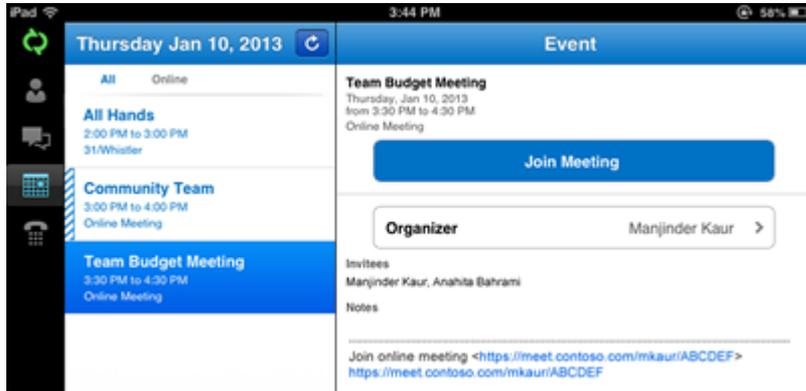


Join a Lync Meeting

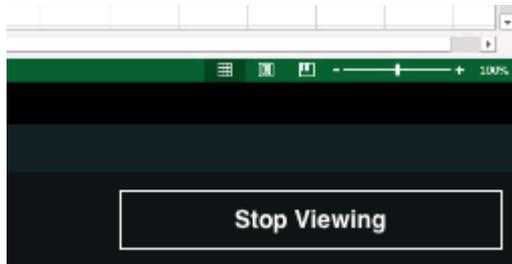
To Join a Lync Meeting, from the **Event** screen select your meeting and tap **Join Meeting**. You will then be connected to the meeting audio.



View meeting content

When you're attending a Lync Meeting or an ad-hoc audio or video conference call with three or more people, you can view shared PowerPoint presentations and screen sharing.

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



Quick Reference Card for Lync 2013 on the iPad

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:

For **"Sign-in address"**, type your sign-in address, which is usually the same as your email address.

For **"Password"**, type your Network ID passphrase (but do not press return).

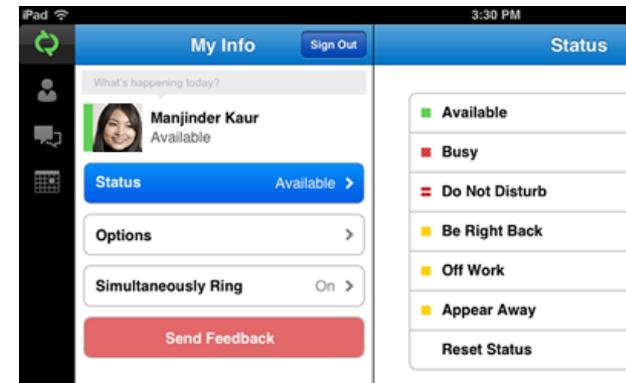
Tap Show Advanced Options.

For **"User name"**, type ads\username, replacing username with your Network ID username.

Be sure "Auto-detect server" is set to On.

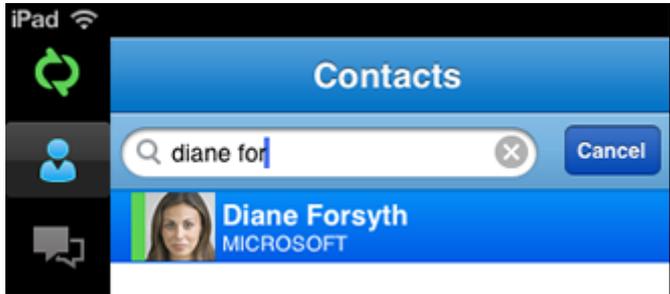
Set your status or sign out

To change your status, from the **my info** screen, tap your status, and then select your status or tap Sign out.



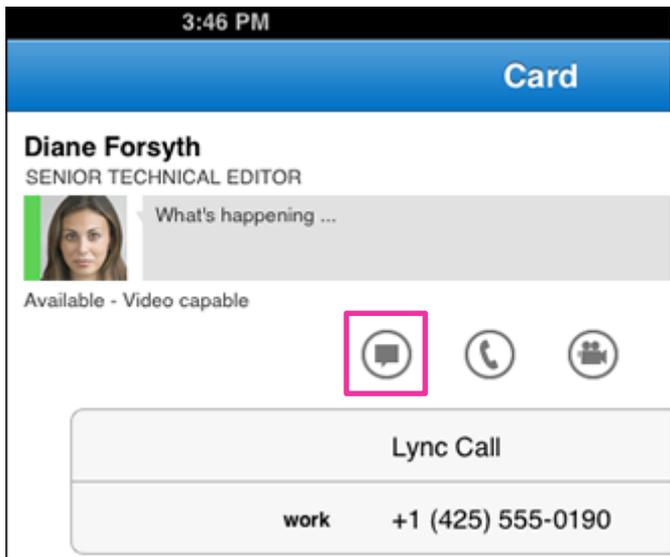
Find the right person

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



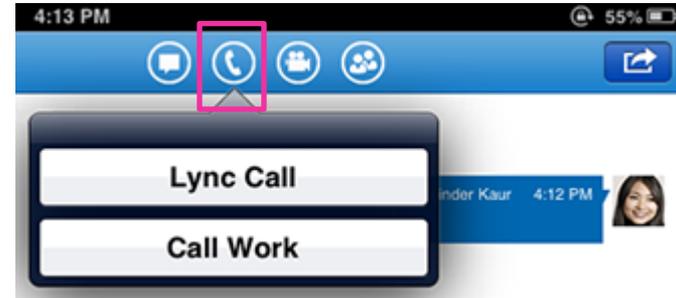
Send an instant message

When you find the person you're looking for, tap their name, and then tap the **IM** icon. 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.



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.

