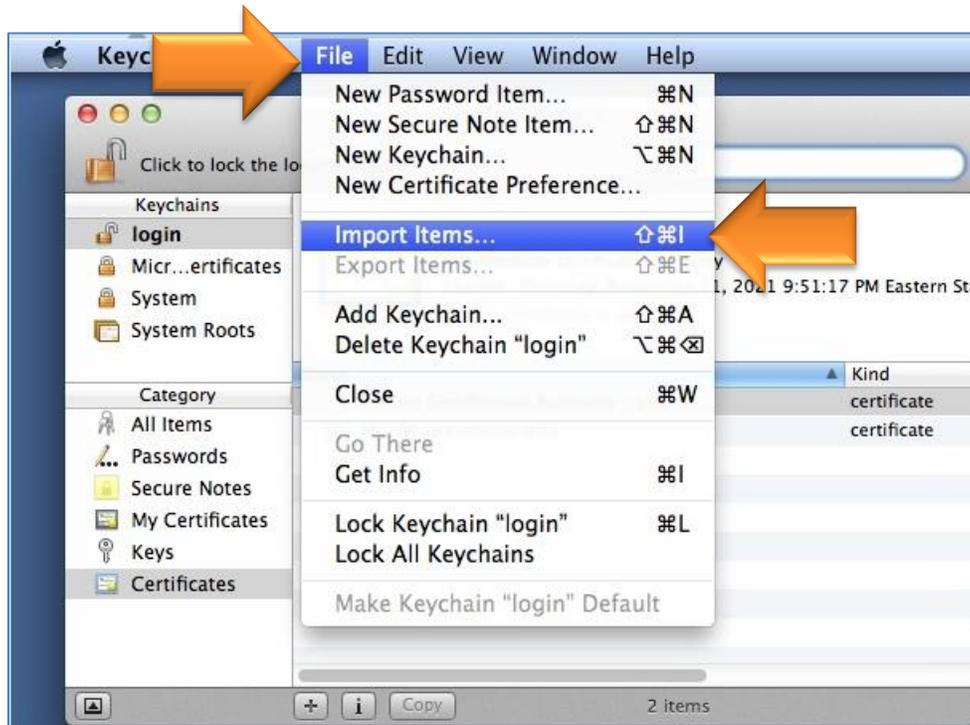
1. Click here and download the linked file. You may need to accept security prompts.

2. Click the Finder icon in the dock ⏚ and select **Applications** on the left side of the Finder window. Scroll down, and expand the **Utilities** folder.
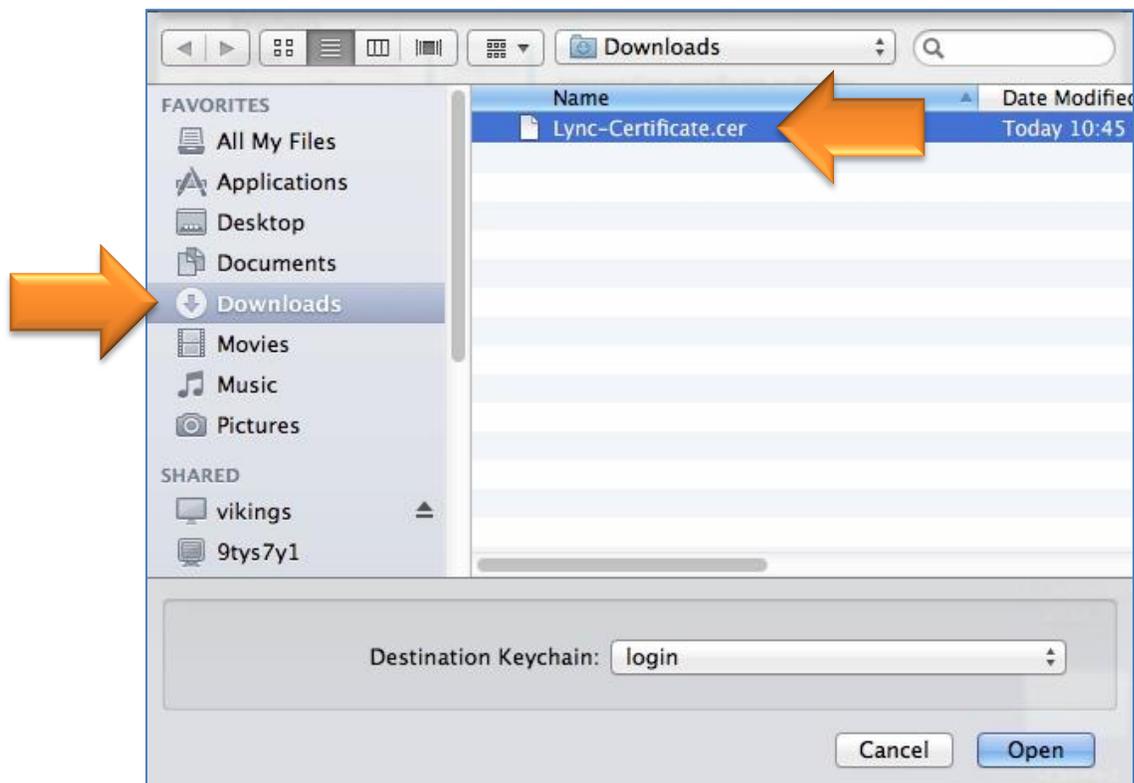

