Join a Lync Meeting

To join a Lync Meeting, from the Meetings tab, select the meeting you want to join and then tap Join Meeting.

See who’s in the meeting

To view the participants list when you’re in a meeting, tap the Actions icon, and then tap See Participants.

Sign in and get started

If you have a data plan, or your phone is connected to a Wi-Fi network, signing in is simple.

On your phone, start the Lync app. On the sign-in screen, enter your credentials, and then tap Sign In.

Change your status or sign out

From the My Info screen, do one of the following:

- To change your status, tap Status, and then select your status.
- To sign out, tap Sign Out.
Search for a contact

Tap **Contacts**, and from the Lync tab, start typing a person’s name in the search box. Your search results will appear below the box. You can also scroll through your Lync Contacts group to find the person you’re looking for.

Send an instant message

1. When you find the person you’re looking for, tap their name, and then tap the **IM** icon to send an instant message.

   **Note** If you want to call them, tap the **Phone** icon.

2. Type a message, and then tap **Send**.

Add audio to an IM

When you’re in an IM and you want to call the contact, tap the **Phone** icon and then click one of the call buttons.

Add video to an IM or call

To add video to an IM or audio conversation, tap the **Video** icon, and then tap **Start My Video**.