

## 如何申请Lync账号

1. 登陆中国区内网<https://www.sodexo-cn.com>
2. 点击 **信息技术服务**→**服务请求**→**Lync**，进入申请页面，请注意“说明”部份的文字
3. 在获得部门总监批准后，将为您创建账号



The screenshot shows the Sodexo China website interface. On the left, there are news items under '热点新闻' (Hot News), including 'Dow Jones Sustainability Indices' and 'China's Top 10 CATERING BRANDS'. On the right, there are two main navigation panels:

- 最新更新 (Latest Updates):**
  - 首页 (Home)
  - 营养与健康宣传 (Nutrition and Health Promotion)
  - 健康安全环境 (Health, Safety, and Environment)
  - 标准化的美食推广项目 (Standardized Food Promotion Projects)
  - 工具与资源 (Tools and Resources)
  - 费用报销 (Expense Reimbursement)
  - 财务管理 (Financial Management)
  - 客户通讯 (Customer Communication)
- Quick Links 快速链接 (Quick Links):**
  - People Finder 人员查询
  - IT Service 信息技术服务** (highlighted with a red box)
  - Office 365 网页邮箱
  - Web Email 原网页邮箱
  - Incontournables 营运必做
  - SALUS系统
  - Buy Smart
  - Work Smart
  - Price Negotiation 议价工具包



A grid of service icons is displayed, with the '服务请求' (Service Request) icon circled in red. The icons and their labels are:

- 自助服务 (仅限办公室) - Self-service (Office only)
- 服务请求** - Service Request (circled in red)
- 资产及采购 - Assets and Procurement
- 表单 - Forms
- sodexo logo
- 知识库 - Knowledge Base
- 服务目录 - Service Directory
- 服务报表 - Service Reports
- 投诉或建议 - Complaints or Suggestions



Lynch Apply

流程图 抄送

Requestor  
申请人: ZHANG Xuepeng (ext) NO.# Lync:20161229134638

PC Code 成本中心	<input type="text"/> *	Manager 上级主管	<input type="text"/> *
Reason 申请原因	<input type="text"/>		

Lync (Now Called Skype for business) lets you connect with co-workers or business partners in Sodexo or around the world.

- Start conversations with IM, voice, or video calls.
- See when your contacts are available online, in a meeting, or presenting.
- Present your screen during meetings or give control to others.
- Use Skype for Business in other Office programs to chat, call, or join a meeting with a click.

The Cost for this service is **12 Eur** per month.

How to Install?  
You can install Lync by Self-Service Portal.  
<https://www.sodexo-cn.com/Service/IT/SitePages/Portal/Self.aspx>

这期 IT 小知识就到这里，我们下周见。