3. Run **Keychain Access**, located in the **Utilities** folder.

4. After the keychain utility opens, select **Import Items…** from the **File** menu.
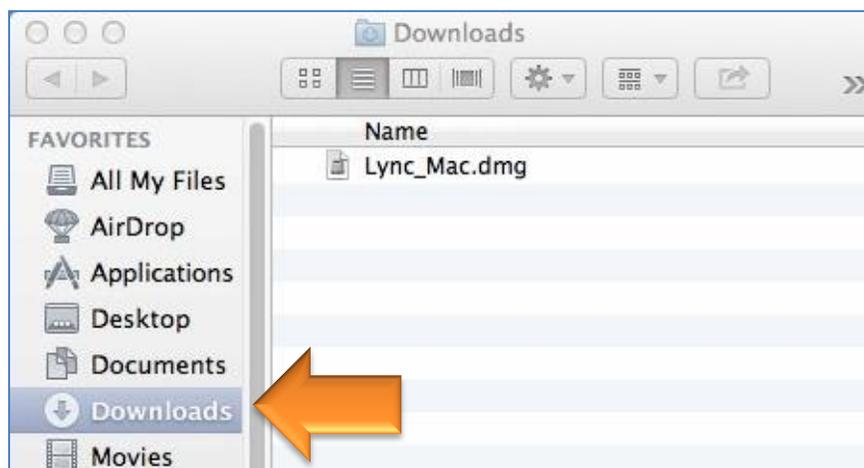

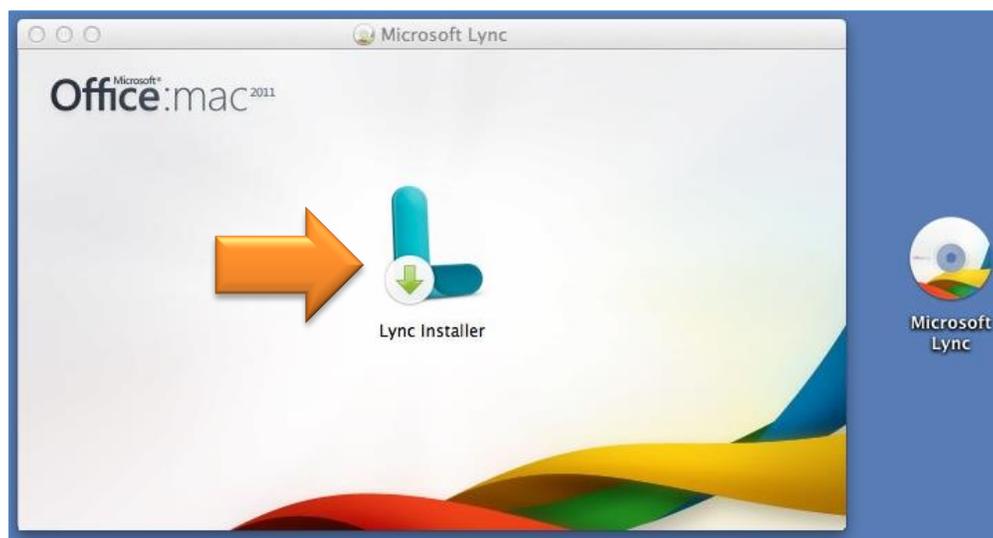5. Select **Downloads** on the left, select the **Lync-Certificate.cer** file, and click **Open**.

