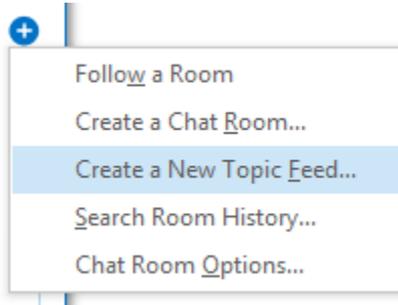


## Create Topic Feeds to track activity

You can set up topic feeds to alert you when new are messages posted in the chat rooms you're following:

1. On the Chat rooms view of the Lync main window, click the **Add a Room** button  then click **Create a New Topic Feed**.
2. Give your topic feed a name.
3. Tell Lync whose posts you want to follow, and provide keywords to find the discussions you want to keep track of, then click **OK**.

Your topic feeds appear on the Chat rooms view of the Lync main window along with the rooms you are connected with. The number next to a topic feed indicates the number of new messages that include the keyword(s) you assigned to that topic feed.



## Create a chat room

If you've been granted authorization to do so by your server administrator, you can create and manage your own chat rooms.

1. In the Lync main window, in the chat room view, click the **Add a Room** button  then click **Create a Chat Room** on the drop-down list.
2. In the **My Rooms** dialog box, click **Create a New Room**, then type a name in the Room Name box.
3. In the Description box, explain the purpose of your chat room.
4. Select a privacy setting for your room from the three options (Open, Closed, Secret).
5. If your support team has provided access to web apps, select one or more to add to your room.
6. Type the name of anyone you want to serve as a co-manager for this room, and type the names of those you want to make members of the room. (They will be notified of membership by Lync.)
7. Click **Create**.



## Lync 2013 Quick Reference Persistent Chat

In a chat room, messages about a specific topic are shared with other chat room participants in real-time, and saved over time. With Lync 2013, if you have been given authorization, you can create chat rooms, participate in chat room conversations, view and search chat room history, and monitor conversations in the rooms that interest you — all without leaving the Lync main window.

## About chat room privacy settings

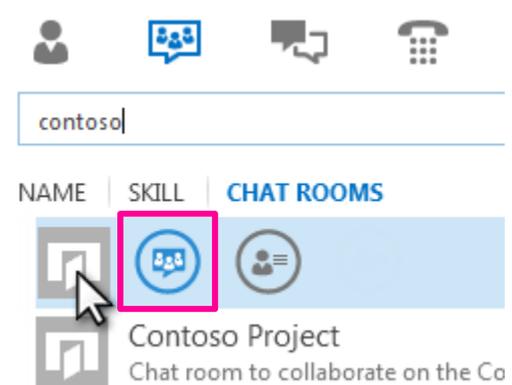
Every chat room has a privacy setting, which determines who can participate in it:

- **Open rooms** – Anyone can find (via search), read, write in ("post to"), and follow. No membership is required (or accepted).
- **Closed rooms** – Non-members can find closed rooms (via search) and see a list of members, but only members can follow, read, or post to these rooms. This is the default privacy setting.
- **Secret rooms** – Non-members can't find secret rooms, learn who has membership in them, follow, read in, or post to them.

## Find and enter a chat room

Use Lync search to find rooms that you have access to.

1. In the Lync main window, click the **Chat Rooms** tab.
2. In the search box, type a room name or keyword(s). Relevant rooms appear in the search results.
3. Enter the chat room by pointing to the Chat room icon and then clicking the **Open** button.



Point to the chat room icon, then click the Open button.

## See who is in a chat room

Once you enter a chat room, the picture header on the chat room window gives a glimpse of participants. Each person's presence status is also shown, as a color bar. Point to a photo to bring up the Quick Lync menu. From there, you can start a conversation or display the person's contact card.



## Read chat room messages

### To browse chat history

Open the chat room and read the message directly above the text-input area. This is the most recent message. Scroll up to read previous messages.

### To find messages about a specific topic

1. Open a chat room and click the **Search** icon.
2. Under **What rooms do you want to search?** click the room name(s).
3. In the text box, type the word or words you want to search for.
4. If you're searching for more than one word, click the **Options** button, and then select whether you want to search for the exact phrase.

## Post a message to a chat room

Posting a message in a chat room is much like sending an instant message. The message posts immediately. But unlike an IM, a chat room message becomes part of the chat history for current and future participants to see.

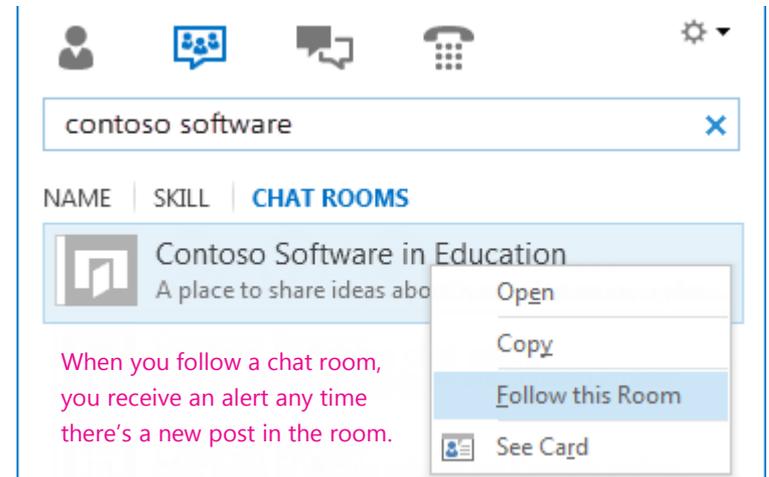
1. Open the chat room you want to post to.
2. Type your message in the text input area in the chat room window.
3. Press the Enter key on your keyboard to send your message.

## Follow a chat room

"Following a chat room" involves having Lync automatically notify you there's activity in a room you want to keep track of. It's a simple way to stay current on your rooms without having to constantly check them for new messages. You can define the type of notification you get by changing the settings on the Options > Persistent Chat window.

### To follow a room

1. In the Lync main window, click the **Chat Rooms** tab.
2. Type a search term to find the room you want to follow.
3. Right-click the listing for that room and click **Follow this Room**.



## Use custom notifications

By default, you'll get messages about the chat rooms you follow based on the settings in the Persistent Chat Options window. But you can also customize the alerts for a specific room.

1. Right-click the listing for the room, and then click **Change Notification Settings**.
2. On the dialog box, select **Customize settings**.
3. Choose the alert options you want, and click **OK**.