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.

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.