

This message is being sent to graduate student and graduate program contacts on behalf of CITES. Please direct any questions you may have to the CITES Help Desk at [consult@illinois.edu](mailto:consult@illinois.edu) or 217-244-7000.

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Dear Graduate Student,

On Wednesday, February 15, 2012, we will enter into the graduate student bridge period of Unified Communications. During this period, graduate students will have the ability to start utilizing Microsoft Lync, which is a communications client that allows you to IM, video chat, share files, and so much more.

Please consider these points in preparation for your UC activation:

1. Faculty and staff will begin the bridge period on Monday, February 13th. Following this, all graduate students will begin to be Lync activated on February 15th. Graduate students will receive Lync to Lync, which is the communications client minus the ability to call phone numbers and receive phone calls.
2. All graduate students with appointments will be activated with faculty/staff starting on February 13th, and they will have Lync with full phone calling capabilities. The technology professionals from each unit have sent CITES a list of those who should be activated with enterprise voice. If you are a graduate student with an appointment and do not receive voice activation on February 14th (as activations will begin on 2/13 and continue throughout the day), please contact your unit IT professional.
3. To check your activation status, you may login to the MyUC page to see your account status (<http://uc.illinois.edu/myuc>).
4. To begin using UC voice on activation day, you must have a Microsoft Lync client installed on your computer. If you are working in a department on campus please talk to your IT professional, otherwise the client can be downloaded for free from the WebStore (<http://uc.illinois.edu/lync/software>).
5. You can visit the UC website (<http://uc.illinois.edu>) for video tutorials. This page also has many other features to help you through Unified Communications such as an announcement blog (<http://uc.illinois.edu/blog>). Please also consider visiting the "Get Started" guide for graduate students (<http://www.cites.illinois.edu/uc/grad.html>).
6. **Note: Lync users will need to be aware of information pertaining to 911 emergency calls during the bridge period.** Please read the information about E911, which can be found on the E911 page (<http://uc.illinois.edu/e911>). Each user must fill out an acknowledgement form acknowledging that they have read the E911 information before using Lync.
7. Lastly, please note that we will be adding a new 217-300-XXXX set of numbers to the set of University owned numbers, thus if you are a graduate student with an appointment, you may receive this new prefix.

CITES would like to once again thank campus for your incredible partnership in the implementation of this Unified Communications project. If you have any questions or concerns, please contact [consult@illinois.edu](mailto:consult@illinois.edu) or 217-244-7000.

Sincerely,  
The CITES UC Program Office

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