6. Click the **Always Trust** button and enter your password when prompted. You can close the Keychain utility after this step.
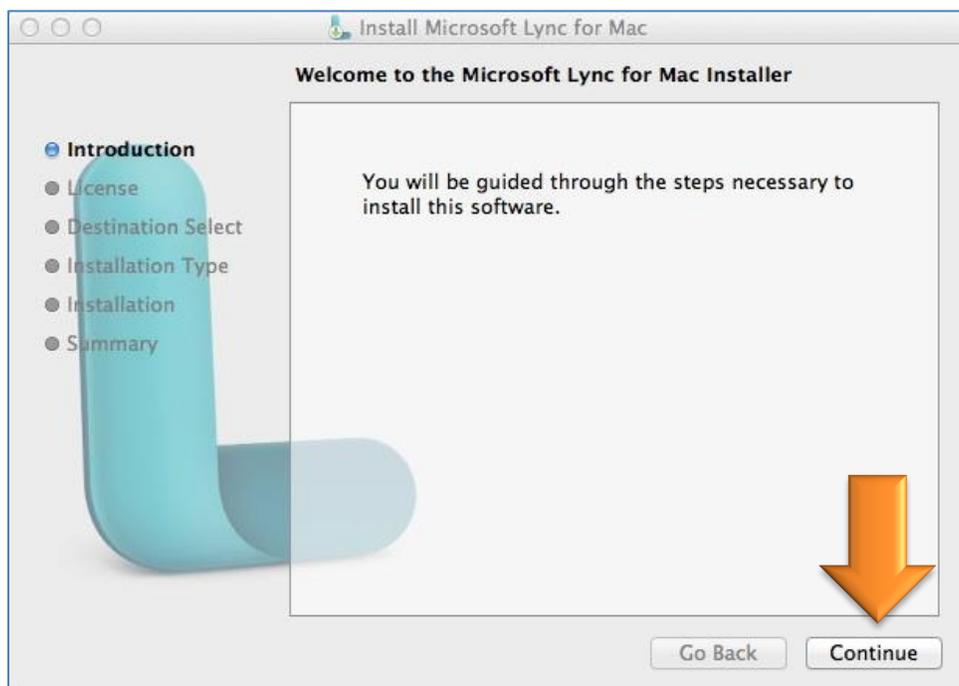

7. Click here and download the linked file. You may need to accept security prompts.
8. When the download completes, double-click the file named **Lync_Mac.dmg** in your **Downloads** folder. To access the Downloads folder, you can click the Finder icon in the dock:

9. A Microsoft Lync icon may appear on the desktop, and the Lync installer window should open. Double-click the **Lync installer** icon.
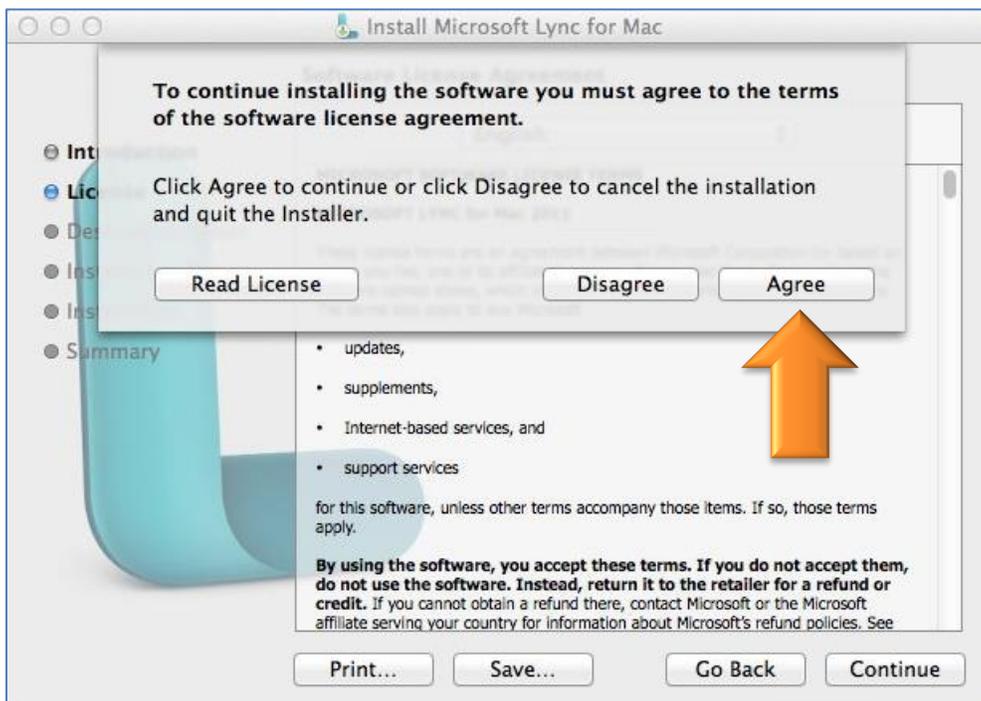

