- 1. Click <u>here</u> and download the linked file. You may need to accept security prompts.
- 2. Click the Finder icon in the dock 4 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.

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A Micr ertificates	Import Items	ት 🕅	
	Export Items	☆ ₩E	, 2021 9:51:17 PM Eastern St
System System Roots	Add Keychain Delete Keychain "login"	☆業A て業⊗	
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My Certificates% Keys	Lock Keychain "login" Lock All Keychains	₩L	
Certificates	Make Keychain "login" Default		

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

	1	Name Lync-Certificate.ce		Date Mod Today 10
All My Files		_		
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Downloads				
Music				
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	Destination	Keychain: login		\$

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

Click to lo	ock the login keychain.	Q	
	Do you want your computer from now on? This certificate will be marked a change your decision later, oper its Trust Settings.	to trust certificates signed by "rolo" s trusted for the current user only. To the certificate in Keychain Access and edit	Sta
🐻 rolo			
Certificat Road Antes	rolo Root certificate authority Expires: Monday, December 3, 2 Time This root certificate is not true	2018 11:06:58 AM Eastern Standard	
▶ Trust▶ Details			
	Hide Certificate	Don't Trust Always Trust	

- 7. Click <u>here</u> 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: 4

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FAVORITES	Name Lync_Mac.dmg	>>
AirDrop		
Desktop		
Downloads Movies		

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 <u>smith j@mercer.edu</u>, then your User ID would be smith_j

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Email Address:	smith_j@mercer.edu	•
Sign in as:	Automatic	\$
User ID:	smith_j	
Password:	•••••	
	Remember my password	