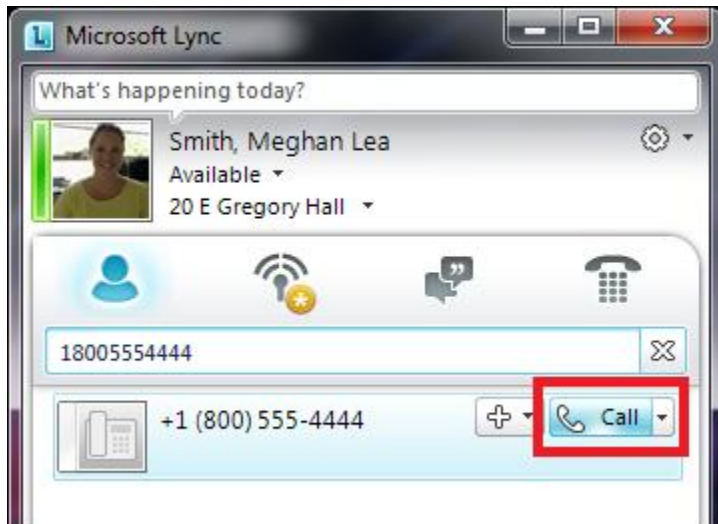
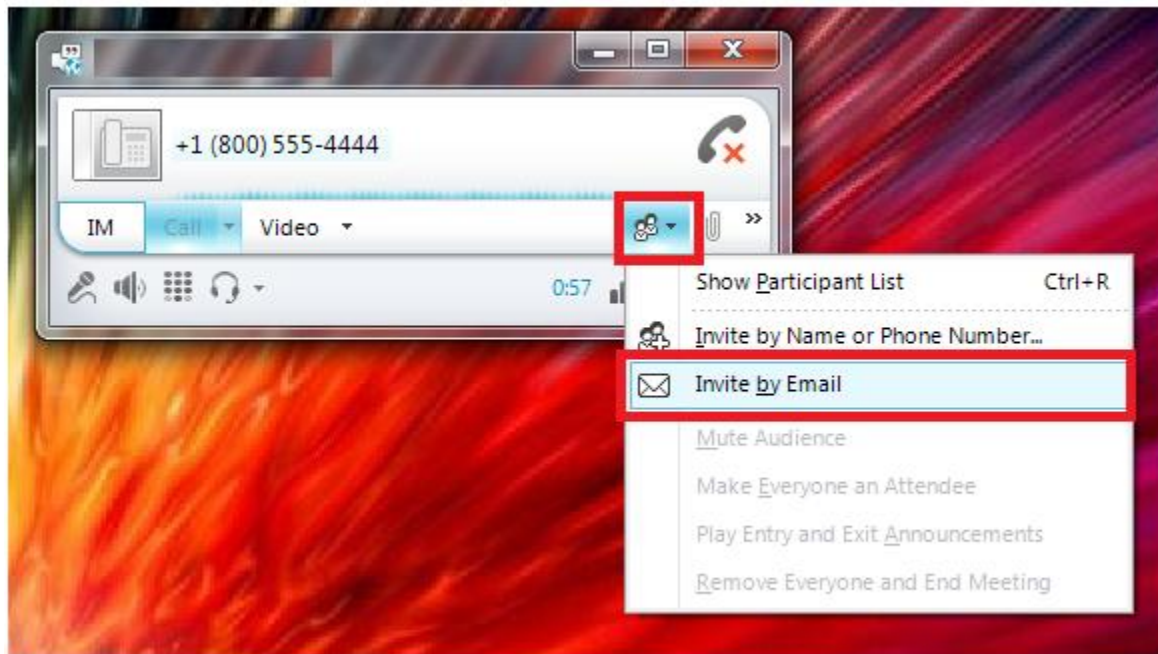


