HawkMail365: Accessing Lync Via HawkMail

Using Lync to Chat:

1. Log into HawkMail365 using your NetID
2. **Click on your name** in the top right hand corner and select **Sign in to IM**

![Image of Lync interface showing NetID and sign-in options]

3. Once successfully signed in, a **Green Box** will appear next to your name.

![Image of Lync interface with green box next to name]

4. **Start Chatting**
   a. Click the **People Tab**
   
   ![Image of Lync interface with people tab selected]
   
   b. Search for the person you’d like to chat with (if you search by my last name, I will appear automatically).
   c. Click the **Chat Icon** under my name to send me a message.

![Image of Lync interface with chat icon selected]