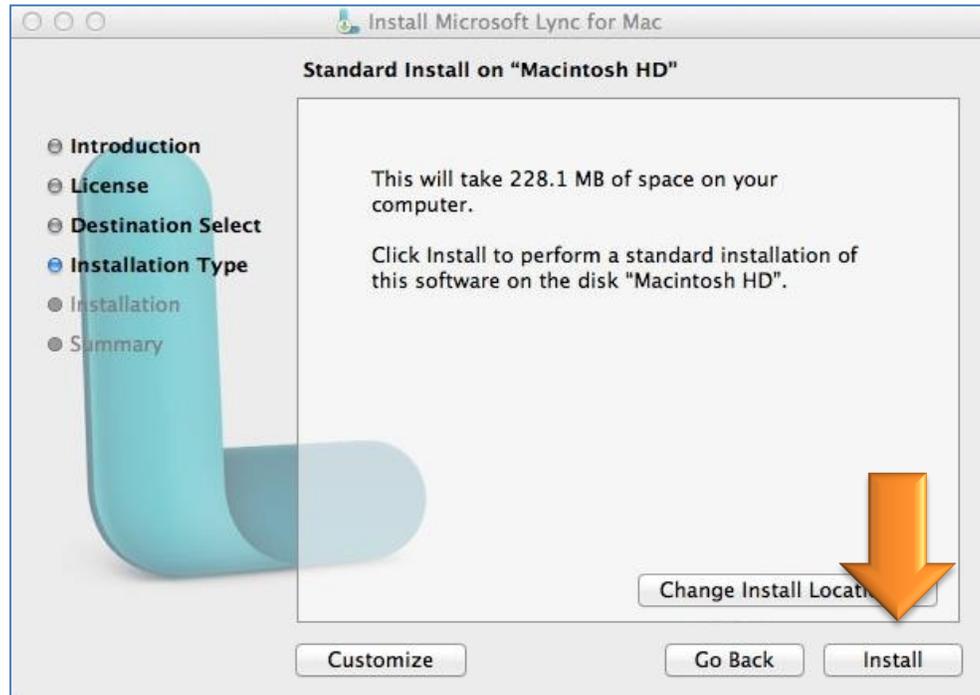10. Click the **Continue** button at the Lync installer welcome screen.

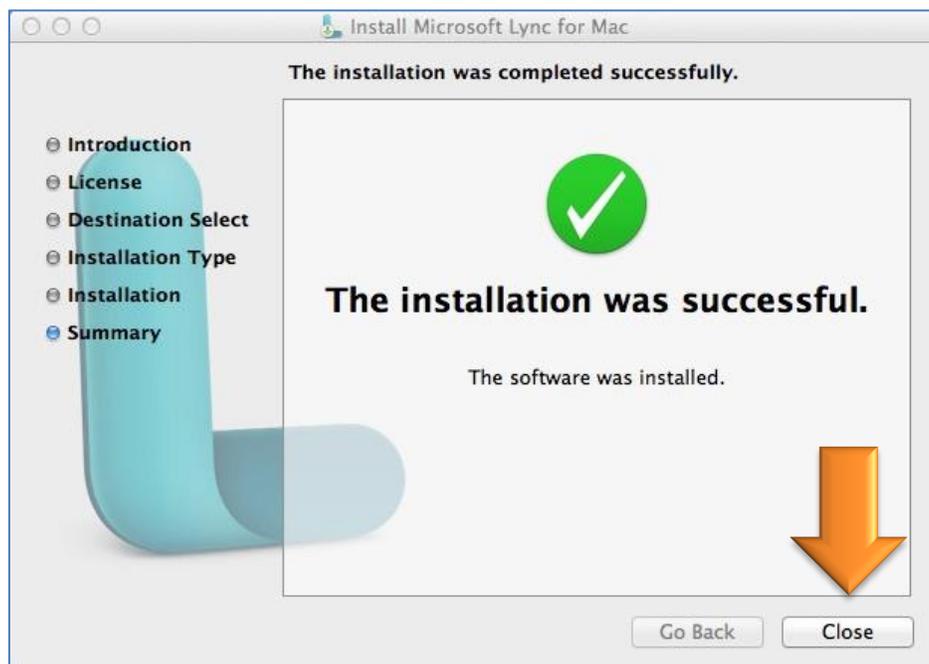11. Click the **Continue** button at the license agreement screen.

