Quick Reference Card for Lync 2013 for Android

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
Tap the status icon, and do the following:

• To change your status, tap your status, and then select your status or tap Sign Out.

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.

Start your video in a meeting
Tap the Video icon to start your video in the meeting.
Search for a contact

Tap the **Contacts** icon, tap **Search**, and 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.
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.