Make a Call On Behalf of Somebody I Manage Calls For

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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 or number into the “Find a contact or dial a number” box.)
3. Click the dropdown arrow next to the Call button.

4. Click the dropdown that says “For Myself” to see a list of available people you can make calls on behalf of.
5. Select the person that the call will originate from, and then click the number to place the call.
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 or number into the “Find someone or dial a number” box.)

![Contact List with search bar and call button]

3. Hover over the colored square next to their name, then click the dropdown arrow next to the Call button that appears.
4. Hover over the person you want to place the call on behalf of to see a list of phone numbers to call. Click the phone number that is appropriate for the call you are making.