

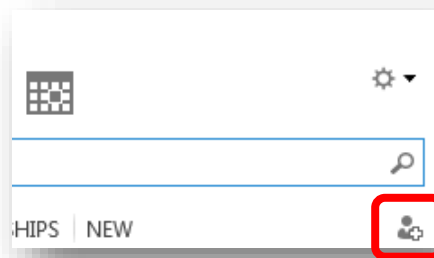
# Lync 2013- Adding Knights Email Accounts

Requirements for adding Knights Email Accounts to your Contact List:

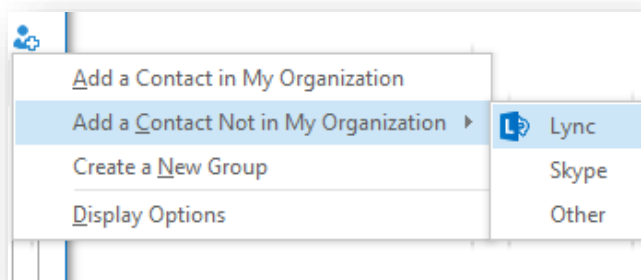
The Lync systems for faculty and students are federated entities. A faculty member must add a student first before a student can add a faculty member to their Contact List. Once the student has been added by a faculty member, the student can then add the faculty member and communication can occur.

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**.

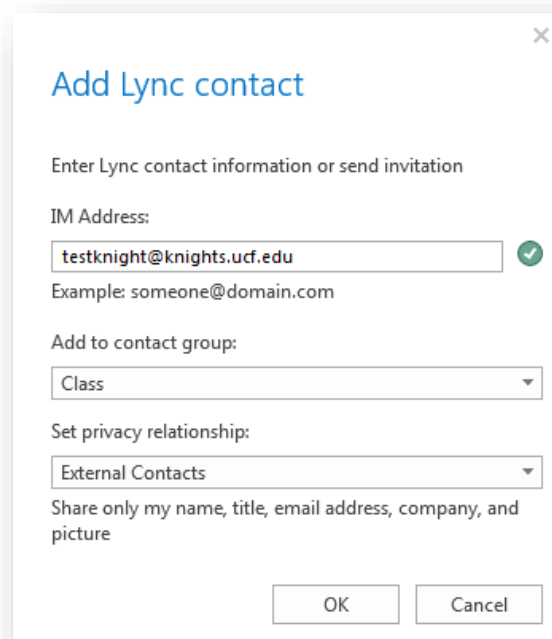
To add a Knights Email account to your Lync Contact List, click the Add Account icon.



Select **Add a Contact Not in My Organization** and then click **Lync**.

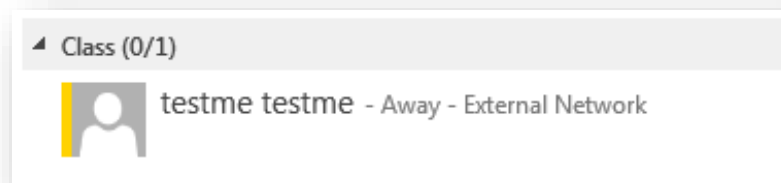


Then type in the address you wish to add to your Contacts List, select a group to place it in, and click **OK**.



The screenshot shows a dialog box titled "Add Lync contact" with a close button (X) in the top right corner. Below the title is the instruction "Enter Lync contact information or send invitation". The "IM Address:" field contains "testknight@knights.ucf.edu" and has a green checkmark to its right. Below this is the text "Example: someone@domain.com". The "Add to contact group:" dropdown menu is set to "Class". The "Set privacy relationship:" dropdown menu is set to "External Contacts". Below this is the text "Share only my name, title, email address, company, and picture". At the bottom are "OK" and "Cancel" buttons.

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.

