Making Calls Directly from the Contact List

Version A – Microsoft Lync 2010

1. Launch Microsoft Lync if it is not already running.

2. Locate the person within your Contact List you want to call (if the person is not in your Contact List, you can also type their name into the “Find a contact or dial a number” box.)
3. Hover over the person’s name in the list and you should see a “Call” button with a drop down. Click that button and you should see a list of phone numbers assigned to the contact. **(Tip: If you have an Outlook contact with extra phone numbers such as home or cell phones, those will also be pulled into the person’s phone number list in Lync.)**
4. Click the number you wish to call and your call will start connecting.
1. Launch Microsoft Lync if it is not already running.

2. Locate the person within your Contact List you want to call (if the person is not in your Contact List, you can also type their name into the “Find someone or dial a number” box.)
3. Hover over the colored square next to their name, then click the Call button that appears. Clicking the dropdown arrow will show you a list of phone numbers assigned to the contact. (Tip: If you have an Outlook contact with extra phone numbers such as home or cell phones, those will also be pulled into the person’s phone number list in Lync.)
4. Click the number you wish to call and your call will start connecting.