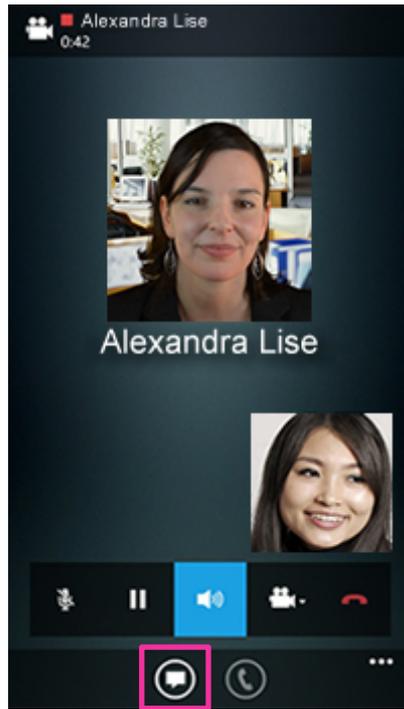


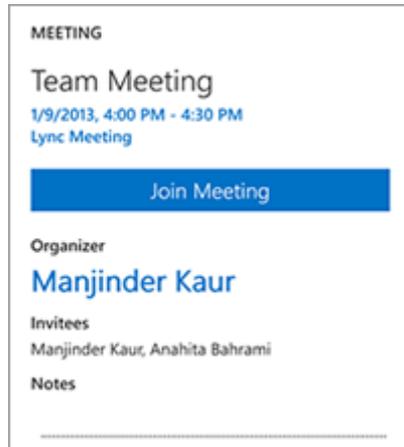
Send an IM during a video call

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,

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.

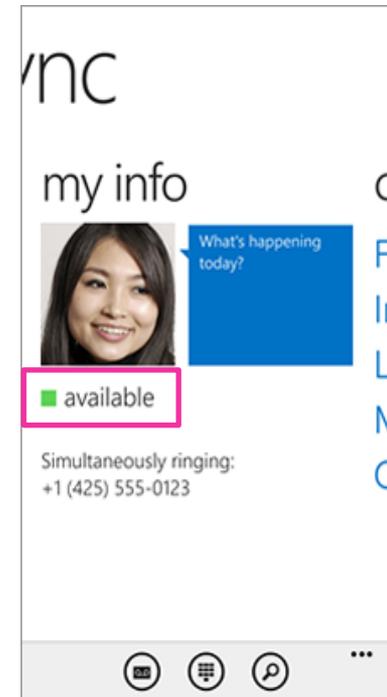
Tap Show Advanced Options.

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

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

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.



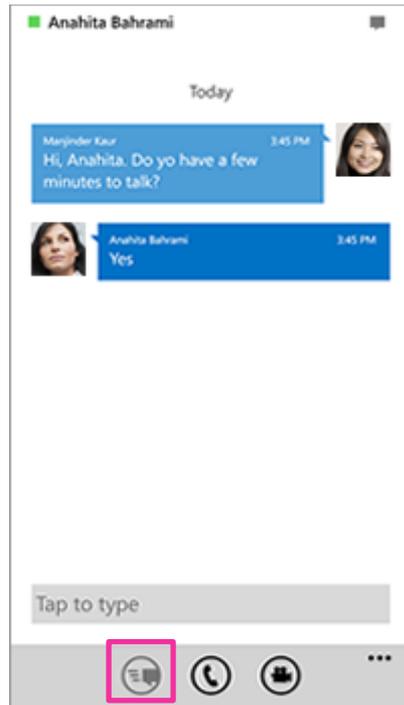
Find the right person

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



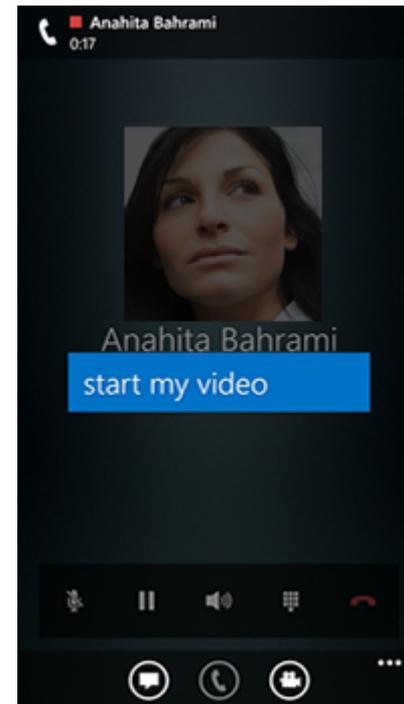
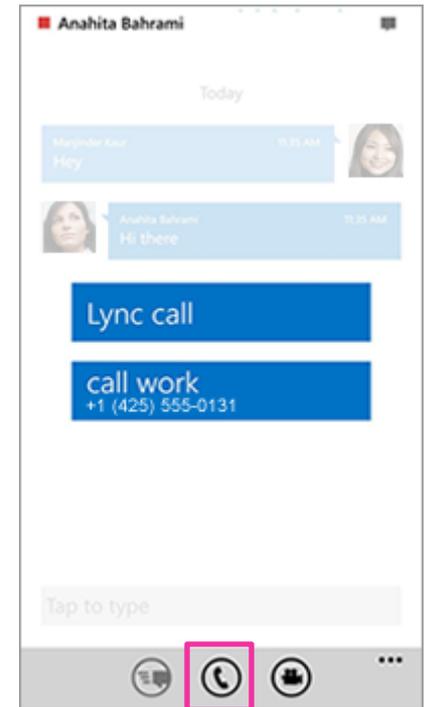
Send an instant message

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**.