Lync Mobile (iPhone/iPad)

Installing Lync
1. Go to the App Store on your device and look for Microsoft Lync 2013 for iPhone.
2. Select the Free button in the app, select Install, and then enter your App store Apple ID and password. When the app is installed, it appears on your home screen.

TIP: Lync 2013 needs apple devices to be updated to iOS 7.1 in order to be installed.

Using Lync Mobile

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

Setting your Status and Logging out
- Tap Status and change.
- To log out, tap the Sign-Out button.

Searching for a Contact
1. From the Contacts icon, tap Search.
2. Begin typing the person’s name.

Sending an Instant Message (IM)
1. Tap on the person’s name.
2. Tap on the Send IM icon.
3. Type message and tap Send.

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

Adding Video to a Conversation
- From the IM conversation, in the Conversation screen, tap the Video icon and then number you want to call.

Sending IM during a Video Call
1. Tap the IM icon.
2. Type message and tap Send.

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.

Finding a Recent or Missed Conversation
1. Tap the Chats icon.
2. The Chats screen displays a list of recent and missed conversations.
3. Tap the conversation to reply.

Ending a Conversation
- From the Conversation screen, tap the Actions icon, and then tap End Conversation.
- From the Chats screen, tap Edit, and then tap the conversation you want to delete and tap Delete or Select All > Delete.

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. To join a Lync Meeting, tap the Meetings icon.
2. From there, select the meeting you want to join and then tap **Join Meeting**.

**Viewing Shared Content (iPad)**
You are unable to share or present any meeting content while mobile but you can view it.

- When you’re viewing content in a meeting, you can tap **Stop Viewing** to stop viewing content.
- To resume viewing, (if the content is still being presented), tap the **Sharing** icon at the top, and then select **Start Viewing**.

While viewing shared content, the backlight is kept on so that you can view the content without the screen dimming or turning off. The on-screen controls also disappear after a short timeout so that you can focus on the content without distractions. You can tap the screen to bring the controls back when needed.