Send an IM during a video call
To send an IM while you're in a video call, tap the IM icon. Type your message and then tap the Send icon.

Join a Lync Meeting
To Join a Lync Meeting, from the Meeting screen select your meeting and then tap Join Meeting. You will then be connected to the meeting audio.

Quick Reference Card for Lync 2013 on Windows Phone

Sign in and get started
If you have a data plan, or your phone is connected to a Wi-Fi network, signing in is as easy as starting an application.
Start the Lync app, and on the sign-in screen, enter your credentials, and then tap the check mark button. Tap More Details if you need to enter your server information.

Set your status or sign out
To change your status, from the my info screen, tap your status, and then select a new status or tap Sign out.
Find the right person

From the **contacts** screen, tap **search**. Start typing a person’s name in the search box. The results appear below the box.

```
anahita b
```

![Anahita Bahrami](image)

**Anahita Bahrami**
**TECHNICAL WRITER**

Send an instant message

1. When you find the person you’re looking for, tap their name, and then tap the **send IM** icon.
2. Type your message, and then tap the **Send** icon.

Add audio to an IM

When you’re in a IM and you want to call the contact, tap the **Phone** icon and then select the number you’d like to call.

Add video to a conversation

When you’re on a call and you’d like to add video to the call, tap the **Video** icon, and then select **start my video**.

**Note**: You can also switch between your front and back cameras, by selecting **switch camera**.