



# Adding InterCall Audio to Your Lync Online Account



## For more information:

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## GETTING AUDIO ACCOUNTS SET UP

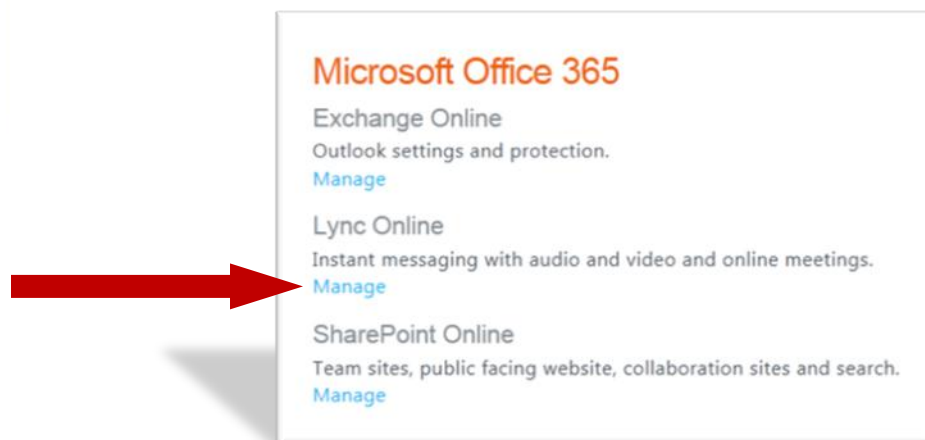
Microsoft® Lync Online, offered by InterCall, integrates our industry-leading audio conferencing platform with Lync enabling participants to join via for PSTN phone lines and providing enhanced in-call controls.

There are two ways to get started:

- + Work with your InterCall sales representative to provide all the necessary information to set up new owners and add InterCall Reservationless-Plus® to their accounts. Your representative can then provide you with a spreadsheet detailing all of your company's owners and their conference codes.
- + Work with your new InterCall owner ID and web PIN to create an account at <https://www.intercallonline.com>. Then call account management at 800.374.2441 to have your account enabled as an administrator.
  - + By becoming an administrator on InterCall Online, you can create accounts for new owners, assign vanity conference codes and pull reports on accounts and usage.

## UPLOADING YOUR RESERVATIONLESS-PLUS ACCOUNT DETAILS INTO THE MICROSOFT PORTAL

1. Log into your Microsoft Online Portal and, from the Admin Overview, select **Manage** under Lync Online.



- From the Lync Online Control Panel, select **Manage** under Dial-in Conferencing.

### Lync Online Control Panel

[Overview](#) | [Domain federation](#) | [Public IM](#) | [User information](#)

#### Current settings

Domain federation: **Enabled**  
Public IM connectivity: **Enabled**

#### Dial-in conferencing

Dial-in conferencing provides a way for users to join the audio portion of a conference from a telephone. To enable dial-in conferencing, first contract with a Lync Online partner, who can act as your audio conferencing provider. Then use this tool to configure your users for dial-in conferencing.

[Manage](#) | [Learn more](#)

- Select the users you want to edit by clicking their name.

### User information

Select one or more users to change their settings.

[Edit user](#) | [Export](#) ▼ | [Import](#) | [Disable](#) ▼

<input type="checkbox"/>	Display name ▲	Toll number	Passcode
<input type="checkbox"/>	Camile Frost	4803373614	1234567890
<input type="checkbox"/>	Jennifer Untiedt		
<input type="checkbox"/>	Jill Williams		
<input type="checkbox"/>	Paul Smith		

[Edit user](#) | [Export](#) ▼ | [Import](#) | [Disable](#) ▼

- Select **InterCall** from the drop-down menu, enter the conferencing details and click **Save**.

### Edit dial-in conference settings for Microsoft Lync Online

Camile Frost  
camilefrost@ictrial.onmicrosoft.com

#### Personal

\* Required fields

\* Provider: InterCall . ▼

\* Toll number: 4803373614

Toll free number: 8662037023

\* Passcode: 1234567890

[Save](#) [Cancel](#)