How to set your privacy settings in Microsoft Lync.

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In Microsoft Lync, the default setting is to only show your presence to people in your contacts list. This means that by default now, you will show up as OFFLINE to people not in your contacts list unless you change your settings.

Toggling it to “I want everyone to be able to see my presence” sets it so that anybody can see your presence info (i.e. available, busy, away, offline, and for how long).

To change this, in Lync go to options by clicking on the gears symbol:
From the Lync Options window, go to Status, and then change it to “I want everyone to be able to see my presence”.

![Lync Options Window](image)
The other thing to keep in mind is the Personal information manager settings. By default, Lync will pull your presence info right from your Outlook calendar, and that can be customized. If you want your presence information to be updated automatically based on what is in your Outlook calendar, then make sure that the Personal information manager option is set to “Microsoft Exchange or Microsoft Outlook”, and that “Update my presence based on my calendar information” is checked.