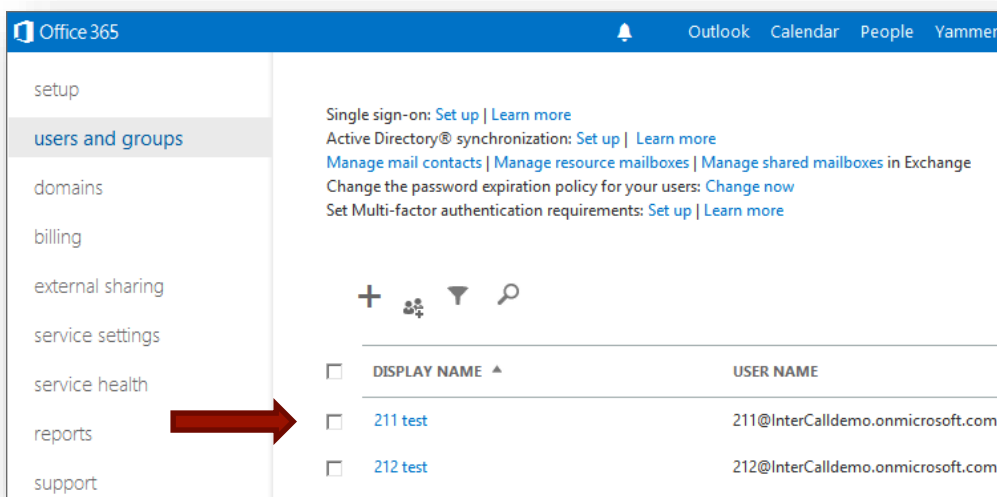


# ADDING AUDIO TO YOUR LYNC ONLINE ACCOUNT

Microsoft® Lync™ Online, offered by ConverseNetworks, integrates our industry-leading audio conferencing platform with Lync Online, enabling participants to join via PSTN phone lines and providing enhanced in-call controls.

## Uploading Your Reservationless Account Details into the Microsoft Portal

- 1 Log into your Microsoft Online Portal and, from the Admin Overview, select **Users and Groups**. Then Click on the name for the individual for which you'd like to add audio.



Office 365 Outlook Calendar People Yammer

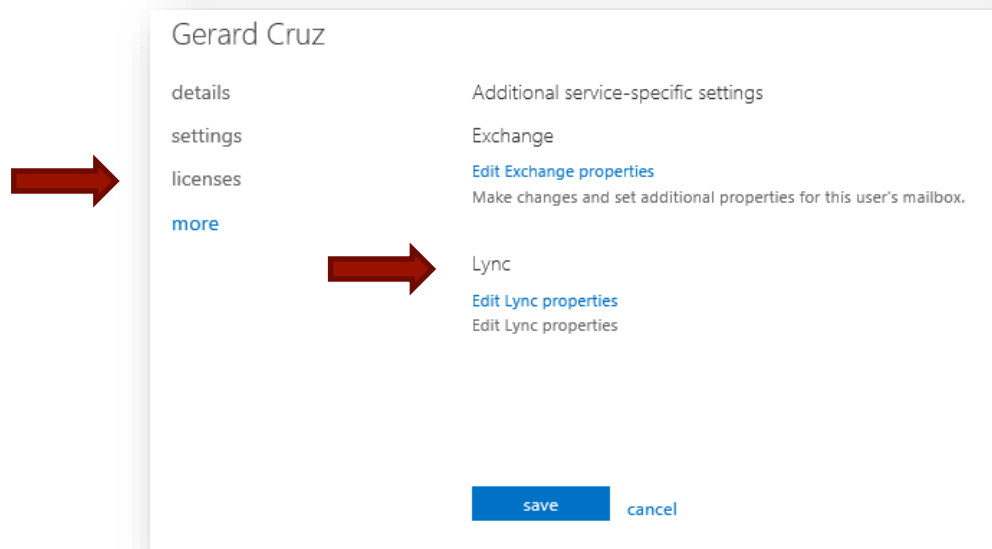
setup  
**users and groups**  
domains  
billing  
external sharing  
service settings  
service health  
reports  
support

Single sign-on: [Set up](#) | [Learn more](#)  
Active Directory® synchronization: [Set up](#) | [Learn more](#)  
[Manage mail contacts](#) | [Manage resource mailboxes](#) | [Manage shared mailboxes in Exchange](#)  
Change the password expiration policy for your users: [Change now](#)  
Set Multi-factor authentication requirements: [Set up](#) | [Learn more](#)

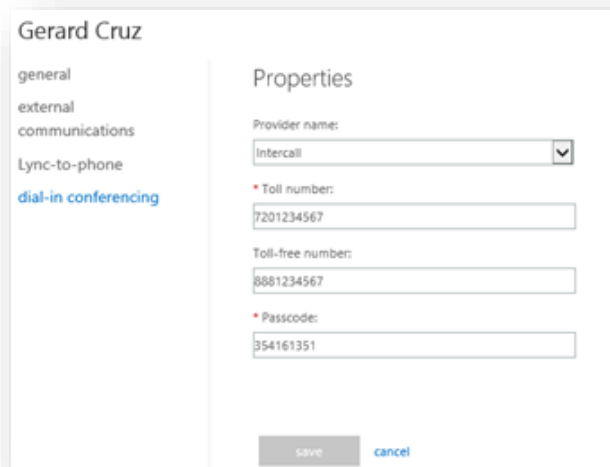
+ [Group Icon] [Filter Icon] [Search Icon]

<input type="checkbox"/>	DISPLAY NAME ^	USER NAME
<input type="checkbox"/>	211 test	211@InterCalldemo.onmicrosoft.com
<input type="checkbox"/>	212 test	212@InterCalldemo.onmicrosoft.com

2 - From the User page select **more** and then click on **Edit Lync Properties** under Lync.



3 - Select **InterCall** from the drop-down menu, enter the conferencing details and click **Save**. In the Toll/Toll-Free number field, use numerical format only. **DO NOT** use spaces or special characters such as hyphens, periods or parenthesis.



## Syncing up Vanity Domains with Lync Online

If you are utilizing a Vanity domain with Lync Online (i.e. @vanity.com) and have associated it with your Lync Online account via the Microsoft Online Portal, you must ensure that you have made the appropriate changes to your DNS (Domain Name Server) SRV records before audio integration will function properly. This process be completed by your Network Administrator and is outlined on the [Microsoft Knowledge Base](#).

If you experience any issues with this process please contact your Microsoft sales representative or Microsoft support team at 866.270.6179.