Set your status or sign out

To change your status,
1. Click the My Info icon.
2. Tap your status.
3. Select your status.
   or
4. Tap Sign Out.

Install the Lync 2013 App

1. From your device, select the App Store icon and search for Microsoft Lync 2013.
2. Tap the Free button and tap the Install App button. You may be prompted to enter your Apple ID and Password.

Lync 2013 on the iPad

Lync 2013 Quick Reference

Set your status or sign out

To change your status,
1. Click the My Info icon.
2. Tap your status.
3. Select your status.
   or
4. Tap Sign Out.

Sign in for the First Time

1. On the home screen, Select the Lync 2013 icon you will see a “Before You Start” screen. Select OK
2. On the sign-in screen, enter your @princeton.edu email address and your Princeton NetID password in the appropriate fields
3. Select Show Advanced Options
4. Enter Princeton\your NetID in the User Name field
5. Be sure Auto-Detect Server is set to On, then select Hide Advanced Options
6. Tap Sign In
7. Once you are signed in, you will see a message that says “Important: Don't use the Lync app to make emergency calls”. Press OK to dismiss this message

Sign in and get started

1. On the Home screen, select the Lync 2013 icon to start the app
2. On the sign-in screen, tap Sign In.
Find the right person
1. From the Contacts screen, tap Search.
2. Start typing a person’s name in the search box. The results appear below the box.

Send an instant message
1. Find the person you’re looking for.
2. Tap their name.
3. Tap the IM icon.
4. Type your message.
5. Tap the Send icon.

Add audio to an IM
1. Tap the Phone icon
2. Choose Lync Call

Add video to an IM
To add video to an IM or audio conversation,
1. Tap the Video icon
2. Tap Start My Video.

Join a Lync Meeting
To Join a Lync Meeting,
1. Tap the Event icon.
2. Select your meeting on the Event screen.
3. 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.