Make a Lync Audio Call

Make a Lync call (computer audio)
1. In your contact list, pause on a contact’s picture.
2. Click the Phone button to call the contact using Lync.

Answer an Audio Call
1. When someone calls you, an alert pops up on your screen.
2. To answer the call, click anywhere on the picture area.
3. Click Ignore to reject the call and send to voice mail.
4. Click Options to take other actions:
   - Reply by IM instead of audio.
   - Set to Do not Disturb to reject the call and avoid other calls.

Invitation other people to a video call
1. In the conversation window, pause on the people button, and click Invite More People.
2. Select the invitees from the Add People window, and click Add.
3. Your new invitees receive a request to join your call.

Start a video conference
Start a video conference to discuss a subject that requires immediate attention.
1. In our Contact List, select two or more contacts by holding down the Ctrl key and clicking the names.
2. Right-click the selection, and click Start a Video Call.
3. When you start a video call, you automatically use Lync computer audio.
4. A gallery of participants is displayed. Participants can mute/unmute their audio if they wish and can turn their video off/on as they wish.

Leaving a video call
Click the red Phone icon at the top right of the video window.

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Add audio to an IM conversation
Pause on the Phone icon in the IM window and click on Lync Call.

Invite more people to an audio call
1. In the conversation window, pause on the People icon and click Invite More People.
2. Select the invitees from Invite by Name window, and click OK.
3. Your new invitees receive a request to join your call.

Start a Lync audio conference call
1. Select multiple contacts by holding the Ctrl key, and clicking the names.
2. Right-click the selection, then click Start a Conference Call.
3. In the Start Conference Call Now Using box, click on Lync Call.

Leaving an audio call
Click the red Phone icon at the top right of the call window.

Start a Lync video call
1. Pause on a contact’s picture and click the camera button. An alert pops up on your contact’s screen to accept your call.
2. To control your video, pause on the camera button and select an option:
   - Stop My Video: ends your video, but you can still see others’ videos.
   - End Video: ends all the videos for you, but you’ll still have audio.

Answer a video call
1. When someone calls you, an alert pops up on your screen.
2. To answer the call, click anywhere in the picture area.
3. Click Ignore to reject the call and send to voice mail.
4. Click Options to take other actions:
   - Reply by IM instead of video.
   - Answer With Audio Only if you don’t want to share your video.
   - Set to Do not Disturb to reject the call and avoid other calls.

Add video to an IM conversation
1. Pause on the contact’s picture and click the camera button. An alert pops up on your contact’s screen to accept your call.
2. Adjust your camera if needed, and click Start My Video.
3. To stop sharing your video, click Stop My Video.