12. Click the **Agree** button to accept the license agreement.

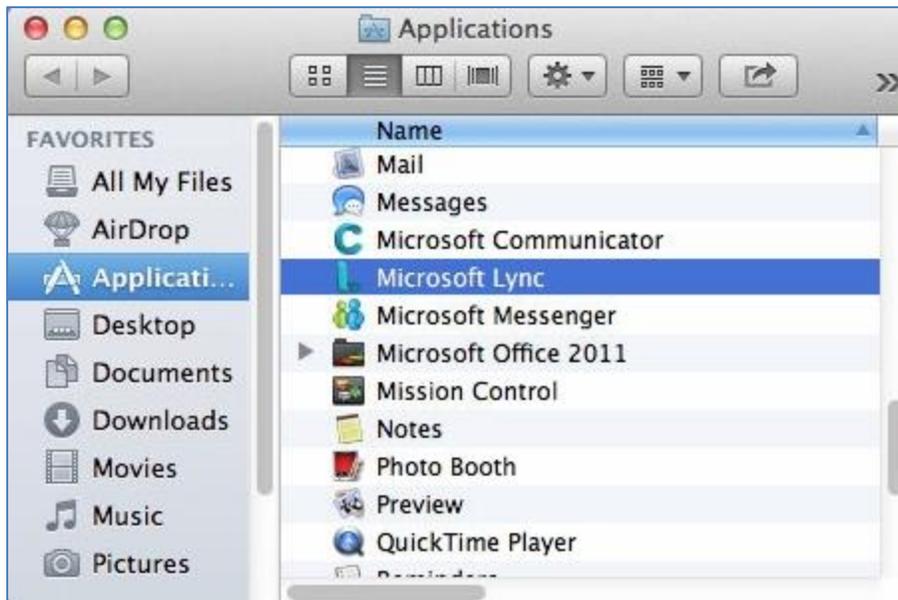13. Click the **Install** button to begin the installation.

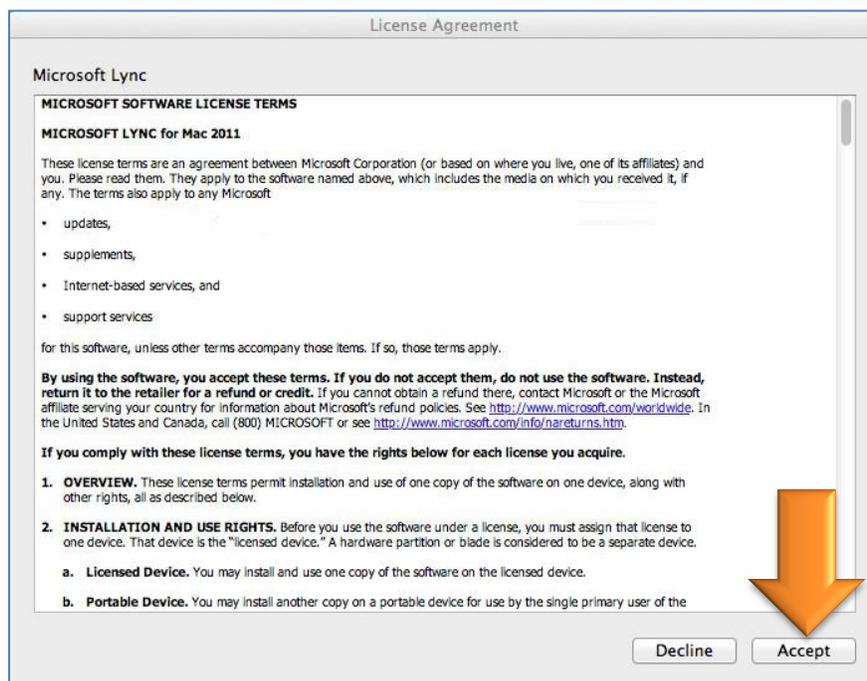14. Click the **Close** button to complete the installation.

15. Launch Lync. It may have put an icon in the dock:

If not, it will appear in the list of applications as **Microsoft Lync**.

16. Click the **Accept** button to accept the license agreement.

17. Enter your email address, user name, and password, and click the Sign In button. If your email address is smith_j@mercer.edu, then your User ID would be smith_j