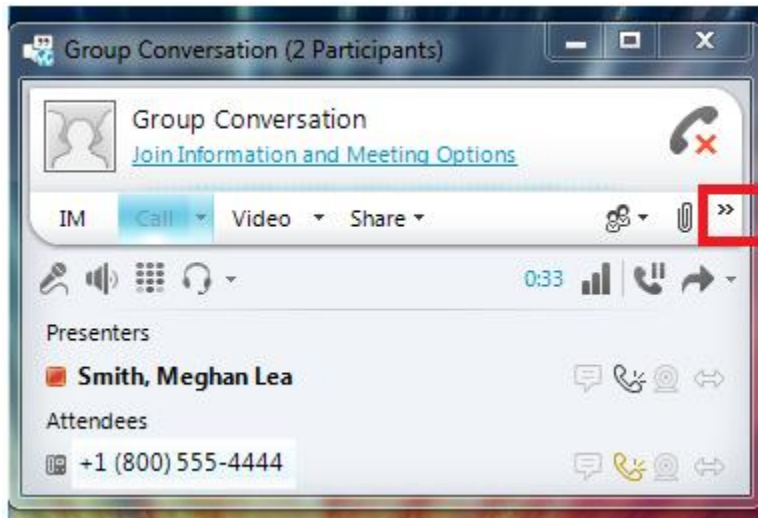
Dial the phone number and click “Call”.



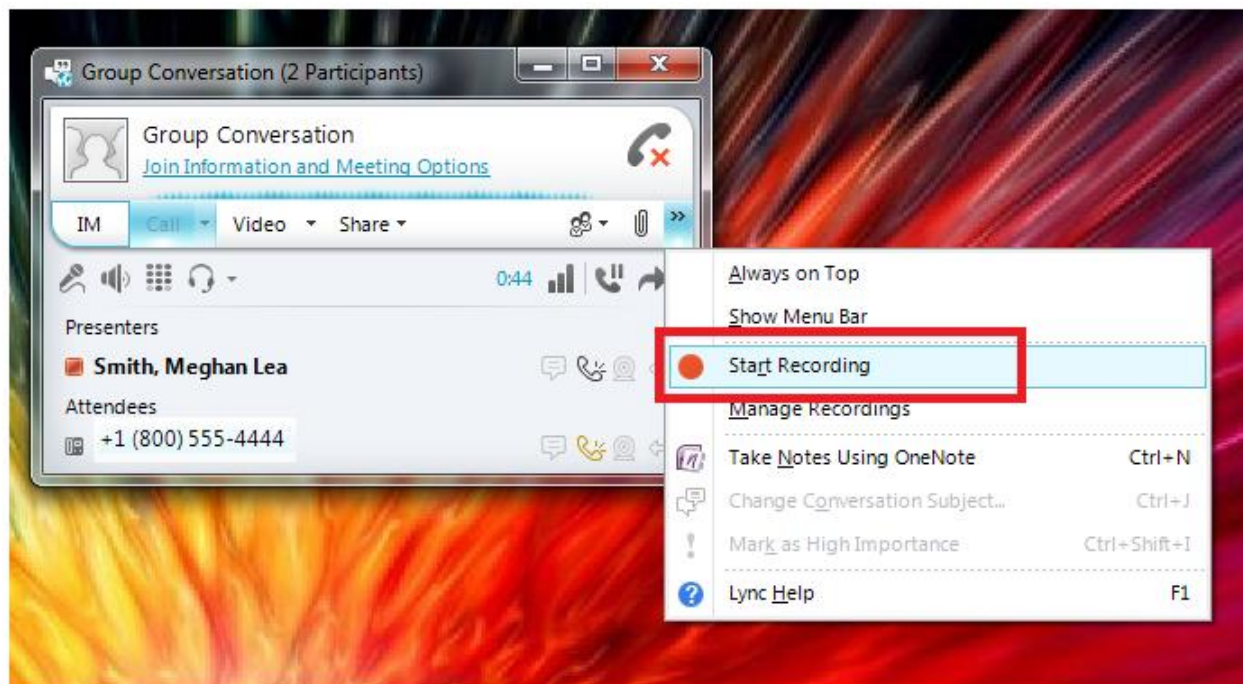
Once connected, click the “people” button and then click “Invite by Email”.



Then click back to the call window and click the double arrows.



Then click "Start Recording".



Your phone call will now be recorded. The recording will end when you hang up.

To listen to your recording afterwards, click on the down arrow in Lync. Then click on "Tools". Then click on "Recording Manager". Your recordings will be stored there.

