Setting up your Lync account in D2L

1. Login to D2L and go to your course site. Click on More Tools and select Online Rooms.

2. Click on Accounts at the top of the page.

3. Click the New Personal Account button.
4. Enter your credentials as shown below.

1. Enter “MU Lync” as the Account Name.
2. Enter your username with “marqnet\” in front of it. (Your username should replace “username” in the example above)
3. Enter your Lync password. This is the same password you use to login to D2L, checkmarq, etc.
4. Click Save.

5. Now you can click on Rooms and use the New Room button to setup an online meeting room.