Lync Mobile (Android)

Installing Lync
1. Go to the App Store on your device and look for Microsoft Lync 2013.
2. Select Install. When the app is installed, it appears on your home screen.

Using Lync Mobile

Signing In
2. Enter in your credentials.
3. Tap Sign-In.

Setting your Status
1. Tap My Info.
2. On the My Info screen, tap the arrow next to your current status.
3. Under Set My Status, select one of the choices displayed.

Making a Note
1. Tap My Info.
2. Tap the What’s Happening Today? text balloon and type a note.
3. Tap OK.

Searching for a Contact
1. From the Contacts icon, tap Search.
2. Begin typing the person’s name, phone number or extension, or email in the search box. The results will be shown below.

Viewing a Contact Card
1. Find the contact you want.
2. Tap their name to view status, personal note, and location, or do one of the following:
   - Tap the IM icon to send an IM.
   - Tap the Phone icon to call the contact.
   - Tap the Video icon to start a video call.
   - Tap the Email icon to send an email.

Sending an Instant Message (IM)
1. Tap on the person’s name in your Contacts menu.
2. Tap on the Send IM icon on the contact card screen.
3. Type message and tap Send.

To switch between conversations,
- Tap the Conversations icon, and then tap the conversation you want to reply to.
- If you’re in multiple conversations and get a new IM in one of the conversations, you can go to that conversation by tapping the notification that pops up.

Adding Audio to an IM
1. Tap the Phone icon in the conversation screen.
2. Select who you want to call.

Adding Video to a Conversation
- Tap Video icon in the conversation screen.

Sending IM during a Video Call
1. Tap the IM icon.

2. Type message and tap Send.

Ending a Conversation
To end an audio of video conversation,
- From the conversation screen, tap the red End icon.

To delete a conversation,
- Tap the Conversations icon. Tap and hold the conversation you want to delete, and then select Delete conversation.

Inviting Others to an Existing IM
1. To invite someone to an instant messaging conversation, from the Conversation screen tap the arrow icon > Invite Others.
2. From the Invite Screen, select or search for the contact you’d like to invite to the conversation.

Joining Meetings
NOTE: If you have joined a meeting from your mobile device, and then join a meeting from your desktop, you will be automatically disconnected from the meeting on your mobile device.
1. In your Calendar, open the meeting invitation.
2. Tap the Join online meeting link.
3. When the Lync meeting calls you back, answer the call to connect to the meeting audio.
Viewing Shared Content
To view and share meeting content, you will need to be using your desktop computer.