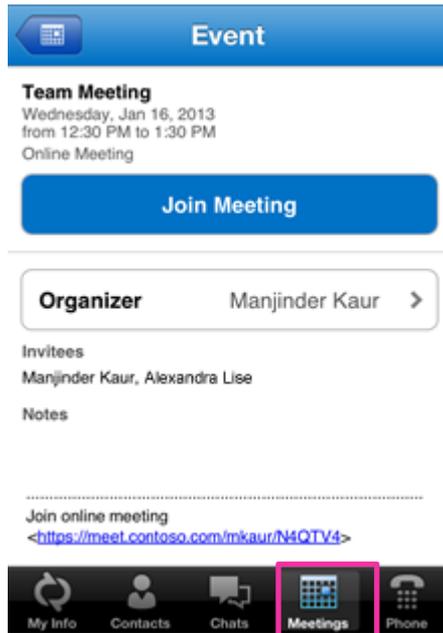


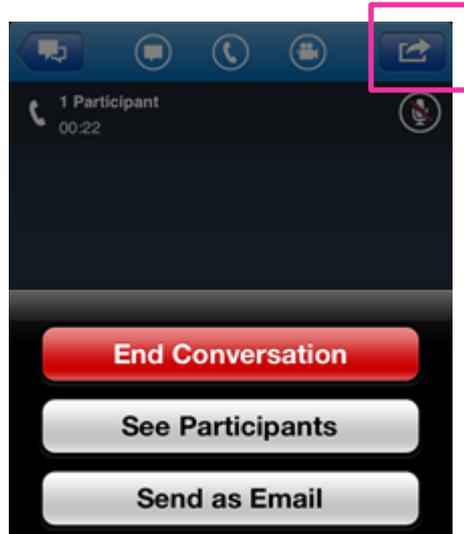
Join a Lync Meeting

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**.



Quick Reference Card for Lync 2013 on the iPhone

Sign in and get started

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

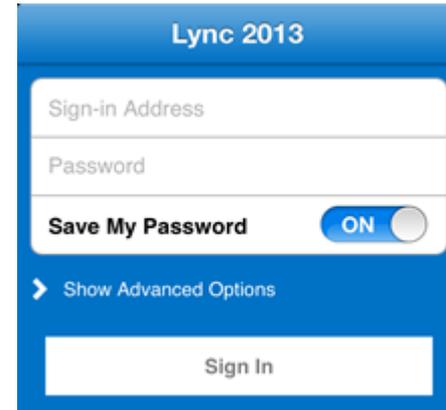
For "**Password**", type in your Network ID passphrase.

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.

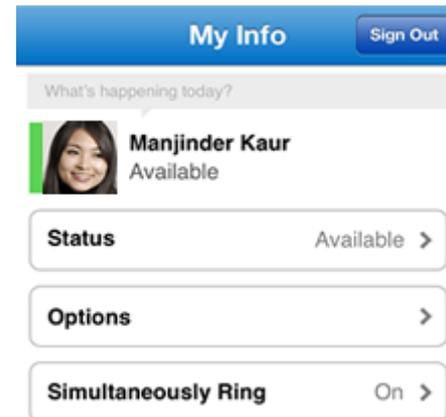
Then tap **Sign In**.



Change your status or sign out

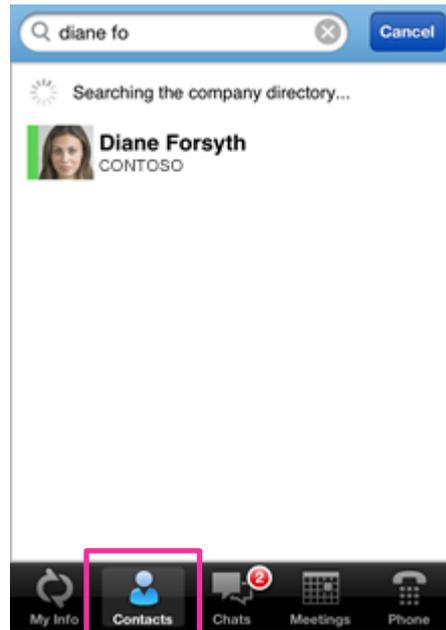
From the **My Info** screen, do one of the following:

- 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.

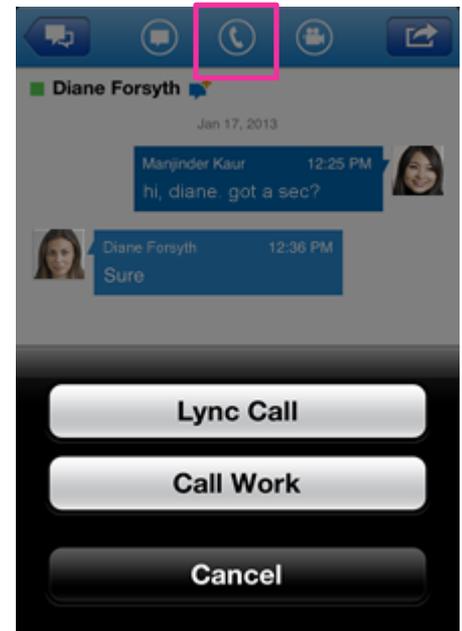
Note If you want to call them, tap the **Phone** icon.

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**.

