Lync 2013- Adding Knights Email Accounts

Requirements for adding Knights Email Accounts to your Contact List:

The Lync systems for faculty and students are federated entities. A faculty member must add a student first before a student can add a faculty member to their Contact List. Once the student has been added by a faculty member, the student can then add the faculty member and communication can occur.

For extra instruction on adding an external contact to your Lync Contact List, click [this link](#) or click the dropdown arrow next to the Settings cog, select Help, and then click Lync Help.

To add a Knights Email account to your Lync Contact List, click the Add Account icon.

Select **Add a Contact Not in My Organization** and then click **Lync**.
Then type in the address you wish to add to your Contacts List, select a group to place it in, and click OK.

The contact will then be placed into the group you selected in your Contacts List.

If you have previously added a Knights Email address that you removed and wish to add again, you can use the search bar at the top of the Lync client window.